

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

REGULAR MEETING AGENDA

Regular Meeting  
March 7, 2024

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 February 22, 2024 1-3
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 Carpenter 4-5
2. **RATIFY** job announcement bulletin for Electrician 6-7
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 8-9
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II / Driver 10-11
5. **RATIFY** job announcement bulletin for HVAC Technician 12-13
6. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 14-15
7. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician 16-17
8. **RATIFY** job announcement bulletin for School Safety Officer 18-19
9. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 20-21

10. <b>RATIFY</b> job announcement bulletin for Senior Payroll Accounting Technician	22-23
11. <b>RATIFY</b> job announcement bulletin for Staff Secretary	24-25
12. <b>RATIFY</b> job announcement bulletin for Staff Secretary – Bilingual Spanish	26-27
13. <b>APPROVE</b> the certification of Assistant Public Information Director eligibility list 24-0165-5266 established 03/08/2024	28
14. <b>APPROVE</b> the certification of Child Nutrition Specialist eligibility list 24-0170-3322 established 03/01/2024	28
15. <b>APPROVE</b> the certification of Custodian eligibility list 24-0184-0139 established 03/08/2024	28
16. <b>APPROVE</b> the certification of Electronics Technician eligibility list 24-0177-0110 established 03/05/2024	28
17. <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0185-5068 established 03/01/2024	28
18. <b>APPROVE</b> the certification of Recreation Aide eligibility list 24-0196-5255 established 03/05/2024	28
19. <b>APPROVE</b> the certification of Recreation Aide – Expanded Learning eligibility list 24-0198-5317 established 03/06/2024	28
20. <b>APPROVE</b> the certification of Senior Accounting Assistant eligibility list 24-0174-0760 established 02/27/2024	29
21. <b>APPROVE</b> the certification of Stage Technician eligibility list 24-0175-0379 established 02/27/2024	29
22. <b>APPROVE</b> the certification of Truck Driver eligibility list 24-0123-0392 established 02/22/2024	29
III. OLD BUSINESS	
None	
IV. NEW BUSINESS	
1. <b>APPROVE</b> the Revision of a Classification – Energy Conservation Manager	30-36
V. OTHER ITEMS	
None	
VI. NEXT REGUAL MEETING	
March 21, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VII. CLOSED SESSION	
Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	

## VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

February 22, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, February 22, 2024 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; and Eric Larsen, CSEA Site Representative Coordinator .

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 8, 2024.

<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

Susan Leaming, Interim Executive Officer, mentioned that two CPR/First Aid classes were held on February 9, 2024 and 99 classified employees were certified. Ms. Leaming thanked Veronica Bustamante, Human Resources Assistant, for her work behind the scenes to assure the classes were a success.

Maria Braunstein, Personnel Analyst, informed the Commission that there are several recruitments underway and 15 recruitments are being prepared to open. Ms. Braunstein

mentioned the recent Electronics Technician recruitment yielded 13 candidates eligible to participate in the performance examination. Ms. Braunstein explained that this is a historically challenging recruitment, and she has never seen such a large candidate pool before. Ms. Braunstein spoke about the teacher recruitment event that she and Amy Van Fossen, Associate Personnel Analyst, recently attended with Human Resources Services, and explained they are working with Christopher Itson, Assistant Director of Marketing and Media Services, to rebrand Personnel Commission job fair and marketing materials. Ms. Braunstein also informed the Commission that a job fair is being planned for April 5, 2024 which will be held at the Long Beach School for Adults. Ms. Braunstein noted that she is working with Nicole Lopez, Principal, to finalize the details of the event.

Oralia Leyva, Interim Certification Services Manager, reported that on the last Board of Education agenda there were 27 probationary, 28 substitute, and 27 exempt appointments made. Ms. Leyva informed the Commission seven reductions and 24 abolishments of classified positions for the 2024-2025 school year were also on this Board of Education agenda. Ms. Leyva explained that six of these abolishments were pulled by the Board for further discussion and will be brought back to the Board for consideration on March 6th. Ms. Leyva thanked staff for their hard work and understanding as she is learning her new role as the Interim Certification Services Manager.

Kellyanna Miller, CSEA Chapter 2 Administrator; requested to speak in regards to the reductions and abolishment of classified positions on the last Board of Education agenda. Ms. Miller explained that CSEA is not in agreement with these actions and believes the District is not acting in the best interest of the students or employees. Ms. Miller noted that CSEA will be working to assure these actions do not happen.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
2. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
3. **APPROVE** the certification of Accompanist eligibility list 24-0171-5213 established 02/20/2024
4. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW10-5258 established 02/07/2024
5. **APPROVE** the certification of Cyber Security Manager eligibility list 24-0157-5310 established 02/22/2024
6. **APPROVE** the certification of District Security Officer eligibility list 24-0142-5202 established 02/22/2024
7. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0179-5319 established 02/16/2024
8. **APPROVE** the certification of Instructional Aide – Expanded Learning (Catalina) eligibility list 24-0160-5319 established 02/16/2024
9. **APPROVE** the certification of Laborer eligibility list 24-0176-0204 established 02/23/2024

10. **APPROVE** the certification of Network Specialist eligibility list 24-0178-5119 established 02/22/2024
11. **APPROVE** the certification of Nutrition Services Operations Coordinator (Revised) eligibility list 24-0152-5063 established 02/07/2024
12. **APPROVE** the certification of Recreation Aide eligibility list 24-0180-5255 established 02/13/2024
13. **APPROVE** the certification of Recreation Aide eligibility list 24-0188-5255 established 02/23/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-13.

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

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 7, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:25 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:58 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:58 a.m.

# CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

## CARPENTER

**FINAL FILING DATE:**

4:30 p.m., Wednesday, March 20, 2024

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under 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, knowledges and abilities, may be considered.

**SPECIAL REQUIREMENTS:**

(1) May be required to travel from one location to another. (2) 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. (3) Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing. (4) 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. (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:	\$34.59
6 MONTHS:	\$36.49
1 ½ YEARS:	\$38.51
2 ½ YEARS:	\$40.63
3 ½ YEARS:	\$42.86

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

Dual Exam 24-0213-0114 JG



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LBUSD employees, please see reverse for important information.



**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



## ELECTRICIAN

**FINAL FILING DATE:**

4:30 p.m., Monday, March 18, 2024.

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under general supervision, to perform journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution centers, installations and lighting and power systems and equipment; and to perform related duties as required.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Completion of a recognized apprentice training program of at least four years duration,

OR

**EXPERIENCE:**

Four years of journey-level experience performing electrical work.

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

**SPECIAL REQUIREMENTS:**

(1) Possession of a valid class C Driver's license and evidence of a safe driving record is required at the time of appointment. (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 candidate 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:	\$37.52
6 MONTHS:	\$39.59
1 ½ YEARS:	\$41.76
2 ½ YEARS:	\$44.07
3 ½ YEARS:	\$46.49

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0210-0161 AA



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LBUSD employees, please see reverse for important information.

*Amy Van*

**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



## HVAC TECHNICIAN

**FINAL FILING DATE:**

4:30 p.m., Tuesday, March 19, 2024.

**JOB INFORMATION:**

Permanent 10- and 12-month positions. Positions are 100% FTE (8 Hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

**EXPERIENCE:**

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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

**SPECIAL REQUIREMENTS:**

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) 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 in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (5) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (6) 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:	\$37.52
6 MONTHS:	\$39.59
1 ½ YEARS:	\$41.76
2 ½ YEARS:	\$44.07
3 ½ YEARS:	\$46.49

**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 24-0207-5103 MG



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

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

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

**Guidelines:**

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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## GROUNDS EQUIPMENT OPERATOR II

**FINAL FILING DATE:**

4:30 p.m., Thursday, March 14, 2024.

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under immediate supervision, perform 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 experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS:**

(1) May be required to travel from one location to another. (2) Valid California Class B driver's license at time of application. (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:	\$27.09
6 MONTHS:	\$28.59
1 ½ YEARS:	\$30.16
2 ½ YEARS:	\$31.82
3 ½ YEARS:	\$33.58

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

Dual Exam 24-0205-0176 JG



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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



## GROUNDS EQUIPMENT OPERATOR II/DRIVER

**FINAL FILING DATE:**

4:30 p.m., Thursday, March 14, 2024.

**JOB INFORMATION:**

Permanent 12-month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill 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; operate a truck to tow a trailer or heavy equipment; 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 experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS:**

(1) May be required to travel from one location to another. (2) Valid California Class A driver's license at time of application. (3) Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification 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:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0206-5031 JG



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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



## INTERMEDIATE NUTRITION SERVICES WORKER

**FINAL FILING DATE:**

4:30 p.m., Friday, March 15, 2024.

**JOB INFORMATION:**

Current need is to fill two permanent 10-month positions ranging from 75% (6 hours per day) to 68.8% FTE (5.5 hours per day) located at the Nutrition Services Branch.

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

**JOB SUMMARY:**

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Completion of the eighth grade.

**EXPERIENCE:**

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

**SPECIAL REQUIREMENTS:**

(1) Valid Food Safety Manager Certificate is desirable.

**SALARY RANGE HOURLY:**

START:	\$18.53
6 MONTHS:	\$19.56
1 ½ YEARS:	\$20.62
2 ½ YEARS:	\$21.76
3 ½ YEARS:	\$22.96

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0201-5058 VO



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LBUSD employees, please see reverse for important information.

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.

**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



## INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

**FINAL FILING DATE:**

4:30 p.m., Thursday, March 14, 2024

**JOB INFORMATION:**

Permanent 12 month position. Positions in this class are typically 100% FTE (8 hours per day). Eligibility list is being created to fill future vacancies as they occur.

**JOB SUMMARY:**

Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

**EXPERIENCE:**

Two years of full-time financial record keeping work, preferably including payroll systems.

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

**WORKING ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

Seeing to read, review and assure accuracy of financial statements and reports. Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time. Hearing and speaking to exchange information about payroll matters in person or telephonically.

**SALARY RANGE HOURLY:**

START:	\$24.99
6 MONTHS:	\$26.35
1 ½ YEARS:	\$27.81
2 ½ YEARS:	\$29.33
3 ½ YEARS:	\$30.94

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

Dual Exam 24-0203-0756 JA



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LBUSD employees, please see reverse for important

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.

**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



## SCHOOL SAFETY OFFICER

**FINAL FILING DATE:**

Continuous

**JOB INFORMATION:**

Permanent 12-month positions. 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 general supervision, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

**EXPERIENCE:**

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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

**SPECIAL REQUIREMENTS:**

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) 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. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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:	\$34.59
6 MONTHS:	\$36.49
1 ½ YEARS:	\$38.51
2 ½ YEARS:	\$40.63
3 ½ YEARS:	\$42.86

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0211-5014 JG



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

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.**
- ❖ **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



## SENIOR NUTRITION SERVICES WORKER

**FINAL FILING DATE:**

4:30 p.m., Friday, March 15, 2024.

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

**SPECIAL REQUIREMENTS:**

(1) Positions in this classification require a valid California Class C driver's license and the use of a personal automobile. (2) May be required to travel from one location to another. (3) Valid Food Safety Manager Certificate approved by the American National Standards Institute (ANSI).

**SALARY RANGE HOURLY:**

START:	\$20.11
6 MONTHS:	\$21.22
1 ½ YEARS:	\$22.38
2 ½ YEARS:	\$23.61
3 ½ YEARS:	\$24.90

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0202-5071 VO



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LBUSD employees, please see reverse for important information.

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

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

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

**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY



## SENIOR PAYROLL ACCOUNTING TECHNICIAN

**FINAL FILING DATE:**

4:30 p.m., Thursday, March 14, 2024

**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, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

**EXPERIENCE:**

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

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

**WORKING ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

Seeing to read, review and assure accuracy of financial statements and reports. Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time. Hearing and speaking in person or telephonically to exchange information about payroll matter.

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

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0204-0762 JA



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

LBUSD employees, please see reverse for important

**PERSONNEL COMMISSION**

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

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

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

**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY



## STAFF SECRETARY

**FINAL FILING DATE:**

4:30 p.m., Tuesday, March 19, 2024.

**JOB INFORMATION:**

10-month and 12-month positions. Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with 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) 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.

**SALARY RANGE HOURLY:**

START:	\$24.99
6 MONTHS:	\$26.35
1 ½ YEARS:	\$27.81
2 ½ YEARS:	\$29.33
3 ½ YEARS:	\$30.94

**APPLICATION:**

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**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0209-3364 AA



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

*Amy Van Dyke*

## PERSONNEL COMMISSION

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24

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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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



## STAFF SECRETARY – BILINGUAL SPANISH

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**JOB INFORMATION:**

Permanent 10-month and 12-month positions. Positions are 100% FTE (8 hours/day). Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with 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) 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. (4) Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0208-5085 AA



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

*Amy Van*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 28-29

Date: March 7, 2024

Reason for Consideration: Approval

**ASSISTANT PUBLIC INFORMATION DIRECTOR DUAL 24-0165-5266**

List Valid: 03/08/2024-03/08/2025  
Total Applications Received: 16  
Passed: 5 Failed: 0

Total Invited to Exam: 6  
Withdrew: 1 Screened Out: 10

**CHILD NUTRITION SPECIALIST DUAL 24-0170-3322**

List Valid: 03/01/2024-03/01/2024  
Total Applications Received: 29  
Passed: 6 Failed: 6

Total Invited to Exam: 15  
Withdrew: 3 Screened Out: 14

**CUSTODIAN DUAL 24-0184-0139**

List Valid: 03/08/2024-03/08/2025  
Total Applications Received: 168  
Passed: 39 Failed: 5

Total Invited to Exam: 78  
Withdrew: 34 Screened Out: 90

**ELECTRONICS TECHNICIAN DUAL 24-0177-0110**

List Valid: 03/05/2024-03/05/2025  
Total Applications Received: 33  
Passed: 5 Failed: 8

Total Invited to Exam: 21  
Withdrew: 8 Screened Out: 12

**NUTRITION SERVICES WORKER OPEN 24-0185-5068**

List Valid: 03/01/2024-09/01/2024  
Total Applications Received: 42  
Passed: 19 Failed: 2

Total Invited to Exam: 28  
Withdrew: 7 Screened Out: 14

**RECREATION AIDE OPEN CONTINUOUS 24-0196-5255**

List Valid: 03/05/2024-09/05/2024  
Total Applications Received: 23  
Passed: 14 Failed: 0

Total Invited to Exam: 15  
Withdrew: 1 Screened Out: 8

**RECREATION AIDE – EXPANDED LEARNING OPEN CONTINUOUS 24-0198-5317**

List Valid: 03/06/2024-09/06/2024  
Total Applications Received: 17  
Passed: 14 Failed: 0

Total Invited to Exam: 14  
Withdrew: 0 Screened Out: 3

**SENIOR ACCOUNTING ASSISTANT**

**DUAL**

**24-0174-0760**

List Valid: 02/27/2024-02/27/2025

Total Applications Received: 50

Passed: 8                      Failed: 6

Total Invited to Exam: 21

Withdrew: 7

Screened Out: 29

**STAGE TECHNICIAN**

**DUAL**

**24-0175-0379**

List Valid: 02/27/2024-02/27/2025

Total Applications Received: 29

Passed: 2                      Failed: 3

Total Invited to Exam: 7

Withdrew: 2

Screened Out: 22

**TRUCK DRIVER**

**DUAL**

**24-0123-0392**

List Valid: 03/01/2024-03/01/2025

Total Applications Received: 184

Passed: 19                      Failed: 18

Total Invited to Exam: 75

Withdrew: 38

Screened Out: 109

CERTIFIED TO BE CORRECT:     Susan Leaming          DATE:     March 7, 2024



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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

February 28, 2024

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

## Background and Findings

The Business Services Administrator and Maintenance Director reviewed the Energy Conservation Manager (salary range 42 M2) classification specification in anticipation of upcoming recruitment activities. The classification was created in 2002 and last revised in 2014.

Specifically, the proposed revised title is "Energy and Sustainability Manager" and duty statements were expanded upon to emphasize development and evaluation of sustainability programs and initiatives. The education and experience requirements were also updated and several industry certifications were added as preferred.

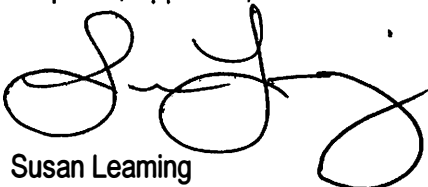
The Business Services Administrator and the Maintenance Director have reviewed and are in support of the proposed revisions. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

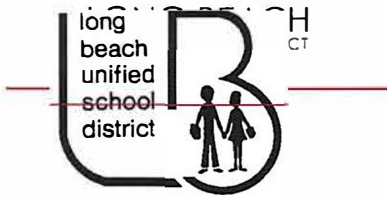
1. Approve the revised classification specification and title of Energy and Sustainability Manager and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared, Approved, and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment

# PERSONNEL COMMISSION



## PERSONNEL COMMISSION

Class Code: **5037**  
Salary Range: 42 (M2)

### ENERGY AND SUSTAINABILITY CONSERVATION MANAGER

#### JOB SUMMARY

Under administrative direction, plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives addressing energy use, resource conservation, and waste reduction; direct the energy management program of the District including monitoring energy consumption and the development of measures of accountability; advise and provide recommendations regarding available energy saving measures and alternate energy sources; train and supervise the performance of 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.*

- Develop ~~a~~ plans to communicate and publicize energy conservation and sustainability strategies ~~to District employees, students and stakeholders and students~~ through special meetings, site visits, media opportunities and bulletins which raise internal and external awareness and support of the District's energy and sustainability programs. **E**
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to ~~senior~~ administrators, maintenance, and facility planning personnel. **E**
- Provide energy conservation input on capital projects and recommend the purchase of products and materials affecting energy consumption. **E**
- Monitor energy retrofit projects to assure conformance with plans, specifications and schedules. **E**
- Prepare estimates and budget allotments for efficient energy utilization for District facilities and sites. **E**
- Review energy consumption patterns and ~~M~~maintain or supervise the maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; assure ~~that~~ the District participates in available rebate programs. **E**
- Perform ~~"walk-throughs"~~ energy audits of District facilities to analyze the operation effectiveness of energy systems; meet with school administrators and plant

supervisors to assist ~~on~~ with the implementation of energy saving practices and measures ~~such as reading meters on the same date as utility companies;~~ provide feedback to site personnel on the facilities' energy consumption. *E*

- Organize and implement energy savings and cost savings for sites such as summer shutdowns, setback program for weeknights, weekends, holidays and other periods of site inactivity. *E*
- Develop and maintain contact with federal and state agencies regulating and overseeing energy consumption; monitor state and national energy policy trends. *E*
- Assure the District is on the appropriate utility rate schedule and utility billings are correct. *E*
- Evaluate District energy and sustainability programs to determine if specific energy savings are achieved in accordance with contract terms and conditions. *E*
- Evaluate the cost-effectiveness, environmental risk, technical feasibility and integration capability of sustainability projects and initiatives. *E*
- Develop and implement procedures and methodologies to enhance or evaluate the viability or success of sustainability programs and initiatives. *E*
- Communicate with site staff, administrators, consultants, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve issues and concerns regarding energy and sustainability programs. *E*
- Oversee and monitor the work of consultants to assure timely completion of projects within established budgets and timelines; prepare summary reports of ongoing projects. *E*
- Coordinate and assist facility planning and maintenance personnel on the installation, repair and operation of energy equipment and systems including computerized energy management systems. *E*
- Prepare reports on energy conservation program status and activities; compile data and prepare charts, graphs and make recommendations based on findings; make presentations regarding the District's energy and sustainability programs. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; represent the District in energy and sustainability matters; drive a personal vehicle to conduct work. *E*
- ~~Attend in-services regarding energy management and conservation.~~ *E*
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- ~~Supervise and evaluate the performance of assigned staff.~~ *E*
- Report safety hazards observed at sites to maintenance branch personnel. *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 Energy Conservation and Sustainability Manager plans, develops, coordinates and manages District-wide energy and sustainability programs and initiatives to address

~~energy use, resource conservation, and waste reduction. analyzes energy systems and District energy consumption.~~ An incumbent designs and oversees the implementation of energy and sustainability ~~a~~ programs of energy conservation that District staff and students can ~~understand and~~ practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation and. ~~An incumbent~~ communicates with personnel at all levels in across the District in to promoteing and encourageing energy awareness and sustainability across the District.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Objectives and organization of an energy management program.

Working knowledge of the operations and structure of energy systems.

Principles, practices and current trends in sustainability.

Communication techniques and technologies.

Applicable Laws, codes, ordinances and regulations governing energy utilization related to sustainability, alternative energy, green building and related areas.

Utility rate schedules and billing procedures.

Emerging technological advances in sustainability practices.

Water and energy conservation efforts and practices.

Principles of budget, grant and contract preparation, management, and administration.

Basic Techniques of data analysis and report preparation.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

Modern office equipment including a computer and assigned software.

Principles and practices of administration, supervision and training.

Public speaking techniques.

### **Ability to:**

Plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives.

Perform mathematical calculations such as addition, subtraction, multiplication, and division using a calculator to calculate loads.

Compile statistical data and prepare tables, charts and graphs.

Conduct energy and sustainability assessments including the analysis of Analyze energy and water consumption data.

Conduct meetings and make effective presentations.

Prepare clear and concise reports and make recommendations.

Interpret laws, codes and regulations, and their application to energy conservation and sustainability.

Develop, revise and implement procedures.

Plan, prioritize and organize work.

Adjust to changing priorities.

Work independently with little direction.

Prepare and deliver oral presentations.

Operate a variety of modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train, supervise and evaluate the performance of assigned staff.

Supervise and evaluate the performance of others.

Establish and maintain effective relationships with others.

### **Education and Training:**

Bachelor's degree from an accredited college or university in social sciences, in environmental studies, energy management, architecture, urban planning, business administration, public administration or a related field.

Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) certification or certification as a Certified Energy Manager (CEM) is preferred.

### **Experience:**

Three years of full-time professional experience managing programs and initiatives in water or energy conservation, sustainability or energy management. Experience in a school district or similar public agency is preferred. in administrative analysis, operations planning or developing and conducting training programs, preferably including one year assisting in the administration or coordination of an energy conservation program or activities.

Two years of additional energy conservation and sustainability experience may be substituted for two years of the required education. on a year for year basis for up to two years of the required education.

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

### **SPECIAL REQUIREMENTS**

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

Possession of a valid California Class C Driver's License is required at the time of appointment; use of a personal automobile is required in the performance of the work.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet

~~and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.~~

An incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

### **WORKING ENVIRONMENT**

Offices, classrooms, auditoriums, school plant facilities, basements, rooftops, attics and laboratories.

Working in cramped or restrictive work chambers such as mechanical rooms.

~~Drive a District vehicle to conduct site visits.~~ Driving a vehicle to conduct work.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, deliver oral presentations or communicate on the telephone.

Climbing stairs, ramps and ladders to analyze facilities.

Walking or standing for extended periods of time.

Sitting for extended periods of time.

### ***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.

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Revised:

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