

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
August 12, 2021

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of July 29, 2021 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst 5-6
2. **RATIFY** job announcement bulletin for Contract Manager 7-8
3. **RATIFY** job announcement bulletin for Creative Writer/Producer/Director 9-10
4. **RATIFY** job announcement bulletin for Educational Research Analyst I 11-12
5. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 13-14
6. **RATIFY** job announcement bulletin for Migrant Education Recruiter – BL Spanish 15-16
7. **RATIFY** job announcement bulletin for Multimedia Technology Supervisor 17-18
8. **RATIFY** job announcement bulletin for Personnel Analyst 19-20
9. **RATIFY** job announcement bulletin for School Safety Officer 21-22
10. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 23-24
11. **APPROVE** the certification of Contract Analyst eligibility list 21-0135-0624 established 08/12/2021 25

12.	APPROVE the certification of Executive Secretary (C) eligibility list 21-0169-0678 established 08/13/2021	25
13.	APPROVE the certification of Nutrition Services Worker eligibility list 21-0150-5068 established 08/06/2021	25
14.	APPROVE the certification of Purchasing & Contracts Director eligibility list 21-0150-0767 established 07/30/2021	25
15.	APPROVE the certification of Student Store Lead eligibility list 21-0144-5182 established 07/30/2021	25
III.	OLD BUSINESS None	
IV.	NEW BUSINESS	
1.	APPROVE the Revision of a Classification – Associate Analyst – Human Resource Services	26-36
2.	APPROVE the Revisions to the <i>Rules and Regulations of the Classified Service</i>	37-38
V.	OTHER ITEMS None	
VI.	NEXT REGULAR MEETING August 26, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813	
VII.	CLOSED SESSION	
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/. 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
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

July 29, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, July 29, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Associate Personnel Analyst; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Kaitlyn, Work Experience Student/student intern.

GUESTS TELEPHONICALLY PRESENT

Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of July 15, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the Personnel Commission continues to move forward with recruitments as we ready for the upcoming school year. Mr. Kato introduced Kaitlyn, Work Experience Student/student intern, who is an incoming

senior from Millikan High School. Mr. Kato mentioned that this is the first time in a decade that Personnel Commission has hosted a student intern. Mr. Kato shared that Kaitlyn has been a great addition as she learns different aspects of the Personnel Commission and assisted in creating an ad for Nutrition Services Worker social media marketing.

Kaitlyn, Work Experience Student/student intern, introduced herself and shared that she is a senior and attends the Millikan High School PEACE program. Kaitlyn explained that the PEACE program is a school organization that focuses on law, and conducts mock trials.

Greggory Robinson, Personnel Analyst, reported the Recruitment and Testing Unit has 42 open recruitments, 23 pending recruitments, 10 in exam development, six (6) in scoring, four (4) in testing, and 22 accepting applications. Mr. Robinson shared that Personnel Commission continues to work on increasing the recruitment efforts by working with the Office of Multimedia Services. Mr. Robinson mentioned that Personnel Commission has been given access to a LinkedIn page and Maria Braunstein, Personnel Analyst, will be coordinating efforts with higher-level positions, which could be effective in recruitment. Mr. Robinson also shared that Kaitlyn, Work Experience Student/student intern, helped with the Nutrition Services ad that was shared on District social media pages.

Jesus Rios Jr., Employment Services Supervisor, thanked the staff for all the work with summer school, as it was an immense program this year. Mr. Rios shared the last day of the Summer school program is July 30, 2021. Mr. Rios reported the unit is continuing to send out eligibility lists, certification lists, as well as processing and fingerprinting new employees. Mr. Rios mentioned the 220-day employees will be returning within the next three weeks and staff is working hard to fill vacancies.

Terence Ulaszewski, Personnel Commissioner, mentioned that the summer school program is large, tedious, and a very detailed task to staff. Mr. Ulaszewski shared his appreciation to all the staff for pulling together to have a successful summer school program and the upcoming school year. Mr. Ulaszewski commented that the Personnel Commission has hired this year for summer school as many employees that another District may hire for the normal school year.

Mr. Kato wished Mr. Ulaszewski a happy birthday.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Emergency Preparedness Program Manager
2. **RATIFY** job announcement bulletin for Job Developer
3. **APPROVE** the certification of Administrator, Facilities, Development and Planning eligibility list 21-0111-5210 established 07/27/2021
4. **APPROVE** the certification of Child Nutrition Specialist eligibility list 21-0148-3322 established 07/27/2021

5. **APPROVE** the certification of Custodian eligibility list 21-0122-0139 established 07/19/2021
6. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 21-0140-3345 established 07/23/2021
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 21-0139-0448 established 07/22/2021
8. **APPROVE** the certification of Kids' Club Supervisor I eligibility list 21-0032-3266 established 07/29/2021
9. **APPROVE** the certification of Kids' Club Supervisor II eligibility list 21-0033-3267 established 07/29/2021
10. **APPROVE** the certification of Kids' Club Supervisor III eligibility list 21-0034-3268 established 07/29/2021
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0110-5068 established 07/26/2021
12. **APPROVE** the certification of Purchasing & Contracts Director eligibility list 21-0150-0767 established 07/30/2021
13. **APPROVE** the certification of Recreation Aide eligibility list 22-0001-5255 established 07/26/2021
14. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 21-0160-5257 established 07/26/2021
15. **APPROVE** the certification of School Safety Officer eligibility list 21-0133-5014 established 07/20/2021

Following discussion a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-2, and approve items 3-15 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of eligibility list of Senior Office Assistant 20-0097-3363 established February 6, 2020
2. **APPROVE** the extension of eligibility list of Senior Office Assistant BL Spanish 20-0098-5091 established February 6, 2020

3. **APPROVE** the extension of eligibility list of Middle School Office Supervisor 20-0099-3357 established February 24, 2020

Mr. Kato explained there was a typo on dates listed and items 1 and 2 will be extended until February 6, 2022 and item 3 will be extended until November 24, 2021. Following discussion, a blanket motion for New Business Items 1-3 as amended was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Items 1, 2, and 3.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 12, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:29 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:50 a.m. with no reportable actions taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:51 a.m.

ABOUT OUR DISTRICT



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

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

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

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 22-0023-3270 GR

An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSOCIATE PERSONNEL ANALYST

\$74,776 - \$87,796 Annually



A handwritten signature in black ink, appearing to read 'Mary...', located at the bottom right of the page.

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Personnel Analyst. Under general supervision, perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned.

The current vacancy is a 12 month permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at Personnel Commission.

For full details regarding the position, go to our website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Associate Personnel Analyst.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field.

Additionally, candidates will have two years of technical or professional personnel experience involving recruitment, testing and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory capacity is desirable.

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

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The annual salary for Associate Personnel Analyst is \$74,776 to \$87,817, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 12:00 p.m., Friday, August 20, 2021

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

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

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

ABOUT OUR DISTRICT

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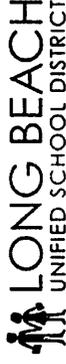
The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

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Promotional Exam 22-0030-0216 AF

PERSONNEL COMMISSION



An Exciting Promotional Career Opportunity Awaits You

CONTRACT MANAGER

\$90,417 - \$106,613 Annually



A handwritten signature in cursive script, appearing to read "J. Demer".

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Contract Manager. Under general direction, a Contract Manager will plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation. Additionally, will provide technical information and assistance to contractors and District administration. Will perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Purchasing, Stores and Reprographics, then Contract Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in contract management, public administration, business administration or a related field including course work in business or contract law.

Additionally, candidates are required to have three years of experience involving the review and processing of contracts, leases, real estate or purchasing documents including one year in a supervisory capacity. Experience within an educational or governmental agency is preferred.

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

SPECIAL REQUIREMENTS:

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

SALARY AND BENEFITS:

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

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OUR QUALIFYING PROCESS

This is a promotional recruitment open to current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements are eligible to apply. The examination process for this recruitment may be comprised of one or any combination of the following: screening and scored evaluation of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application and materials; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

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

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

4:30 p.m. Friday, August 27, 2021.

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

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

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

ABOUT OUR DISTRICT

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

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

The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

Key to the district's success is its work with business people, volunteers, colleges and universities. The Long Beach Unified School District, California State University Long Beach and Long Beach City College have worked in collaboration with local, regional and national partners to create seamless, pre-kindergarten to postgraduate-school education. This partnership aligns academic standards, teaching methods and student assessment from preschool through masters and doctoral degree. The partnership also includes the Long Beach College Promise, which provides additional support to help more students prepare for and succeed in college. LBUSD has also established educational partnerships with more than 1,300 local business, which recognize the district's role in developing a well-educated, highly skilled work force.

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

Promotional Exam 22-0020-5151 AA



An Exciting PROMOTIONAL Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

CREATIVE WRITER/ PRODUCER/DIRECTOR

\$85,654 - \$100,547 Annually



A handwritten signature in cursive script, reading 'Judith M. Albano', positioned at the bottom right of the page.

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Creative Writer/Producer/Director. Under general direction, will create, write, produce, direct and edit educational, instructional and informational videos and other multimedia productions which augment the District's use of cable broadcasting, educational programming, and professional development as an effective communication medium. Furthermore, train and supervise the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Media Services, then Creative Writer/Producer/Director.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in film or video production, television broadcasting, play or screen writing or a closely related field.

Additionally, candidates will have three years of video and television production writing, producing and directing experience including some experience in a lead or supervisory capacity.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license. May be required to travel from one location to another. Applicant's 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

SALARY AND BENEFITS

The annual salary for Creative Writer/Producer/Director is \$85,654 to \$100,547, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This is a promotional recruitment open to current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements are eligible to apply. The examination process for this recruitment may be comprised of one or any combination of the following: screening and scored evaluation of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application and materials; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
A letter of interest and a current resume/CV must be attached to the application for consideration.

Completed application and requested documents must be received no later than:

Application Deadline: 4:30 p.m. Tuesday, August 17, 2021

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

Long Beach Unified School District
Personnel Commission Office
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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

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The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

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

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

PERSONNEL COMMISSION



**An Exciting Career
Opportunity
Awaits You**

EDUCATIONAL RESEARCH ANALYST I

\$81,099 – \$95,243 Annually



A handwritten signature in black ink, appearing to read "S. Boyd".

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Educational Research Analyst I. Under direction, will perform a variety of logistical, technical, analytical and internal user support related to the maintenance and implementation of the District's student information systems, assessment platforms and other student data management systems. Furthermore, coordinate and provide technical assistance and training to District staff as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research, Planning and Evaluation then Educational Research Analyst I.

THE IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

Additionally, candidates will have two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

A master's or doctorate degree may substitute for one year of the required experience.

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

SALARY AND BENEFITS

The annual salary for Educational Research Analyst I is \$81,099 to \$95,243 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m., Friday, August 20, 2021

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Tuesday, August 24, 2021

JOB INFORMATION:

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

JOB SUMMARY:

Under close 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/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate is desirable.

(2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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.

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: \$15.79
6 MONTHS: \$16.66
1 ½ YEARS: \$17.57
2 ½ YEARS: \$18.54
3 ½ YEARS: \$19.56

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 9 months.

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0028-5068 GR

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

MIGRANT EDUCATION RECRUITER – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, August 17, 2021

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, identify and recruit eligible students into the migrant education program; provide referrals for migrant education students and families to community, private and public agencies; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. Additional courses in child development and education at an accredited institution of higher education are desirable.

EXPERIENCE:

Two years of experience working with at-risk students in a school district, preferably in support of student counseling or a similar working environment.

Or

Two years as a School/Community Liaison in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's License. (2) May be required to travel from one location to another. (3) Positions in this classification require the ability to communicate effectively, both orally and in writing, in Spanish. (4) Incumbents in this classification must complete Certification Training for the position of Migrant Education Recruiter issued by LACOE within completion of probationary period. (5) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START:	\$20.16
6 MONTHS:	\$21.27
1 ½ YEARS:	\$22.44
2 ½ YEARS:	\$23.67
3 ½ YEARS:	\$24.98

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 22-0017-5180 JA

LBUSD employees, please see reverse side for
important information.



Judith M. Alonzo

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

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

Guidelines:

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

MULTIMEDIA TECHNOLOGY SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Tuesday, August 17, 2021

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 direction, plan, oversee and implement technology and related systems for the Office of Multimedia Services (OMS); plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots; train and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree in computer science, communications, video editing, video production or a closely related field.

EXPERIENCE:

Three years of experience in audio, video and multimedia production including digital video/graphics, video editing and production technology systems and software.

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

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

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

SALARY RANGE HOURLY:

START:	\$36.93
6 MONTHS:	\$38.97
1 ½ YEARS:	\$41.12
2 ½ YEARS:	\$43.37

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 22-0021-5154 AA

LBUSD employees, please see reverse side for important information.



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

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ABOUT OUR DISTRICT

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

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**An Exciting
Career Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

PERSONNEL ANALYST

\$85,654 - \$100,547 Annually



[Handwritten signature]

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Personnel Analyst. Under general direction, perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Personnel Analyst.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, psychology or a closely related field. Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

Three years of experience as a generalist in the areas of classification, compensation, recruitment and selection including increasingly responsible professional personnel experience in a merit system or similar civil service organization, one year of which must have been at the management or supervisory level.

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

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The hourly salary for Personnel Analyst is \$85,654 to \$100,547, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

12:00 p.m., Friday, August 20, 2021

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

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

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

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, 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 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, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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

SALARY RANGE HOURLY:

START: \$29.48
6 MONTHS: \$31.10
1 ½ YEARS: \$32.81
2 ½ YEARS: \$34.62
3 ½ YEARS: \$36.52

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials and perform assigned duties. Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate a computer and safety equipment. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm. Walking and climbing stairs.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713

Office: (562) 435-5708

24 hour job hotline: (562) 491-JOBS

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 5014 ALT

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Tuesday, August 24, 2021

JOB INFORMATION:

Eligibility list is being created to fill 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; train and provide work direction and guidance to assigned staff; 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/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

- (1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.
- (2) Positions in this classification require a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification 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.

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

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

SALARY RANGE HOURLY:

START: \$17.14
6 MONTHS: \$18.08
1 ½ YEARS: \$19.07
2 ½ YEARS: \$20.12
3 ½ YEARS: \$21.22

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 9 months.

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0029-5071 GR

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 25

Date: August 12, 2021

Reason for Consideration: Approval

CONTRACT ANALYST

DUAL

21-0135-0624

List Valid: 08/12/2021-08/12/2022

Total Applications Received: 44

No. Passed: 4 No. Failed: 10

Total Invited to Exam: 24

No. Withdrew: 10 No. Screened Out: 20

EXECUTIVE SECRETARY (C)

DUAL

21-0169-0678

List Valid: 08/13/2021-08/13/2022

Total Applications Received: 23

No. Passed: 5 No. Failed: 10

Total Invited to Exam: 16

No. Withdrew: 1 No. Screened Out: 7

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

21-0150-5068

List Valid: 08/06/2021-02/06/2022

Total Applications Received: 32

No. Passed: 10 No. Failed: 3

Total Invited to Exam: 22

No. Withdrew: 9 No. Screened Out: 10

PURCHASING & CONTRACTS DIRECTOR

DUAL

21-0150-0767

List Valid: 07/30/2021-07/30/2022

Total Applications Received: 31

No. Passed: 5 No. Failed: 2

Total Invited to Exam: 10

No. Withdrew: 3 No. Screened Out: 21

STUDENT STORE LEAD

DUAL

21-0144-5182

List Valid: 07/30/2021-07/30/2022

Total Applications Received: 49

No. Passed: 3 No. Failed: 3

Total Invited to Exam: 13

No. Withdrew: 7 No. Screened Out: 36

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 12, 2021

PERSONNEL COMMISSION



August 12, 2021

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

Background and Findings

The Assistant Superintendent, Human Resource Services recently reviewed the Associate Analyst – Human Resource Services (salary range 35 M2) classification specification while initiating recruitment activities and worked with staff to make revisions. The class was established in 2000, and the specification was last modified in 2006.

Proposed changes to the class specification include updates to the duty statements, knowledge, abilities, education and training, and distinguishing characteristics.

The Assistant Superintendent, Human Resource Services has reviewed and approved the proposed the classification specification.

Since revisions to the specification were extensive and duties were reorganized, attached is draft copy of the revised class specification and a copy of the current class specification for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Associate Analyst – Human Resource Services

Prepared, Approved and Recommended:

A handwritten signature in black ink, appearing to read "K3K" followed by a long horizontal stroke.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3298
Salary Range: 35 (M2)

ASSOCIATE ANALYST - HUMAN RESOURCE SERVICES

JOB SUMMARY

Under general supervision, perform a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service with increasing requirements of initiative and independence of action; oversee the technical and compliance functions of assigned departmental units; train and supervise 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.

- Perform a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking, onboarding, and customer service; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee the technical and compliance functions of assigned departmental units which may include Physician Services, Americans with Disabilities Act (ADA), and employee leaves of absence, and required certifications for staff. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. **E**
- Coordinate with other departments and outside agencies regarding leaves of absence and return from leaves including accommodations and related medical benefits; assure accuracy and timely distribution of required documents and communications to stakeholders; coordinate the sick leave donation program. **E**
- Serve as a liaison with the ADA Third-Party Administrator (TPA); coordinate meetings, correspondence, and maintenance of related files. **E**
- Provide a wide variety of information to applicants and employees; review personnel files and prepare recommendations regarding reemployment; maintain confidentiality of sensitive and privileged information. **E**
- Review applications and supporting documentation to determine which applicants are qualified and will move forward in the process; screen out applicants that do not meet District hiring standards. **E**
- Serve as first-level of appeal for applicants; review and respond to applicant appeals; organize appeal committees and related communications as necessary. **E**
- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. **E**

- Participate in developing certificated recruitment strategies including advertisements, attendance at job fairs, and addressing high need areas; network with other agencies to distribute and publicize certificated vacancies and substitute positions; post vacancies on employment web sites. *E*
- Communicate with administrators, staff, outside agencies, applicants and others to coordinate activities, resolve issues and exchange information; advise administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. *E*
- Participate in the design and conduct of surveys related to human resources practices, policies, and procedures; prepare recommendations for administrative review; assist in the selection and implementation of human resources software. *E*
- Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding personnel matters as requested. *E*
- Participate in the development and implementation of department plans and activities to assure efficiency and compliance with District, State and federal guidelines. *E*
- Participate in the development of and monitor assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Attend a variety of meetings including Board of Education, Principal and school site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make presentations as requested. *E*
- Operate a computer and assigned software including an applicant tracking system and assigned databases; drive a vehicle to conduct work. *E*
- Participate in implementing certificated staffing reductions; provide displacement services for affected employees as directed. *E*
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *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

The Associate Analyst - Human Resource Services is the entry-level management classification in the Human Resource Services classified management Analyst series. An Associate Analyst – Human Resources Services applies general human resources knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Staffing Analyst – Human Resource Services.

Incumbents are exposed to a broad variety of professional personnel assignments so that their knowledge and abilities can grow via on-the-job training. An employee in this classification performs a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking, special projects and customer service. Incumbents also oversee the technical and compliance functions of assigned departmental units which may include Physician Services, Americans with Disabilities Act

(ADA), and employee leaves of absence. Work direction may vary from specific to general, with periodic checks of work in progress. The work product is reviewed for compliance with rules, regulations, human resources theory and compatibility with District procedures. The amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have exceptional analytical skills, reading comprehension, computer, and organizational skills.

EMPLOYMENT STANDARDS**Knowledge of:**

General principles and practices of human resources administration including recruitment, applicant tracking and staffing.

Practices and procedures related to certificated and/or classified personnel.

Applicable laws, codes, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Modern office functions, practices and procedures.

Principles and practices of supervision and training.

Record-keeping and report preparation techniques.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software including an applicant tracking system.

Public speaking techniques.

Ability to:

Perform a variety of technical and professional human resource administration related duties.

Serve as a resource to District personnel, applicants and others concerning human resources policies, procedures, laws, codes, rules and regulations.

Review applications and supporting documentation to determine applicant qualifications.

Participate in developing certificated recruitment strategies.

Train, supervise and evaluate the performance of assigned staff.

Research, compile and analyze data.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

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

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Operation of a computer and assigned software including an applicant tracking system.

Meet schedules and time lines.

Make generalizations, evaluations or decisions without immediate supervision.

Maintain confidentiality of sensitive and privileged information.

Plan, prioritize and organize work.

Education and Training:

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

Experience:

Two years of technical or professional human resources experience involving activities such as workers' compensation, recruitment, applicant tracking, and staffing. Experience in a lead or supervisory capacity is desirable.

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT

- Office environment.
- Frequent interruptions.
- Driving a vehicle to conduct work.
- Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT:

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

2/17/2000

Revised: 3/25/2004

Revised: 6/29/2006

Revised:



PERSONNEL COMMISSION

Class Code: 3298
Salary Range: 35 (M2)

ASSOCIATE ANALYST - HUMAN RESOURCE SERVICES

JOB SUMMARY

Under immediate supervision, to perform a variety of complex and technical human resources related duties with increasing requirements of initiative and independence of action; analyze, research and conduct investigations on department processes to resolve a variety of issues; assist in effective strategy developments, methods, and procedures for certificated employee processes; assist in the selection, implementation and training of specialized human resources computer software; implement a variety of assigned projects; supervise assigned clerical staff; and to perform related work as required.

EXAMPLES OF DUTIES

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

- Research and conduct investigations on Human Resources Services processes to resolve a variety of complex issues, and recommend decisions and corrective measures. **E**
- Interview, counsel, and provide advice to applicants and employees regarding certificated recruitment and selection procedures, career paths, and related employment matters. **E**
- Assist in devising, developing, scheduling and participating in certificated employment recruitment and selection processes, through job fairs, employment advertising, agency networking, internet web site design and maintenance, and other such pro-active recruitment strategies. **E**
- Review applications for minimum qualifications, completeness, and prior conviction records for district compliance. **E**
- Maintain computer software and databases; create and maintain department web site; train staff in use of computer applications. **E**
- Assist in the development of operating methods to streamline internal systems and procedures; prepare recommendations to effect and improve organizational processes. **E**
- Write recruitment bulletins, newspaper ads, and other advertisements. **E**
- Carry out a variety of assigned projects such as recruitment related studies or reviews, applicant related data studies, and staffing and employment practices studies, performing related statistical studies as assigned. **E**

- Maintain and control the secure handling of files and other department records; document for storage and/or disposal and ensure security procedures are followed; assign and maintain computer security codes and passwords. *E*
- Attend meetings and job fairs to gather and provide information related to certificated employment opportunities and processes. *E*
- Supervise, train, and assist in the evaluation of assigned clerical staff. *E*
- Serve as a resource person for school and district office personnel, interpreting and explaining certificated employment policies and practices, and resolving technical and complex questions. *E*
- Prepare written communications requiring complex explanations, in a clear, concise, and professional manner. *E*
- Operate office equipment such as: personal computers, printers, scanners, photocopiers, adding machines, multi-line phones, and scantron machine. *E*
- Operate personal computer related software programs such as: Applicant Tracking System, Microsoft Word, Windows 95, Internet access/web page/email, Microsoft Excel, HTML, and other internet software, district main frame access, and related software. *E*
- Monitor and arrange for computer equipment service and repair, recruitment supplies such as application packets, brochures, open job announcements, etc. *E*
- Conduct in-service training on department computer systems and related software. *E*

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

DISTINGUISHING CHARACTERISTICS

The Associate Analyst - Human Resource Services is the entry-level management classification in the Human Resources/Personnel management series. An Associate Analyst – Human Resources Services applies general personnel and specific computer software knowledge to a variety of duties and responsibilities.

Incumbents are exposed to a broad variety of professional human resources assignments so that their knowledge and abilities will grow via on-the-job training. An employee in this classification works closely with professional supervisors/managers on a wide range of special projects. In such cases, direction may vary from specific to general, with periodic checks of work in progress. The work product is reviewed for compliance with rules, regulations, personnel theory, compatibility with district procedures/styles, etc. The amount of supervision decreases as independent judgement increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have exceptional computer literacy, skills, reading comprehension, and analytical and organizational skills.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of public personnel administration.

Workflow and time management techniques.

State and Federal rules, regulations and guidelines relating to employment discrimination and employee selection procedures.

Research methods and design.

Computer software applications including HTML language and web site development software.

The California Education Code, and rules and regulations relating to school certificated personnel administration.

Computational mathematics including statistics.

Ability to:

Plan, organize, and follow through on multiple assignments simultaneously, in different stages of completion, of varying levels of importance, with constantly changing priorities.

Read complex and detailed laws, rules and other information and disseminate into critical elements for such areas as discussion and written reports.

Use independent judgement and decision-making skills to analyze issues and foresee consequences or impact in implementation of recommendations.

Operate a variety of specialized computer software, including complex web site and applicant tracking software.

Maintain confidentiality and security with all internal processes and computer usage.

Use tact, sound judgment and act responsibly under pressure or in answering sensitive inquiries.

Assist in the supervision, training, discipline, and evaluation of employees.

Plan, schedule, coordinate, assign and expedite work to meet deadlines.

Demonstrate flexibility, high initiative and enthusiasm.

Communicate effectively orally and in writing to individuals and large groups.

Establish and maintain effective working relationships within a richly diverse, multi-cultural, population.

Write clearly and concisely using good grammar, punctuation and spelling.

Be an effective problem solver.

Education and Training:

Bachelor degree with a major in personnel, public or business administration, psychology, behavioral science, computer science, statistics, or related field, including a minimum of 6 semester units in computer operations or programming, is required.

Experience:

Two years personnel or related experience which has included performing complex multiple tasks under minimal supervision, and has involved extensive use of a variety of mainframe or personal computer software, is required. Experience training staff on a variety of computer software is preferred.

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

SPECIAL REQUIREMENTS:

Position requires the use of a personal automobile and possession of a valid Class C California driver's license at the time of appointment is required. Use of a private automobile may be periodically required.

WORKING ENVIRONMENT

Office environment,
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods of time.
Some light lifting and carrying.

Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT:

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

2/17/2000
Rev 3/25/04
Rev 6/29/06

PERSONNEL COMMISSION



August 12, 2021

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a first reading for approval with the following rationale:

...

CHAPTER IV APPLICATIONS AND EXAMINATIONS

...

4.3 EXAMINATIONS

...

K. EXAMINATION AFTER REJECTION OR DEMOTION. An employee with permanent status in a class who has been demoted from a higher class during probation, in accordance with Rule 7.3, or who has been demoted after attaining status in a higher class, in accordance with Rule 11.1, shall not be admitted to an examination for the class from which demotion occurred for one year after the effective date of the demotion.

L. EXAMINATION AFTER SUSPENSION.

An employee with permanent or probationary status in a class who has been suspended by action of the Board of Education, in accordance with Rule 11.1, shall not be admitted to an examination for the classified service for a period of one year from the last date of the suspension.

...

CHAPTER X COMPENSATION

...

10.9 PAY DIFFERENTIAL FOR SHIFT WORK

...

A. SHIFT DIFFERENTIAL RATES

...

5. OVERTIME RATE. Overtime work performed between 5:00 p.m. and 7:00 p.m. shall be paid at the appropriate rate for overtime as provided in Section 10.46.B.

...

Chapter IV, Subsection L is proposed to limit the amount of time that an employee can be withheld to apply for future recruitments once they have been suspended. Personnel Commission Rule 4.2, (14) allows for the immediate disqualification of an applicant if the person has received a record of unsatisfactory or below standard service with an employer. Personnel Commission Rule 4.3 (K) states that those who are demoted can apply again one year following the date of demotion. This rule revision will provide the same opportunity to reapply for candidates who have been suspended.

Chapter X, Subsection 5 is proposed to revise the time period to be considered for overtime pay and to appropriately reference a revised Personnel Commission Rule number.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support these rule revisions for further consideration and a second reading.

Prepared, Approved, and Recommended:

Kenneth Kato
Executive Officer