

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

Regular Meeting  
September 23, 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 September 9, 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 Building Maintenance Worker 5-6
2. RATIFY job announcement bulletin for Building Maintenance Worker - Driver 7-8
3. RATIFY job announcement bulletin for Educare Family Support Specialist – Bilingual Spanish 9-10
4. RATIFY job announcement bulletin for Health Assistant 11-12
5. RATIFY job announcement bulletin for Instructional Aide – Instrumental Music 13-14
6. RATIFY job announcement bulletin for Plant Utilities Operator 15-16
7. RATIFY job announcement bulletin for School Data Technician 17-18
8. RATIFY job announcement bulletin for Staff Secretary 19-20
9. RATIFY job announcement bulletin for Strategic Data Project Analyst 21-22
10. APPROVE the certification of Catalina Island Custodian eligibility list 21-0151-0139 established 09/22/2021 23

- 11. APPROVE the certification of Instructional Aide - Special eligibility list 22-0026-0448 established 09/22/2021 23
- 12. APPROVE the certification of Maintenance Team Lead\* REVISED eligibility list 22-0003-5283 established 09/03/2021 23
- 13. APPROVE the certification of Nutrition Service Worker eligibility list 22-0037-5068 established 09/24/2021 23
- 14. APPROVE the certification of Plant Supervisor - Avalon eligibility list 21-0118-5081 established 09/20/2021 23
- 15. APPROVE the certification of Recreation Aide eligibility list 22-0048-5255 established 09/21/2021 23
- 16. APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 22-0038-5257 established 09/22/2021 23
- 17. APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 22-0035-5261 established 09/17/2021 24

III. OLD BUSINESS  
None

IV. NEW BUSINESS

- 1. APPROVE the recommendation to remove from eligibility list ID 20994309 25-42

V. OTHER ITEMS  
None

VI. NEXT REGULAR MEETING

October 7, 2021 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713

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

September 9, 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, September 9, 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; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Associate Personnel Analyst; Andrea Armas, Associate Personnel Analyst; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Julia Plascencia, CSEA Labor Relations Representative; Gilbert Bonilla Jr, CSEA Chapter 2 President; 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 August 26, 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, shared that the school year has begun in the District and the focus is to staff schools. Mr. Kato explained that the Personnel Commission

office has been designated as a COVID-19 screening site for employees at Monroe. The screening of employees will occur every week.

Maria Braunstein, Personnel Analyst, shared there are 39 recruitments in progress, and 26 pending. Ms. Braunstein thanked Judith Alonso, Interim Associate Personnel Analyst, and Andrea Armas, Interim Associate Personnel Analyst for managing the many tasks that were assigned to them in her absence. Ms. Braunstein mentioned Anne Follett, Human Resources Technician, and Aisha Alex, Human Resources Assistant have been assisting on the recruitment and processing of the Intermediate Office Assistants. Ms. Braunstein shared that the recruitment for Intermediate Office Assistant has received over 100 applications and will run continuously until the site needs are met. Ms. Braunstein thanked all of the Personnel Commission team for moving forward with all recruitments and staffing sites.

Jesus Rios Jr., Employment Services Supervisor, shared that it has been a very busy time as they continue to work on certification lists, processing vacancies, hourly election assignments, providing eligibility lists to sites, fingerprinting and processing new hires. Mr. Rios recognized Anne Follett, Human Resources Technician, for the work on filling the Intermediate Office Assistant provisional and the Instructional Aide - Special vacancies. Mr. Rios shared that the special education department has communicated that Ms. Follett is a wonderful employee. Mr. Rios thanked Silaue Taelifi, Human Resources Technician, and Vanessa Ortiz, Human Resources Technician, for their continuous work efforts.

Dale Culton, Certification Services Manager, explained that late Thursday afternoon Personnel Commission was tasked to send out letters to all substitutes about the COVID-19 procedures that would be effective Tuesday and with Monday being a holiday, time was limited. Mr. Culton shared that over 800 letters were folded, stamped, and mailed to the substitutes. Mr. Culton thanked the certification staff for a job well done.

Mr. Kato shared that the first meeting in October will be back in-person at the Personnel Commission office.

#### CONSENT AGENDA

1. RATIFY job announcement bulletin for Intermediate Office Assistant
2. RATIFY job announcement bulletin for Recreation Aide – Kids’ Club
3. RATIFY job announcement bulletin for Student Data Systems Specialist
4. RATIFY job announcement bulletin for Student Data Systems Specialist – Revised
5. RATIFY job announcement bulletin for Translator – Interpreter - BL Spanish
6. APPROVE the certification of Catalina Island – Campus Staff Assistant eligibility list 22-0034-5288 established 09/03/2021
7. APPROVE the certification of Catalina Island – Recreation Aide eligibility list 21-0093-5255 established 08/31/2021

8. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW1-5258 established 06/03/2021
9. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW2-5258 established 06/29/2021
10. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW3-5258 established 07/20/2021
11. **APPROVE** the certification of District Security Officer eligibility list 22-0006-5202 established 09/10/2021
12. **APPROVE** the certification of Instructional Aide – Special Avalon eligibility list 22-0005-0448 established 09/03/2021
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 21-0162-0448 established 08/31/2021
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0012-0448 established 08/31/2021
15. **APPROVE** the certification of Kids' Club Assistant eligibility list 21-0166-0694 established 08/31/2021
16. **APPROVE** the certification of Laborer eligibility list 21-0147-0204 established 09/08/2021
17. **APPROVE** the certification of Maintenance Manager eligibility list 21-0167-0567 established 09/08/2021
18. **APPROVE** the certification of Maintenance Team Lead eligibility list 22-0003-5283 established 09/03/2021
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0019-5068 established 09/10/2021
20. **APPROVE** the certification of Recreation Aide eligibility list 22-0013-5255 established 09/10/2021
21. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0014-5257 established 09/09/2021
22. **APPROVE** the certification of School/Community Liaison – BL Spanish eligibility list 21-0146-5178 established 09/10/2021
23. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 21-0149-5085 established 09/03/2021

24. **APPROVE** the certification of Sr. Accounting Assistant eligibility list 21-0164-0760 established 09/10/2021

25. **APPROVE** the certification of Sr. Payroll Accounting Technician eligibility list 21-0165-0762 established 09/10/2021

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 1-5, and approve items 6-25 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 Creation of a New Classification – General Counsel

Following discussion, an amended motion for New Business Item 1, the creation of a New Classification of General Counsel and allocation of salary range 72 was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
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, September 23, 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 8:32 a.m.

OPEN SESSION                      The Personnel Commission returned to open session at 9:27 a.m. with no reportable actions taken.

ADJOURNMENT                      The Regular Meeting of the Personnel Commission was declared adjourned at 9:28 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## BUILDING MAINTENANCE WORKER

### FINAL FILING DATE:

4:30 p.m., Thursday, September 30, 2021

### JOB INFORMATION:

Current vacancies are for 10-month and 12-months positions, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear or equipment as required by law and provided by the District. (4) Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District. (5) May be required to travel from one school location to another.

#### WORKING ENVIRONMENT:

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

#### PHYSICAL DEMANDS:

Strength; heavy work, lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone.

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

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

### SALARY RANGE HOURLY:

START:	\$23.73
6 MONTHS:	\$25.03
1 ½ YEARS:	\$26.41
2 ½ YEARS:	\$27.86
3 ½ YEARS:	\$29.40

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0054-0625 AF

LBUSD employees, please see reverse side for  
important information.



*Judith M. Alonso* 5

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

## BUILDING MAINTENANCE WORKER-DRIVER

### FINAL FILING DATE:

4:30 p.m., Thursday, September 30, 2021

### JOB INFORMATION:

Positions are for 12-months, 100% FTE (8 hours a day). Current vacancies located at Maintenance. Eligibility list is being created to fill future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work; operate a truck to tow a trailer or heavy equipment; operate a mobile crane; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

#### PHYSICAL DEMANDS:

Strength; heavy work, lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone.

#### SPECIAL REQUIREMENTS:

(1) Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver's license and valid Mobile Crane Operator Certification. Training to obtain the license and crane certification is at Districts expense. Under federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear or equipment as required by law and provided by the District. (4) May be required to travel from one school location to another.

#### WORKING ENVIRONMENT:

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

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

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

### SALARY RANGE HOURLY:

START:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

### 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.

**NOTE:** As a part of the Personnel Commission's ongoing effort to streamline recruitment processes, employees applying for BMW/Driver who have held status as a BMW will not be required to participate in the written and performance tests. Individuals who currently or previously held status in maintenance trades with training and experience similar to those of a BMW will be reviewed on a case-by-case basis to determine the level of testing required.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0055-0880 AF

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

## EDUCARE FAMILY SUPPORT SPECIALIST - BILINGUAL SPANISH

### FINAL FILING DATE:

4:30 p.m. Thursday, September 30, 2021.

### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours a day).

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

### JOB SUMMARY:

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Bachelor's degree in social work, child development, education or a closely related field.

#### EXPERIENCE:

Two years of experience working with students and families in a family support/ family-centered program.

#### 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) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire. (3) Positions in the Educare Family Support Specialist – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test. (4) 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. (5) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START: \$26.45  
6 MONTHS: \$27.90  
1 ½ YEARS: \$29.44  
2 ½ YEARS: \$31.05  
3 ½ YEARS: \$32.76

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 22-0053-5204 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

## HEALTH ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Friday, October 1, 2021

### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy located at Child Development Center.

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

### JOB SUMMARY:

Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

#### EXPERIENCE:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

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

#### SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (3) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START:	\$19.09
6 MONTHS:	\$20.15
1 ½ YEARS:	\$21.26
2 ½ YEARS:	\$22.42
3 ½ YEARS:	\$23.65

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0056-5170 ALT

LBUSD employees, please see reverse side for important information.



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

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**Guidelines:**

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

## INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC

### FINAL FILING DATE:

4:30 p.m., Friday, October 1, 2021

### JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE. Current vacancy is located at Jordan High School. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under immediate supervision, will assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes and perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must also show proof of completion of one college-level course in music.

#### EXPERIENCE:

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START:	\$17.61
6 MONTHS:	\$18.57
1 ½ YEARS:	\$19.60
2 ½ YEARS:	\$20.67
3 ½ YEARS:	\$21.81

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual Exam 22-0047-0447 JA

LBUSD employees, please see reverse side for important information.



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

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**Guidelines:**

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## PLANT UTILITIES OPERATOR

### FINAL FILING DATE:

4:30 p.m., Friday, October 1, 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, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

### EXPERIENCE:

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

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

### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

### APPLICATION:

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

### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0058-3308 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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**Guidelines:**

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SCHOOL DATA TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Wednesday, September 29, 2021

### JOB INFORMATION:

The current vacancy is a 10-month position, 100% FTE (8 hours per day). Vacancy is located at Wilson High School. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

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

#### SPECIAL REQUIREMENTS:

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

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:	\$20.72
6 MONTHS:	\$21.86
1 ½ YEARS:	\$23.06
2 ½ YEARS:	\$24.33
3 ½ YEARS:	\$25.67

### APPLICATION:

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### SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0052-3360 AF

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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# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## STAFF SECRETARY

### FINAL FILING DATE:

4:30 p.m., Wednesday, September 29, 2021

### REQUIREMENTS TO APPLY:

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

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) 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: \$21.29  
6 MONTHS: \$22.45  
1 ½ YEARS: \$23.70  
2 ½ YEARS: \$25.00  
3 ½ YEARS: \$26.37

### APPLICATION:

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### SELECTION PROCEDURE:

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Promo Exam 22-0051-3364 ALT

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*Judith M. Alvarado* 19

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

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- ❖ **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.*

## 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 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 throughout the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

# STRATEGIC DATA PROJECT ANALYST

**\$87,984- \$103,313 Annually**



A handwritten signature in black ink, appearing to read 'Judith M. ...', 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 Strategic Data Project Analyst. Under administrative direction, will use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K-12 education. Will also perform related duties as assigned.

This is a 100% FTE (8 hours per day), 12 month position. The current vacancy is located at the office of Research and School Improvement.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Strategic Data Project Analyst.

## THE IDEAL CANDIDATE

Successful candidates will have a Master's degree in education, mathematics, developmental psychology or a related field. A Ph.D. is highly preferred.

Additionally, candidates will have two years of professional experience in qualitative and quantitative data analysis, research design and data-driven decision making with an emphasis in educational research.

## 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 school location to another.

## SALARY AND BENEFITS

The annual salary for Strategic Data Project Analyst is \$87,984 to \$103,313, 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. - 4:30 p.m.

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

**Application Deadline: 4:30 p.m., Friday, October 1, 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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 23-24

Date: September 23, 2021

Reason for Consideration: Approval

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**CATALINA ISLAND CUSTODIAN**

**DUAL**

**21-0151-0139**

List Valid: 09/22/2021-09/22/2022

Total Applications Received: 9

No. Passed: 0                      No. Failed: 4

Total Invited to Exam: 5

No. Withdrew: 1                      No. Screened Out: 4

**INSTRUCTIONAL AIDE - SPECIAL**

**DUAL**

**22-0026-0448**

List Valid: 09/22/2021-09/22/2022

Total Applications Received: 24

No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0                      No. Screened Out: 21

**MAINTENANCE TEAM LEAD\* REVISED**

**DUAL**

**22-0003-5283**

List Valid: 09/03/2021-09/03/2022

Total Applications Received: 34

No. Passed: 5                      No. Failed: 15

Total Invited to Exam: 23

No. Withdrew: 3                      No. Screened Out: 11

**NUTRITION SERVICES WORKER**

**OPEN**

**22-0037-5068**

List Valid: 09/24/2021-03/24/2022

Total Applications Received: 12

No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 4                      No. Screened Out: 4

**PLANT SUPERVISOR – AVALON**

**DUAL**

**21-0118-5081**

List Valid: 09/20/2021-09/20/2022

Total Applications Received: 16

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 6                      No. Screened Out: 8

**RECREATION AIDE**

**OPEN CONTINUOUS**

**22-0048-5255**

List Valid: 09/21/2021-09/21/2022

Total Applications Received: 32

No. Passed: 20                      No. Failed: 0

Total Invited to Exam: 20

No. Withdrew: 0                      No. Screened Out: 12

**RECREATION AIDE – KIDS' CLUB**

**OPEN CONTINUOUS**

**22-0038-5257**

List Valid: 09/22/2021-09/22/2022

Total Applications Received: 19

No. Passed: 15                      No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 0                      No. Screened Out: 4

RECREATION AIDE – WRAP EXPANDED  
LEARNING

OPEN CONTINUOUS 22-0035-5261

List Valid: 09/17/2021-09/17/2022

Total Applications Received: 9

No. Passed: 4

No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 3

No. Screened Out: 2

CERTIFIED TO BE CORRECT:     Kenneth Kato     DATE: September 23, 2021

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 20994309      PAGES: 25-42

Date:              September 23, 2021                              Reason for Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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