

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

Regular Meeting  
December 16, 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 December 2, 2021 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant 4-5
2. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager 6-7
3. **RATIFY** job announcement bulletin for Associate Research Data Analyst 8-9
4. **RATIFY** job announcement bulletin for Behavior Intervention Assistant 10-11
5. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor 12-13
6. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning 14-15
7. **RATIFY** job announcement bulletin for Fiscal Services Analyst 16-17
8. **RATIFY** job announcement bulletin for General Counsel 18-19
9. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant 20-21
10. **RATIFY** job announcement bulletin for Purchasing Agent 22-23
11. **RATIFY** job announcement bulletin for Purchasing Manager 24-25

12.	<b>APPROVE</b> the certification of Instructional Aide - Special eligibility list 22-0114-0448 established 12/07/2021	26
13.	<b>APPROVE</b> the certification of Instructional Assistant – Male Academy eligibility list 22-0032-5199 established 12/06/2021	26
14.	<b>APPROVE</b> the certification of Kids’ Club Assistant eligibility list 22-0081-0694 established 12/07/2021	26
15.	<b>APPROVE</b> the certification of Migrant Education Recruiter – BL Spanish eligibility list 22-0017-5180 established 12/16/2021	26
16.	<b>APPROVE</b> the certification of Recreation Aide eligibility list 22-0119-5255 established 12/06/2021	26
17.	<b>APPROVE</b> the certification of Recreation Aide eligibility list 22-0122-5255 established 12/09/2021	26
18.	<b>APPROVE</b> the certification of Recreation Aide – Kids’ Club eligibility list 22-0118-5257 established 12/06/2021	26
19.	<b>APPROVE</b> the certification of Recreation Aide - WRAP eligibility list 22-0083-5261 established 12/07/2021	27
20.	<b>APPROVE</b> the certification of Recreation Aide - WRAP eligibility list 22-0113-5261 established 12/14/2021	27
21.	<b>APPROVE</b> the certification of Recreation Aide - WRAP eligibility list 22-0117-5261 established 12/13/2021	27
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the Revision of a Classification – Lead Custodian	28-32
2.	<b>APPEAL</b> of disqualified applicant	33-39
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	January 13, 2021 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VII.	CLOSED SESSION	
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	

## VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

December 2, 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, December 2, 2021 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Judith Alonso, Human Resources Technician; and Susan Brister, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Julia Plascencia, CSEA Labor Relations Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terry Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of November 18, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that we are looking into working with the not-for-profit group called WorkLongBeach.org (WorkLB) coming from Pacific Gateway. Mr. Kato explained WorkLB is an electronic system to locate temporary workers for substitute positions. The substitute worker would still need to test and be processed at the Personnel Commission, but WorkLB would control the tracking.

At 8:21 a.m., Commissioner Vaughan arrived.

Maria Braunstein, Personnel Analyst, reported there are sixty-seven (67) open recruitments in various stages of the examination process and twenty (20) pending. Ms. Braunstein thanked Andrea Armas, Human Resources Technician, and Judith Alonso, Human Resources Technician, for their work while on temporary upgrades to Associate Personnel Analyst. Ms. Braunstein explained we will have a new Human Resources Technician starting on Monday and a Human Resources Technician returning from leave after the New Year.

Ms. Braunstein introduced new Associate Personnel Analyst Amy Van Fossen. Ms. Van Fossen shared she previously worked in the City of Compton's Human Resources Department and has experience in recruitment and testing. Ms. Van Fossen mentioned that she is excited to be working for the Long Beach Unified School District.

Dale Culton, Certification Services Manager, mentioned staff is contacting sites to fill the positions before the winter break so employees can be processed and be ready to start in January. Mr. Culton shared staff continue to work on distributing eligibility lists, fingerprinting employment candidates, and processing salary step increments and performance evaluations.

Susan Leaming, Personnel Analyst, shared that two (2) sessions of CPR training are scheduled at the Teacher Resource Center (TRC) on Friday, December 3rd. Ms. Leaming mentioned that there is a waitlist and additional training dates are being scheduled.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, Construction
2. **RATIFY** job announcement bulletin for Electronics Technician
3. **APPROVE** the certification of General Counsel eligibility list 22-0086-5294 established 11/30/2021
4. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0078-5068 established 11/22/2021
5. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0092-5068 established 11/26/2021
6. **APPROVE** the certification of Plant Supervisor – High School eligibility list 22-0008-5029 established 11/23/2021
7. **APPROVE** the certification of Recreation Aide eligibility list 22-0111-5255 established 11/24/2021
8. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0112-5257 established 11/24/2021
9. **APPROVE** the certification of School Safety Officer eligibility list 22-0025-5014 established 11/29/2021

10. **APPROVE** the certification of Senior Reprographics Technician eligibility list 22-0077-5287 established 11/29/2021
11. **APPROVE** the certification of Staff Secretary eligibility list 22-0051-3364 established 11/29/2021
12. **APPROVE** the certification of Strategic Programs & Policy Development Director eligibility list 22-0095-5296 established 12/01/2021

Following discussion a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1-2 and approve items 3-12 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	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 16, 2021 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:25 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:00 a.m. with no reportable actions taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ACCOUNTANT

### FINAL FILING DATE:

4:30 p.m., Tuesday, January 04, 2022

### JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day). Current vacancy is located at the Accounting Office.

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

### JOB SUMMARY:

Under general direction, perform professional accounting work in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; assure compliance with applicable laws, codes, rules and regulations; serve as a lead and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

Two years of professional accounting experience. Governmental accounting experience is preferred.

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

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

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

### SALARY RANGE HOURLY:

START:	\$31.97
6 MONTHS:	\$33.74
1 ½ YEARS:	\$35.59
2 ½ YEARS:	\$37.56
3 ½ YEARS:	\$39.62

### 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

Dual Exam 22-0141-0358 AA

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

## ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 22-0139-5104 JA

## PERSONNEL COMMISSION



# An Exciting Career Opportunity Awaits You

## LONG BEACH UNIFIED SCHOOL DISTRICT

# ASSISTANT FACILITIES PROJECT MANAGER

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



A handwritten signature in blue ink, appearing to read "Jen Kim".

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Assistant Facilities Project Manager. Under general direction, will perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program. Will provide project coordination and management support to department activities and projects, as well as, collect and account for developer fees. In addition, will prepare and maintain a variety of records related to facilities planning and construction and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. Additionally, candidates will have two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

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

## **SPECIAL REQUIREMENTS**

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS**

The annual salary for Assistant Facilities Project Manager is \$74,776 to \$87,796 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:

**Application Deadline: 4:30 p.m. Tuesday, January 04, 2022**

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

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Dual Exam 22-0145-5251 JA

## PERSONNEL COMMISSION



# An Exciting Career Opportunity Awaits You

## LONG BEACH UNIFIED SCHOOL DISTRICT

# ASSOCIATE RESEARCH DATA ANALYST

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



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## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Research Data Analyst. Under immediate supervision, will assist in the developmental and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action. Will also assist in the evaluation and reporting of District, State and federal academic or assessment programs, 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 Associate Research Data Analyst.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, education, psychology, behavioral or social science or a related field from an accredited four-year college or university. Upper division course work in statistics, research methodology and/or psychological testing is desired. Additionally, candidates will have one year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

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

## **SALARY AND BENEFITS:**

The annual salary for Associate Research Data Analyst is \$74,776 to \$87,796 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## BEHAVIOR INTERVENTION ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Friday, January 7, 2022

### JOB INFORMATION:

Permanent 10 month positions. Positions are 75% FTE (30 hrs/wk). The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, provide Applied Behavior Analysis (ABA) and implement behavior intervention plans with designated students in a variety of educational settings including the community and classroom; observe and manage behavior of students according to approved procedures; assist students with and demonstrate desired behaviors; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

#### EXPERIENCE:

One year of experience implementing Applied Behavior Analysis programs.

Or

One year of experience at the level of LBUSD Instructional Aide-Special working with students with autism.

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) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's License. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification. (3) Incumbents will be provided non-violent crisis intervention training within one year of employment in this classification. (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:	\$21.87
6 MONTHS:	\$23.08
1 ½ YEARS:	\$24.34
2 ½ YEARS:	\$25.69
3 ½ YEARS:	\$27.10

### APPLICATION:

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### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0137-5216 AF

LBUSD employees, please see reverse side for  
important information.



*Amy Van Jan*

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## BEHAVIOR INTERVENTION SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Friday, January 7, 2022

### JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Special Education. The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general direction, plan, design, monitor and participate in implementing Applied Behavior Analysis (ABA) programs and service delivery options to meet the needs of students diagnosed with behavior or social skills deficits; train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Board Certified Behavior Analyst (BCBA) certification issued by the Behavior Analyst Certification Board. Experience serving in a lead or supervisory capacity is desirable.

OR

A master's degree in education, psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation, or a related field and two years of experience designing, implementing and monitoring skill-acquisition and behavior-reduction programs. Experience serving in a lead or supervisory capacity is desirable.

#### 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 location to another.

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

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

### SALARY RANGE HOURLY:

START:	\$38.99
6 MONTHS:	\$41.14
1 ½ YEARS:	\$43.41
2 ½ YEARS:	\$45.79

### 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  
VIII/MERIT SYSTEM EMPLOYER*

Dual Exam 22-0136-5212 AF

LBUSD employees, please see reverse side for important information.



*Amy Klein*

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

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

**Guidelines:**

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

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## ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 22-0132-5190 JA

## PERSONNEL COMMISSION



# An Exciting Career Opportunity Awaits You

## LONG BEACH UNIFIED SCHOOL DISTRICT

# FACILITIES PROJECT MANAGER - PLANNING

**\$100,776 - \$118,331 Annually**



A handwritten signature in blue ink, appearing to read "Jean Pui".

## **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 Facilities Project Manager - Planning. Under general direction, will perform a variety of administrative and professional duties related to the District's facilities planning and construction program. Will plan and coordinate the improvement, modernization and new construction of District facilities. In addition, will serve as a liaison between District personnel and outside agencies, conduct a variety of analytical studies, prepare reports, as well as, supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable. Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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

## **SPECIAL REQUIREMENTS**

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS**

The annual salary for Facilities Project Manager – Planning is \$100,776 to \$118,331 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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## **HOW TO APPLY**

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

**Application Deadline: 4:30 p.m. Tuesday, January 04, 2022**

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(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**

## ABOUT OUR DISTRICT

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

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Dual Exam 22-0143-5173 AA

## PERSONNEL COMMISSION



# An Exciting Career Opportunity Awaits You

## LONG BEACH UNIFIED SCHOOL DISTRICT

# FISCAL SERVICES ANALYST

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



## **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 Fiscal Services Analyst. Under general direction, plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources in areas such as budget, accounts payable, general ledger, program accounting, payroll, special education, facilities and special projects administration. In addition, provide appropriate advice and recommendations for the compliant use of resources, conduct financial studies, prepare reports and analyze data; streamline processes, track project expenditures and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in accounting, financial or business administration, or a closely related field. Additionally, candidates will have three years of financial experience, preferably in a public agency, involving the analysis of financial data.

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

## **SPECIAL REQUIREMENTS:**

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

## **SALARY AND BENEFITS:**

The annual salary for Fiscal Services 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**

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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**

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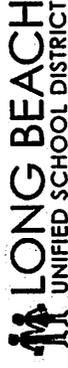
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Dual Continuous Exam 22-0128-5294 JA

*Maria Braunstein*

# **PERSONNEL COMMISSION**



**An Exciting Career  
Opportunity  
Awaits You**

## **GENERAL COUNSEL**

**\$203,902 - \$239,428 Annually**



## **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 General Counsel. Under the direction of the Superintendent of Schools, will plan, organize, direct and provide professional legal services and counsel to the District in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds. Will serve as the primary legal advisor and represent the District before a variety of administrative and legislative bodies, as well as perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Juris Doctorate degree from an accredited law school.

## **EXPERIENCE**

Ten years of experience practicing law including experience providing legal counsel to school districts, educational institutions, or similar public agencies.

Experience working with K-12 school districts in California is preferred.

Experience involving the supervision of professional and administrative support staff is preferred.

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

## **SPECIAL REQUIREMENTS:**

(1) Active membership and good standing in the State Bar of California throughout employment in this classification. (2) Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license. (3) May be required to travel from one location to another.

## **SALARY AND BENEFITS:**

The annual salary for General Counsel is \$203,902 to \$239,428 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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The Board of Education acted on 10/06/2021 to designate this class as senior management in accordance with California Education Code sections 45108.05 and 45256.5.

## **HOW TO APPLY**

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## **Open Until Filled**

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Long Beach Unified School District  
Personnel Commission Office  
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<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INTERMEDIATE ACCOUNTING ASSISTANT

### FINAL FILING DATE:

4:30 P.M., Tuesday, January 04, 2022

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services.

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

### JOB SUMMARY:

Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

Two years of full-time financial or statistical record keeping work.

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

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

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

### SALARY RANGE HOURLY:

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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### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0142-0755 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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*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

## PURCHASING AGENT

### FINAL FILING DATE:

4:30 p.m., Wednesday, January 05, 2022

### 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, perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; coordinate ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Bachelor's degree in public administration, business administration or a related field.

#### EXPERIENCE:

One year of procurement experience including writing specifications. Experience in a public agency is preferred.

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

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

#### SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) Positions in this classification assigned to the Nutrition Center require applicants 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: \$31.97  
6 MONTHS: \$33.74  
1 ½ YEARS: \$35.59  
2 ½ YEARS: \$37.56  
3 ½ YEARS: \$39.62

### 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

Dual Exam 22-0144-5128 AA

LBUSD employees, please see reverse side for important information.



*amy van der ...*

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

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

**Guidelines:**

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

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

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

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

## ABOUT OUR DISTRICT

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

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

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

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

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

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

Promotional Exam 22-0140-5297 AA



# PERSONNEL COMMISSION



## An Exciting Promotional Career Opportunity Awaits You

### PURCHASING MANAGER

**\$90,417 - \$106,163 Annually**



## **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 Purchasing Manager. Under general direction, plan, organize and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and services. Will also oversee ordering and follow-up activities to assure efficient, fiscally sound and timely purchases. Additionally, will train and supervise the performance of assigned staff and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in public administration, business administration or a related field.

Additionally, candidates are required to have three years of procurement experience involving writing specifications and including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license, as traveling from one location to another may be necessary.

## **SALARY AND BENEFITS:**

The annual salary for Purchasing 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.

## **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. - 4:30 p.m.

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

**4:30 p.m. Wednesday, January 05, 2022.**

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 26-27

Date: December 16, 2021

Reason for Consideration: Approval

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS 22-0114-0448**

List Valid: 12/07/2021-12/07/2022

Total Applications Received: 6

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 5

**INSTRUCTIONAL ASSISTANT – MALE  
ACADEMY**

**DUAL 22-0032-5199**

List Valid: 12/06/2021-12/06/2022

Total Applications Received: 38

No. Passed: 8 No. Failed: 3

Total Invited to Exam: 20

No. Withdrew: 9 No. Screened Out: 18

**KIDS' CLUB ASSISTANT**

**DUAL CONTINUOUS 22-0081-0694**

List Valid: 12/07/2021-12/07/2022

Total Applications Received: 18

No. Passed: 5 No. Failed: 2

Total Invited to Exam: 10

No. Withdrew: 3 No. Screened Out: 8

**MIGRANT EDUCATION RECRUITER – BL  
SPANISH**

**DUAL 22-0017-5180**

List Valid: 12/16/2021-12/16/2022

Total Applications Received: 7

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 5

No. Withdrew: 1 No. Screened Out: 2

**RECREATION AIDE**

**OPEN CONTINUOUS 22-0119-5255**

List Valid: 12/06/2021-12/06/2022

Total Applications Received: 33

No. Passed: 30 No. Failed: 0

Total Invited to Exam: 30

No. Withdrew: 0 No. Screened Out: 3

**RECREATION AIDE**

**OPEN CONTINUOUS 22-0122-5255**

List Valid: 12/09/2021-12/09/2022

Total Applications Received: 17

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 6

**RECREATION AIDE – KIDS' CLUB**

**OPEN CONTINUOUS 22-0118-5257**

List Valid: 12/06/2021-12/06/2022

Total Applications Received: 36

No. Passed: 34 No. Failed: 0

Total Invited to Exam: 34

No. Withdrew: 0 No. Screened Out: 2

**RECREATION AIDE – WRAP**

**OPEN CONTINUOUS 22-0083-5261**

List Valid: 12/07/2021-12/07/2022

Total Applications Received: 3

No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 3                      No. Screened Out: 0

**RECREATION AIDE – WRAP**

**OPEN CONTINUOUS 22-0113-5261**

List Valid: 12/14/2021-12/14/2022

Total Applications Received: 3

No. Passed: 1                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 2                      No. Screened Out: 0

**RECREATION AIDE - WRAP**

**OPEN CONTINUOUS 22-0117-5261**

List Valid: 12/13/2021-12/13/2022

Total Applications Received: 6

No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 2                      No. Screened Out: 1

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: December 16, 2021

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# PERSONNEL COMMISSION

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December 2, 2021

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

## Background and Findings

The Director of Child Development Centers (CDC) and Kids' Club recently reviewed the Lead Custodian classification specification (salary range 17 C1) while initiating recruitment activities and worked with staff to make revisions. The class was last modified in 2014.

Specifically, language was added to clarify that positions assigned to the CDC lead and participate in performing custodial activities at CDC facilities throughout the District, require a valid California Class C driver's license, and applicants must meet the District's safe driving standard. The operation of office equipment and a computer was also added as incumbents prepare routine records related to assigned activities, read and respond to emails, and report maintenance repairs or other hazards.

Staff also made minor formatting revisions which place the working environment and physical demands in a "menu" or listing format.

The Director of Child Development Centers (CDC) and Kids' Club and the Operations Director have reviewed and approved the revised classification specification.

Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Lead Custodian

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "Kenneth Kato".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0205  
Salary Range: 17 (C1)

### LEAD CUSTODIAN

#### JOB SUMMARY

Under immediate-general supervision, lead a small crew in performing specialized custodial projects; oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel; 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.*

- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. **E**
- Train and provide work direction and guidance to assigned personnel; assist in the scheduling of staff on assigned shifts; serve as supervisor in the absence of the supervisor as assigned. **E**
- Clean classrooms, restrooms, cafeterias, kitchens, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed. **E**
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile; unclog drains and toilets. **E**
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings. **E**
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, two-way radio- and other equipment as assigned; drive a District or personal vehicle to various District sites to conduct work. **E**
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. **E**
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special

events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. *E*

- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; assure safety of custodial activities. *E*
- Perform emergency shut off of major utility services; operate emergency generators as necessary. *E*
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods. *E*
- Maintain routine records related to assigned activities; operate a variety of office equipment including a computer and assigned software. *E*
- Remain on call for emergency custodial needs as assigned.
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

A Lead Custodian is in charge of the custodial work at a school when the regularly assigned custodial supervisor is not present or leads a small crew performing special cleaning of specified areas such as kitchens and lavatories at school sites. The work assignment is usually on a swing or graveyard shift or may include a weekend schedule. Incumbents assigned to the Child Development Centers (CDC) lead and participate in performing custodial activities at Child Development Center (CDC) facilities throughout the District.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Principles of training and providing work direction.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Appropriate safety and sanitary precautions and procedures.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Proper lifting techniques.

**Ability to:**

Lead a small crew in performing specialized custodial projects.  
Oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities.  
Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.  
Train and provide work direction and guidance to assigned personnel.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate a variety of custodial equipment.  
Maintain tools and equipment in clean working order.  
Move and arrange furniture and equipment.  
Observe and report safety hazards and need for maintenance and repair.  
Perform minor non-technical repairs.  
Operate a variety of office equipment including a computer and assigned software.  
Understand and follow oral and written directions.  
Observe safety and sanitary precautions and procedures.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

One year of custodial experience. Experience in a lead or supervisory capacity is desirable.

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

**SPECIAL REQUIREMENTS**

Positions in this classification assigned to the Child Development Centers (CDC), Operations or Nutrition Services Branches departments require the use of a personal automobile and possession of a valid California Class C driver's license and are 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.

Some incumbents in this class may be assigned to weekend schedules.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.

Driving a personal or District vehicle to conduct work.

Regular exposure to fumes, dust and odors.

Exposure to cleaning agents and chemicals.

Working on ladders.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by the position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights to replace light bulbs.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

Revised: 10/24/2002

Revised: 11/16/2006

Revised: 3/8/2007

Revised: 9/10/2009

Revised: 7/10/2014

Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of Disqualified Applicant

PAGES: 33-39

Date: December 16, 2021

Reason for Consideration: Restricted Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.1.B.2 states “applicants must meet all requirements specified as the minimum qualifications established for the class.”

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the enclosed agenda material. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

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

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