

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

Regular Meeting
October 21, 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 October 7, 2021 1-5
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 Contract Manager (Recruitment Extended) 6-7
2. **RATIFY** job announcement bulletin for Executive Secretary (C) 8-9
3. **RATIFY** job announcement bulletin for General Counsel 10-11
4. **RATIFY** job announcement bulletin for Translator – Interpreter - Khmer 12-13
5. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0041-0448 established 10/11/2021 14
6. **APPROVE** the certification of Job Developer eligibility list 22-0016-0463 established 10/13/2021 14
7. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0050-5068 established 10/11/2021 14
8. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0063-5068 established 10/18/2021 14
9. **APPROVE** the certification of Recreation Aide eligibility list 22-0070-5255 established 10/13/2021 14

10. APPROVE the certification of Recreation Aide eligibility list 22-0080-5255 established 10/20/2021	14
11. APPROVE the certification of Recreation Aide – WRAP eligibility list 22-0042-5261 established 10/19/2021	14
12. APPROVE the certification of Senior Web Applications Developer eligibility list 22-0033-5293 established 10/11/2021	15
III. OLD BUSINESS None	
IV. NEW BUSINESS	
1. APPROVE the Creation of a New Classification – Purchasing Manager	16-21
2. APPROVE the Creation of a New Classification – Site Specialist – Business Partnerships	22-27
3. APPROVE the recommendation to remove from eligibility list ID 16636362	28-42
V. OTHER ITEMS None	
VI. NEXT REGULAR MEETING October 21, 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	
<p>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/.</p> <p>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.</p> <p>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)).</p>	

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

MINUTES
Regular Meeting

October 7, 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, October 7, 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 telephonic attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Associate Personnel Analyst (Acting); Judith Alonso, Associate Personnel Analyst (Acting); and Susan Brister, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships; Carmen Hernandez, Administrative Assistant, Equity, Engagement & Partnerships.

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 September 23, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported he would be attending the PCASC workshop at the Los Angeles County Office of Education (LACOE) regarding alternative Merit System scoring proposals. Mr. Kato mentioned he would be presenting at the workshop. Mr. Kato explained that Yumi Takahashi, Chief Business and Financial Officer, has approved for a limited time waiving of fingerprinting fees for the positions

of Recreation Aide, Recreation Aide-Kids' Club, Recreation Aide – WRAP, Nutrition Services Worker, and Child Care Worker. Mr. Kato shared waiving the fees will help in the recruitment effort of the positions. Mr. Kato thanked Maria Braunstein, Personnel Analyst, Dale Culton, Certification Services Manager, and Jesus Rios Jr., Employment Services Supervisor for attending meetings with the level offices, Special Education and Nutrition Services to review current vacancies. Mr. Kato introduced and welcomed Carmen Hernandez, Administrative Assistant, Equity, Engagement & Partnerships to the meeting.

Maria Braunstein, Personnel Analyst, reported there are 47 recruitments in progress and 26 pending. Ms. Braunstein thanked Andrea Armas, Associate Personnel Analyst (Acting), and Judy Alonso, Associate Personnel Analyst (Acting), for their instrumental involvement in recruitment and testing activities. Ms. Braunstein explained staff is collaborating with District departments to hold job fairs to fill vacant positions. The first job fair will be held at Pacific Gateway on Friday, October 15, 2021. Ms. Braunstein explained that this will be an all-encompassing job fair where candidates can apply, test, interview, complete employment paperwork, and schedule fingerprinting. Ms. Braunstein mentioned that more job fairs will be held over the next few months. Ms. Braunstein thanked the Personnel Commission team for their support.

Jesus Rios Jr., Employment Services Supervisor, shared that staff continues to certify, fingerprint new candidates, and process new hires. Mr. Rios recognized Susan Brister, Human Resources Technician, for her work inputting data for vacancy assignments and coaching employment packets. Mr. Rios shared that the Special Education department recognized Oralía Leyva, Human Resources Technician, and Anne Follett, Human Resources Technician, for their outstanding customer service at the Substitute desk, and filling Instructional Aide - Special vacancies. Mr. Rios stated that Renee Arkus, Executive Director of Fiscal Services, also expressed gratitude to Ms. Leyva for her work at the substitute desk. Mr. Rios shared that the automatic substitute separation system, which was a manual process, is now online and thanked Gregg Paine with Technology and Information Services for his assistance with the project. Mr. Rios explained the new substitute separation system would allow the ability to see if a substitute employee has any earnings over the last fiscal year and help to assure the individuals are currently available to work.

Dale Culton, Certification Services Manager, shared the automatic substitute system will reduce the overall number of substitute employees but will help to assure that the substitute employees are available to work. Mr. Culton also shared that the Special Education department recognized Mr. Rios for his collaboration to update the substitute system and audit the substitute lists.

Susan Leaming, Personnel Analyst, informed the Commission that staff is working on the 2020-2021 Annual Report of the Personnel Commission and anticipate bringing it to the Commission for their approval at an upcoming meeting. Ms. Leaming thanked Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships and Carmen Hernandez, Administrative Assistant, Equity, Engagement & Partnerships for their assistance developing the new classification.

CONSENT AGENDA

1. RATIFY job announcement bulletin for Contract Manager
2. RATIFY job announcement bulletin for Grounds Equipment Operator I (Catalina Island)
3. RATIFY job announcement bulletin for Instructional Aide – Special (Catalina Island)
4. RATIFY job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
5. RATIFY job announcement bulletin for Kids' Club Assistant
6. RATIFY job announcement bulletin for Senior Accounting Assistant
7. RATIFY job announcement bulletin for Senior Reprographics Technician
8. RATIFY job announcement bulletin for Sign Language Interpreter
9. APPROVE the certification of Assistant Director – Fiscal Services eligibility list 21-0145-5136 established 10/07/2021
10. APPROVE the certification of Associate Personnel Analyst eligibility list 22-0023-3270 established 09/29/2021
11. APPROVE the certification of Creative Writer/Producer/Director eligibility list 22-0020-5151 established 10/06/2021
12. APPROVE the certification of Instructional Aide – Deaf/Hard of Hearing eligibility list 21-0142-3271 established 10/07/2021
13. APPROVE the certification of Intermediate Nutrition Services Worker eligibility list 22-0028-5058 established 10/01/2021
14. APPROVE the certification of Nutrition Services Worker eligibility list 22-0045-5068 established 10/04/2021
15. APPROVE the certification of Personnel Analyst eligibility list 22-0024-0236 established 09/29/2021
16. APPROVE the certification of Multimedia Technology Supervisor eligibility list 22-0021-5154 established 10/06/2021
17. APPROVE the certification of Recreation Aide eligibility list 22-0059-5255 established 10/05/2021
18. APPROVE the certification of Recreation Aide eligibility list 22-0064-5255 established 10/05/2021

19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0060-5257 established 10/07/2021

20. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0029-5071 established 10/01/2021

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 1-8, and approve items 9-20 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 Abolishment of a Classification – Office Machine Technician

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 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		

2. **APPROVE** the Creation of a New Classification – Translator – Interpreter – BL Khmer

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 approve New Business Item 2.

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

3. **APPROVE** the Revision of a Classification – Program and Policy Development Advisor

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 approve New Business Item 3.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 21, 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 8:35 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:04 a.m. with no reportable actions taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m.

ABOUT OUR DISTRICT

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

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD 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.

Open / Promotional Exam 22-0067-0216 AF



PERSONNEL COMMISSION



An Exciting Open / Promotional With Promotional Taking Precedence

Career Opportunity Awaits You

RECRUITMENT EXTENDED **CONTRACT MANAGER**

\$90,417 - \$106,613 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 Contract Manager. Under general direction, a Contract Manager will plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation. Additionally, will provide technical information and assistance to contractors and District administration. Will perform related duties as assigned.

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

IDEAL CANDIDATE

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

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

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

SPECIAL REQUIREMENTS:

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

SALARY AND BENEFITS:

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

OUR QUALIFYING PROCESS

This is an open/promotional recruitment with promotional taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, 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, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks.

The examination process for this recruitment may be comprised of one or any combination of the following: screening and scored evaluation of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application and materials; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

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

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

EXTENDED DEADLINE: 4:30 p.m. Tuesday, October 26, 2021
4:30 p.m. Friday, October 8, 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



CLASSIFIED EMPLOYMENT OPPORTUNITY

EXECUTIVE SECRETARY (C)

FINAL FILING DATE:

4:30 p.m., Monday, October 25, 2021

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the Office of Public Information. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an Executive staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary 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) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 50 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.
- (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:	\$31.38
6 MONTHS:	\$33.11
1 ½ YEARS:	\$34.94
2 ½ YEARS:	\$36.86

APPLICATION:

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

SELECTION PROCEDURE:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

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

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

Dual Exam 22-0057-0678 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 cases by case basis by the administrator of the Personnel Commission.

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Dual Exam 22-0086-5294 JA

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

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

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

4:30 p.m. Monday, November 8, 2021

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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 VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER – BL KHMER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district 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) Valid California Class C driver's license and use of a personal automobile. (2) May be required to travel from one school location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 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: \$21.87
6 MONTHS: \$23.08
1 ½ YEARS: \$24.34
2 ½ YEARS: \$25.69
3 ½ YEARS: \$27.10

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/)

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LBUSD employees, please see reverse side for
important information.



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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 14-15

Date: October 21, 2021

Reason for Consideration: Approval

INSTRUCTIONAL AIDE – SPECIAL

DUAL

22-0041-0448

List Valid: 10/11/2021-10/11/2022

Total Applications Received: 20

No. Passed: 3 No. Failed: 3

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 14

JOB DEVELOPER

DUAL

22-0016-0463

List Valid: 10/13/2021-10/13/2022

Total Applications Received: 35

No. Passed: 4 No. Failed: 6

Total Invited to Exam: 16

No. Withdrew: 6 No. Screened Out: 19

NUTRITION SERVICES WORKER

DUAL

22-0050-5068

List Valid: 10/11/2021-04/11/2022

Total Applications Received: 16

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 1 No. Screened Out: 8

NUTRITION SERVICES WORKER

DUAL

22-0063-5068

List Valid: 10/18/2021-04/18/2022

Total Applications Received: 14

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 9

No. Withdrew: 2 No. Screened Out: 5

RECREATION AIDE

OPEN CONTINUOUS

22-0070-5255

List Valid: 10/13/2021-10/13/2022

Total Applications Received: 22

No. Passed: 17 No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 0 No. Screened Out: 5

RECREATION AIDE

OPEN CONTINUOUS

22-0080-5255

List Valid: 10/20/2021-10/20/2022

Total Applications Received: 22

No. Passed: 20 No. Failed: 0

Total Invited to Exam: 20

No. Withdrew: 0 No. Screened Out: 2

RECREATION AIDE – WRAP

OPEN CONTINUOUS

22-0042-5261

List Valid: 10/19/2021-10/19/2022

Total Applications Received: 11

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 10

No. Withdrew: 2 No. Screened Out: 1

SENIOR WEB APPLICATIONS DEVELOPER

PROMOTIONAL

22-0033-5293

List Valid: 10/11/2021-10/11/2022

Total Applications Received: 3

Total Invited to Exam: 1

No. Passed: 1 No. Failed: 0

No. Withdrew: 0

No. Screened Out: 2

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 21, 2021

PERSONNEL COMMISSION



October 8, 2021

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

Background and Findings

The Financial Services Officer requested staff create a new class of Purchasing Manager to support the procurement functions of the Purchasing and Contracts Department. Staff worked with the Financial Services Officer to develop the new classification and identify the essential duties of the class.

A Purchasing Manager will plan, organize and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and apply a thorough knowledge of applicable laws, codes, rules and regulations. Incumbents will supervise professional and clerical staff in the Purchasing division.

Salary Placement

The *Rules and Regulations of the Classified Service* §10.8 states, "Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums."

Incumbents in the proposed class may report to the Assistant Purchasing and Contracts Director at salary range 46 (M2) and the highest-level subordinate is the Purchasing Supervisor at salary range 38 (S1). Therefore, staff is recommending placement of the Purchasing Manager at salary range 42 (S1), four ranges below the Assistant Purchasing and Contracts Director and four ranges above the Purchasing Supervisor, maintaining internal relationships between the classifications. The recommended allocation of 42 (M2) will also align with the existing Contracts Manager classification already utilized by the department in the Contracts division.

The Financial Services Officer is in agreement with the proposed recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the classification of Purchasing Manager
2. Allocate the classification of Purchasing Manager to salary range 42 (M2)

Prepared by:

A handwritten signature in black ink, appearing to be 'SL', with a long horizontal stroke extending to the right.

Susan Learning
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be 'K3K', with a horizontal stroke extending to the right.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 42 (M2)

PURCHASING MANAGER

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

- Plan, organize, oversee and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and services; oversee the work of staff to assure efficient, fiscally sound and timely purchases. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Coordinate and manage a variety of purchasing functions related to District initiatives such as purchasing cards and programs, public works projects or other vendor programs; prepare and maintain current documentation, training and communication for various user groups. **E**
- Review and approve buy-out requisitions and purchase orders in accordance with District standards and purchasing guidelines; assure accuracy and completeness of order information. **E**
- Oversee and review formal bid openings, proposals and awards; review and evaluate quotations and formal bids; assure compliance with applicable laws, codes, rules and regulations. **E**
- Communicate with District staff, vendors, and outside organizations to exchange information, coordinate activities and resolve escalated issues such as delayed shipments and defective, damaged or unacceptable goods and services. **E**
- Coordinate and oversee the researching and evaluation of vendor product samples; review tests and demonstrations of products to assure quality and compliance with specifications; apprise vendors of product testing results; plan and coordinate the annual Product Expo. **E**
- Oversee and manage the maintenance of purchasing manuals, vendor lists, catalogs, brochures and related source materials; oversee updates to the Purchasing Handbook. **E**

- Develop and recommend procurement policies and procedures; advise department administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; compose a wide variety of formal correspondence and other written materials. *E*
- Prepare or direct the preparation and maintenance of documents, narrative and statistical reports, and records and files related to assigned activities; compose correspondence and memoranda. *E*
- Attend a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations; develop and conduct a variety of in-service trainings regarding purchasing policies, procedures and software. *E*
- Prepare and make presentations regarding District purchasing policies, objectives, plans and achievements to groups and committees; serve on assigned committees. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work and attend meetings. *E*
- Oversee and manage other department divisions and staff as requested to assure smooth and efficient office operations. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Purchasing Manager plans, organizes and manages the procurement, receipt and distribution of District supplies, materials, food, equipment and applies a thorough knowledge of applicable laws, codes, rules and regulations. Incumbents supervise professional and clerical staff involved in the procurement, receipt, and distribution of District supplies, materials, food, equipment and services. Incumbents have ongoing communications with a wide variety of internal and external contacts to resolve escalated purchasing issues and plan for future procurement requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Purchasing policies, practices and terminology.

Technical aspects of researching, comparing and purchasing supplies, materials, food, equipment and services.

Bid preparation procedures and specification requirements.

Principles and practices of supervision and training.

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

District organization, operations, policies and objectives.

Analytical and problem solving techniques.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.
Writing skills to prepare clear and concise specifications and reports.
Oral and written communication skills.
Operation of a computer and assigned software.
Mathematical computations.

Ability to:

Plan, organize and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and services.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Oversee and review formal bid openings, proposals and awards.
Supervise and evaluate the performance of assigned personnel.
Prepare comprehensive narrative and statistical reports.
Resolve escalated issues such as delayed shipments and defective, damaged or unacceptable goods and services.
Maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations.
Apply new developments and techniques in purchasing to meet District objectives.
Understand and work within scope of authority.
Prepare or direct the preparation and maintenance of documents, narrative and statistical reports, and records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

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

Experience:

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

WORKING ENVIRONMENT

Office and warehouse environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION



October 7, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

Background and Findings

The Administrator, Business Engagement & Strategic Partnerships requested staff create a new classification to support the Office of Business Engagement and Strategic Partnerships as they begin to pilot a site-specific, career readiness program with the approval of the Superintendent of Schools.

Incumbents in the class of Site Specialist – Business Partnerships will develop and establish structured, site-specific, needs-based career programming at assigned high schools and feeder schools. Incumbents will design program events and activities based on the needs of the individual schools and develop career exploration activities related to the career interests of students. Incumbents will also develop and build relationships with local business and industry to recruit mentors for the high schools and create career exploration opportunities for students based on the community needs of the school served.

Staff worked with the Administrator, Business Engagement and Strategic Partnerships to develop the new classification and identify the essential duties of the class.

Salary Placement

Staff conducted a compensation study of the proposed class. Local agencies typically used for salary surveys were surveyed for compensation comparison. Staff found similarity between classification duties and minimum qualifications with seven agencies to support a compensation recommendation. The survey median of the seven agencies is \$5,210 per month. This median is closest to LBUSD's salary range 24 (C1) with a maximum step of \$5,236.

The Administrator, Business Engagement and Strategic Partnerships is in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the classification of Site Specialist – Business Partnerships
2. Allocate the classification of Site Specialist – Business Partnerships to 24 (C1)

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 24 (C1)
DRAFT

SITE SPECIALIST – BUSINESS PARTNERSHIPS

JOB SUMMARY

Under general supervision, collaborate with students, families, District staff and community business partners to develop and establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; promote career awareness and internship opportunities with students and families; develop, implement, and participate in career readiness events and activities; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Develop, implement, and participate in career readiness enhancement activities at assigned high schools sites and feeder schools; schedule and coordinate pathway-aligned career events and activities; prioritize pathways based on student interest and the needs of local industry. **E**
- Collaborate with students, families, staff, and business partners to establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; assure activities align with the vision of student success at each school site and the mission, vision, and values of the District. **E**
- Build partner relationships with community businesses, public agencies, non-profits, and other organizations to develop and encourage engagement and linked-learning opportunities; recruit mentors to support early career awareness and readiness. **E**
- Develop, coordinate and participate in pathway-aligned career exploration events and activities for students based on the needs of the school and community; develop methods to increase underrepresented student participation in career-linked learning events, programs and activities. **E**
- Promote career awareness and internship opportunities with students and families; meet with students to encourage participation, identify internship opportunities, discuss professional traits and workplace etiquette, monitor student progress, and provide ongoing support. **E**
- Create equitable access to career enhancement events and activities by integrating activities into the school day; collaborate with school staff to build calendars of events for cohorts of students; provide support to school staff to integrate real-world learning opportunities and relevance into the classroom. **E**

- Identify and disseminate information regarding internship and summer program opportunities; provide application writing assistance to students; conduct mock interviews; arrange for and accompany students on a variety of field trips. *E*
- Research and identify emerging and growing industries; monitor program participation and student status; evaluate program effectiveness and recommend continuing and follow up programs. *E*
- Develop student, business, and employer feedback surveys; distribute, collect, analyze and utilize disaggregate data to develop and refine student support and recruitment strategies; record methods used to successfully implement engagement activities and scale to other sites and programs. *E*
- Communicate with District staff, administrators and a wide variety of private organizations and public agencies to coordinate and schedule events and activities, resolve issues and exchange information. *E*
- Prepare, and maintain a variety of records and files related to assigned activities; prepare a variety of narrative and statistical reports related to program activities; assist in writing grant and funding proposals. *E*
- Train and provide work direction and guidance to assigned staff and student workers; assign, schedule and review the work of staff. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend a variety of workshops, meetings, trainings and conferences; prepare and make presentations; serve on assigned committees. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Site Specialist – Business Partnerships develops and establishes structured, site-specific, needs-based career programming at assigned high school sites and feeder schools. Incumbents will design program events and activities based on the needs of the individual schools and identify internship opportunities related to the career-oriented pathways and interests of students. Incumbents will report to and work closely with the Office of Business Engagement and Strategic Partnerships to design, develop and build program sustainability and alignment across middle, K-8 and high school sites.

EMPLOYMENT STANDARDS

Knowledge of:

Career and internship development and guidance principles.

Purpose and goals of work-based learning career and technical education programs.

Economic and labor market conditions.

Diverse needs of students and families from varying socioeconomic and cultural backgrounds.

General principles of child adolescent behavior and development.

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

General principles and practices of equitable access in education and career development.
Operation of a computer and assigned software.
Oral and written communication skills.
Public speaking techniques.
Research methods and report writing techniques.
Record-keeping and filing techniques.
Telephone techniques and etiquette.
Public relations techniques.

Ability to:

Collaborate with students, parents, staff, community agencies and businesses to develop career and work-based learning opportunities.
Meet individually and with groups of students to identify interests, skills, needs and goals.
Develop, coordinate and participate in pathway-aligned career exploration events and activities for students.
Build positive relationships and strengthen student engagement.
Work collaboratively as an educational team member.
Understand adolescent behavior and be a positive role model to adolescents.
Demonstrate understanding and patience toward students.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Perform general clerical duties related to program activities.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan, prioritize, and organize work.
Complete work with many interruptions.
Communicate effectively both orally and in writing.

Education and Training:

Associate's degree including coursework in education, counseling, career development or a related field. A bachelor's degree is desired.

Experience:

Two years of experience in career development, job or internship search and placement, or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office, school, and community environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead and above the shoulders.
Lifting, carrying, pushing or pulling objects weigh up to 20 pounds.

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.

PCA:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 16636362 PAGES: 28-42

Date: October 21, 2021 Reason for Consideration: Restricted Action

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