

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

REGULAR MEETING AGENDA

Regular Meeting
October 19, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of October 5, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant 5-6
2. **RATIFY** job announcement bulletin for Custodian 7
3. **RATIFY** job announcement bulletin for District Security Officer 8-9
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish 10-11
5. **RATIFY** job announcement bulletin for HVAC Technician 12-13
6. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning (Catalina Island) 14
7. **RATIFY** job announcement bulletin for Instructional Aide - Special 15-16
8. **RATIFY** job announcement bulletin for Locker Room Attendant 17-18

9. RATIFY job announcement bulletin for Nutrition Services Worker	19
10. RATIFY job announcement bulletin for School Safety Officer	20-21
11. RATIFY job announcement bulletin for Senior Administrative Secretary (C) (Extended)	22-23
12. RATIFY job announcement bulletin for Senior Health Assistant	24-25
13. RATIFY job announcement bulletin for Student Financial Technician - Avalon	26-27
14. APPROVE the certification of Credential Services Specialist eligibility list 24-0055-3343 established 10/17/2023	28
15. APPROVE the certification of Food Production Equipment Technician eligibility list 24-0059-0476 established 10/16/2023	28
16. APPROVE the certification of Grounds Equipment Operator II eligibility list 24-0066-0176 established 10/13/2023	28
17. APPROVE the certification of Instructional Aide – Expanded Learning eligibility list 24-0075-5319 established 10/11/2023	28
18. APPROVE the certification of Instructional Aide – Expanded Learning eligibility list 24-0086-5319 established 10/18/2023	28
19. APPROVE the certification of Instructional Aide - Special eligibility list 24-0088-0448 established 10/12/2023	28
20. APPROVE the certification of Intermediate Office Assistant eligibility list 24-0052-0673 established 10/18/2023	28
21. APPROVE the certification of Intermediate Office Assistant eligibility list 24-0071-0673 established 10/18/2023	29
22. APPROVE the certification of Network Specialist eligibility list 24-0057-5119 established 10/16/2023	29
23. APPROVE the certification of Nutrition Services Worker eligibility list 24-0079-5068 established 10/09/2023	29
24. APPROVE the certification of Nutrition Services Worker eligibility list 24-0095-5068 established 10/20/2023	29
25. APPROVE the certification of Plant Supervisor I eligibility list 24-0025-5026 established 10/09/2023	29
26. APPROVE the certification of Plant Supervisor II eligibility list 24-0026-5027 established 10/09/2023	29
27. APPROVE the certification of Recreation Aide eligibility list 24-0097-5255 established 10/06/2023	29
28. APPROVE the certification of Recreation Aide eligibility list 24-0098-5255 established 10/18/2023	29

29.	APPROVE the certification of Recreation Aide (Catalina Island) eligibility list 24-0089-5255 established 10/09/2023	29
30.	APPROVE the certification of Senior Program Manager, Facilities Development and Planning eligibility list 24-0058-5307 established 10/13/2023	30
31.	APPROVE the certification of Speech-Language Pathology Assistant eligibility list 24-0021-5024 established 10/12/2023	30
32.	APPROVE the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 24-0022-5163 established 10/12/2023	30
III.	OLD BUSINESS	
1.	APPROVE the following: Revisions to the <i>Rules and Regulations of the Classified Service</i> (Second Reading)	31-47
IV.	NEW BUSINESS	
1.	APPROVE the Abolishment of Classifications – Carpenter Supervisor, Electrician Supervisor, Heating, Ventilating and Air Conditioning Supervisor, Maintenance Supervisor, Painter Supervisor, Pest Control Supervisor and Plumber Supervisor	48
2.	APPEAL of a Disqualified Applicant ID 30044848	49-69
3.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 54577673	70-85
4.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 36204756	86-100
5.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 35549507	101-116
6.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 53915783	117-125
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	November 2, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VII.	CLOSED SESSION	
1.	Receive and take action on the Hearing Officer's report regarding the disciplinary action of Employee E 00643933	126-137
2.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT	
	Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.	

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

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

MINUTES
Regular Meeting

October 5, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 5, 2023 at 8:16 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 Vice-Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Lord Galayo, CSEA Chapter 2 Communications Officer; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Dale Culton, Certification Services Manager (retired); and Appellant 54177071.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 21, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, provided a listing of new administrative assignments to the Commissioners that were approved by the Board of Education on September 20, 2023.

Amy Van Fossen, Associate Personnel Analyst, reported there are 38 recruitments in various stages with 13 accepting applications. Thirteen more recruitments will be opening soon in preparation for the October 18, 2023 job fair at Pacific Gateway. Ms. Van Fossen shared she recently attended a job fair with Maria Braunstein, Personnel Analyst, hosted by the City of Long Beach Office of Equity and Citizens' Advisory Commission. Ms. Van

Fossen stated there were a wide variety of people in attendance and it was a wonderful turn out. Lastly, Ms. Van Fossen recognized Judith Alonso, Human Resources Technician, for her excellent customer service interaction with a candidate throughout the online examination process.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting 49 classified permanent positions and 35 substitute positions were filled. Mr. Rios Jr. recognized Oralia Leyva, Employment Services Supervisor, for her work presenting at the recent vacancy assignment (VA) trainings for Elementary School Office Supervisors.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Credential Services Supervisor
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
3. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
4. **RATIFY** job announcement bulletin for Senior Administrative Secretary (C)
5. **APPROVE** the certification of Custodian eligibility list 24-0061-0139 established 10/05/2023
6. **APPROVE** the certification of Groundskeeper eligibility list 24-0056-0172 established 09/29/2023
7. **APPROVE** the certification of Head Start Family Services Liaison – Bilingual Spanish eligibility list 24-0028-5233 established 09/25/2023
8. **APPROVE** the certification of Head Start Health and Nutrition Manager (Revised) eligibility list 24-0044-5278 established 09/15/2023
9. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0051-5319 established 10/05/2023
10. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0070-0448 established 10/05/2023
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0068-5068 established 09/27/2023
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0076-5068 established 09/26/2023
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0078-5068 established 10/06/2023
14. **APPROVE** the certification of Recreation Aide eligibility list 24-0080-5255 established 09/27/2023
15. **APPROVE** the certification of Recreation Aide eligibility list 24-0084-5255 established 10/03/2023

16. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0049-5317 established 09/22/2023
17. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 23-0247-5163 established 09/25/2023
18. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 23-0297-5163 established 09/25/2023

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1 - 4 and approve items 5 - 18 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **DISCUSS** the following: Revisions to the *Rules and Regulations of the Classified Service* (First Reading)

Susan Leaming, Interim Executive Officer, and Dale Culton, Certification Services Manager (retiree), provided an overview of the report. New Business Item 1 will be brought forward for a second reading and approval at the next Commission meeting.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 40417084

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54177071

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 19, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:24 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:49 a.m. with the following reportable actions.

1. **RECEIVE and TAKE ACTION** to distribute Hearing Officer's report on Employee E 00643933 to Employee and the District

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, to receive and distribute the Hearing Officer's report on Employee E 00643933 to the Employee and District and the motion was carried with a unanimous vote of those present to distribute the report.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 40417084

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation that Applicant ID 40417084 be removed from the current eligibility list of Custodian. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54177071

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove staff's recommendation and allow the Applicant to remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 8:50 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY



CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, November 3, 2023.

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth is desirable.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another (2) Positions in this classification require the use of a personal automobile and the possession of a valid class C California Driver's License. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable work schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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

SALARY RANGE HOURLY:

START:	\$23.03
6 MONTHS:	\$24.30
1 ½ YEARS:	\$25.63
2 ½ YEARS:	\$27.04
3 ½ YEARS:	\$28.52

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0122-5288 JA



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

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

Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Monday, October 30, 2023.

JOB INFORMATION:

Permanent 12-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. List will also be used for substitutes.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (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:	\$21.81
6 MONTHS:	\$23.01
1 ½ YEARS:	\$24.27
2 ½ YEARS:	\$25.61
3 ½ YEARS:	\$27.01

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Open Exam 24-0106-0139 JG



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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m., Monday, November 6, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire, and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification. (2) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts. (9) 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.

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SALARY RANGE HOURLY:

START:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

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SELECTION PROCEDURE:

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VIII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0109-5202 JA



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

CLASSIFIED EMPLOYMENT OPPORTUNITY



HEAD START INSTRUCTIONAL AIDE

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Monday, November 6, 2023.

JOB INFORMATION:

Permanent 10-month positions. Positions are 100% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

SPECIAL REQUIREMENTS:

- (1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.
- (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.
- (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.
- (4) May be required to travel from one location to another.
- (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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:	\$18.04
6 MONTHS:	\$19.03
1 ½ YEARS:	\$20.08
2 ½ YEARS:	\$21.18
3 ½ YEARS:	\$22.34

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0115-0657 AF
24-0116-5235 AF



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY



HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, October 27, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

OR

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (5) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$37.52
6 MONTHS:	\$39.59
1 ½ YEARS:	\$41.76
2 ½ YEARS:	\$44.07
3 ½ YEARS:	\$46.49

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0108-5103 AA



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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12

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY



INSTRUCTIONAL AIDE – EXPANDED LEARNING (CATALINA ISLAND)

FINAL FILING DATE:

Thursday, November 2, 2023 at 12:00 p.m.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

JOB SUMMARY:

Under general supervision, assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students; participate in and monitor students in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Six months of experience working with students in an instructional, extended day care or similar recreation program.

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) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

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

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

SALARY RANGE HOURLY:

START:	\$19.57
6 MONTHS:	\$20.65
1 ½ YEARS:	\$21.78
2 ½ YEARS:	\$22.97
3 ½ YEARS:	\$24.24

Catalina Island employees receive an additional \$4.06 per hour.

APPLICATION:

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

SELECTION PROCEDURE:

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

THE EXAMINATION FOR THIS POSITION WILL BE HELD ON NOVEMBER 2, 2023 AT THE AVALON SCHOOL ON CATALINA ISLAND.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open 24-0113-5319 JS



PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

INSTRUCTIONAL AIDE - SPECIAL

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; 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 (2) 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:

Six (6) months of paid or volunteer experience working with children in a structured environment.

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

SPECIAL REQUIREMENTS:

(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

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

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

SALARY RANGE HOURLY:

START:	\$20.66
6 MONTHS:	\$21.80
1 ½ YEARS:	\$23.00
2 ½ YEARS:	\$24.26
3 ½ YEARS:	\$25.59

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 0448 JG



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PERSONNEL COMMISSION

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

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

Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

LOCKER ROOM ATTENDANT

FINAL FILING DATE:

4:30 p.m., Wednesday, November 1, 2023.

JOB INFORMATION:

Permanent 12-month positions. Positions are a 100% FTE. Current vacancies are at Lakewood High School and Jordan High School. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, oversee the activities of students in the locker room; maintain lockers and athletic equipment in support of the physical education program at an assigned school site; maintain locker room, shower rooms and restroom in a clean, orderly and safe condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

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

WORKING ENVIRONMENT:

Locker room environment. Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Reaching overhead, above the shoulders and horizontally. Dexterity of hands and fingers to operate various cleaning equipment. Climbing ladders.

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:	\$22.40
6 MONTHS:	\$23.65
1 ½ YEARS:	\$24.94
2 ½ YEARS:	\$26.31
3 ½ YEARS:	\$27.75

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0118-0208 AF



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PERSONNEL COMMISSION

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$17.08

JOB INFORMATION:

The eligible list of successful candidates may also be used to fill future vacancies as they occur.

The current need is for substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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

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

SALARY RANGE HOURLY:

START:	\$17.08
6 MONTHS:	\$18.03
1 ½ YEARS:	\$19.01
2 ½ YEARS:	\$20.07
3 ½ YEARS:	\$21.18

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous - 5068 VO



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PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

4:30 p.m., Monday, November 6, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0110-5014 JA



Maria Lynn Braunstein

www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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

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

RECRUITMENT EXTENDED



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SENIOR ADMINISTRATIVE SECRETARY (C)

FINAL FILING DATE:

4:30 p.m., Thursday, October 05, 2023 Monday, October 23, 2023

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned administrator at the level of Executive Director, or other senior administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and public relations for the assigned supervisor. Perform related duties as assigned.

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:

Four years of secretarial 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: \$34.79
6 MONTHS: \$36.72
1 ½ YEARS: \$38.73
2 ½ YEARS: \$40.86

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0093-3362 AA

LBUSD employees, please see reverse side for
important information.

Maria B...



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



SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, November 1, 2023.

JOB INFORMATION:

Part-time 10-month position. Position is a 47.5% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (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:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0121-5174 AA



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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

STUDENT FINANCIAL TECHNICIAN – AVALON

FINAL FILING DATE:

4:30 p.m., Thursday, November 02, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, maintain financial accounts for student body activities at Avalon and Two Harbors Schools; advise school administrators, sponsors and student council members on proper accounting policies and procedures; to perform other accounting and varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of clerical accounting work preferably one of which is in a public agency.

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

WORKING ENVIRONMENT:

School office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports, hand written notes and receipts and documents of poorly printed quality.
Communicate in a noisy environment.
Dexterity of hands and fingers to operate a computer keyboard and handle cash and paper.
Sitting and standing for extended periods of time.
Hearing and speaking to exchange information in person and telephonically.

SALARY RANGE HOURLY:

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

Catalina Island employees receive an additional \$4.06 per hour.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0114-0763 JA



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PERSONNEL COMMISSION

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 28-30

Date: October 19, 2023

Reason for Consideration: Approval

CREDENTIAL SERVICES SPECIALIST

DUAL

24-0055-3343

List Valid: 10/17/2023-10/17/2024

Total Applications Received: 62

No. Passed: 7 No. Failed: 10

Total Invited to Exam: 20

No. Withdrew: 3 No. Screened Out: 42

FOOD PRODUCTION EQUIPMENT TECHNICAN

DUAL

24-0059-0476

List Valid: 10/16/2023-10/16/2024

Total Applications Received: 22

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 19

GROUNDS EQUIPMENT OPERATOR II

DUAL

24-0066-0176

List Valid: 10/13/2023-10/13/2024

Total Applications Received: 21

No. Passed: 0 No. Failed: 3

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 17

**INSTRUCTIONAL AIDE - EXPANDED
LEARNING**

OPEN CONTINUOUS

24-0075-5319

List Valid 10/11/2023-04/11/2024

Total Applications Received: 73

No. Passed: 30 No. Failed: 1

Total Invited to Exam: 42

No. Withdrew: 11 No. Screened Out: 31

**INSTRUCTIONAL AIDE - EXPANDED
LEARNING**

OPEN CONTINUOUS

24-0086-5319

List Valid 10/18/2023-04/18/2024

Total Applications Received: 44

No. Passed: 19 No. Failed: 1

Total Invited to Exam: 29

No. Withdrew: 9 No. Screened Out: 15

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

24-0088-0448

List Valid: 10/12/2023-10/12/2024

Total Applications Received: 27

No. Passed: 6 No. Failed: 1

Total Invited to Exam: 8

No. Withdrew: 1 No. Screened Out: 19

INTERMEDIATE OFFICE ASSISTANT

DUAL

24-0052-0673

List Valid: 10/18/2023-10/18/2024

Total Applications Received: 137

No. Passed: 42 No. Failed: 18

Total Invited to Exam: 98

No. Withdrew: 38 No. Screened Out: 39

INTERMEDIATE OFFICE ASSISTANT

List Valid: 10/18/2023-10/18/2024
 Total Applications Received: 210
 No. Passed: 38 No. Failed: 19

DUAL**24-0071-0673**

Total Invited to Exam: 94
 No. Withdrew: 37 No. Screened Out: 116

NETWORK SPECIALIST

List Valid: 10/16/2023-10/16/2024
 Total Applications Received: 35
 No. Passed: 2 No. Failed: 9

DUAL**24-0057-5119**

Total Invited to Exam: 13
 No. Withdrew: 2 No. Screened Out: 22

NUTRITION SERVICES WORKER

List Valid: 10/09/2023-04/09/2024
 Total Applications Received: 24
 No. Passed: 7 No. Failed: 1

OPEN CONTINUOUS**24-0079-5068**

Total Invited to Exam: 13
 No. Withdrew: 5 No. Screened Out: 11

NUTRITION SERVICES WORKER

List Valid: 10/20/2023-04/20/2024
 Total Applications Received: 19
 No. Passed: 1 No. Failed: 1

OPEN CONTINUOUS**24-0095-5068**

Total Invited to Exam: 16
 No. Withdrew: 4 No. Screened Out: 3

PLANT SUPERVISOR I

List Valid: 10/09/2023-10/09/2024
 Total Applications Received: 61
 No. Passed: 14 No. Failed: 23

DUAL**24-0025-5026**

Total Invited to Exam: 51
 No. Withdrew: 13 No. Screened Out: 11

PLANT SUPERVISOR II

List Valid: 10/09/2023-10/09/2024
 Total Applications Received: 49
 No. Passed: 6 No. Failed: 8

DUAL**24-0026-5027**

Total Invited to Exam: 17
 No. Withdrew: 3 No. Screened Out: 32

RECREATION AIDE

List Valid: 10/06/2023-04/06/2024
 Total Applications Received: 32
 No. Passed: 23 No. Failed: 0

OPEN CONTINUOUS**24-0097-5255**

Total Invited to Exam: 23
 No. Withdrew: 0 No. Screened Out: 9

RECREATION AIDE

List Valid: 10/18/2023-04/18/2024
 Total Applications Received: 36
 No. Passed: 28 No. Failed: 0

OPEN CONTINUOUS**24-0098-5255**

Total Invited to Exam: 28
 No. Withdrew: 0 No. Screened Out: 8

RECREATION AIDE (CATALINA ISLAND)

List Valid: 10/09/2023-04/09/2024
 Total Applications Received: 2
 No. Passed: 1 No. Failed: 0

OPEN CONTINUOUS**24-0089-5255**

Total Invited to Exam: 1
 No. Withdrew: 0 No. Screened Out: 1

**SENIOR PROGRAM MANAGER, FACILITIES
DEVELOPMENT AND PLANNING**

DUAL

24-0058-5307

List Valid: 10/13/2023-10/13/2024

Total Applications Received: 7

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 6

No. Withdrew: 1 No. Screened Out: 1

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

DUAL

24-0021-5024

List Valid: 10/12/2023-10/12/2024

Total Applications Received: 5

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 2 No. Screened Out: 2

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT
– BILINGUAL SPANISH**

DUAL

24-0022-5163

List Valid: 10/12/2023-10/12/2024

Total Applications Received: 2

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 1

CERTIFIED TO BE CORRECT: Susan Leaming DATE: October 19, 2023

PERSONNEL COMMISSION



October 6, 2023

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

Background and Findings

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

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

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

Chapter 12 ABSENCE FROM DUTY: This chapter is being modified throughout to reflect the 2022-2023 collective bargaining agreement between the Long Beach Unified School District and the California School Employees Association (CSEA) as well as removing gender specific terminology.

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

Recommendations

Staff recommends the Personnel Commission approve these rule revisions.

Prepared by:

Dale Culton
Certification Services Manager (Retiree)

Approved and Recommended:

Susan Learning
Interim Executive Officer

**CHAPTER XII
ABSENCE FROM DUTY**

12.1 ILLNESS OR INJURY LEAVE

- A. **CURRENT SICK LEAVE BALANCE.** Every full-time probationary and permanent employee in a paid status shall be allowed full-pay for absence caused by personal illness or personal incapacity. Every classified employee shall accrue sick leave at a rate of .051 per hour in paid status, excluding overtime.

Other eligible employees shall be entitled to a proportionate allowance according to assignment.

1. Each employee who receives an initial appointment after July 1 shall be credited as of the date of ~~his/her~~ appointment with the number of days proportional to the remainder of ~~his/her-the employee's~~ assigned work year.
2. An employee serving an initial probationary period shall not be eligible to be paid for more than half the days of full-pay provided for illness until the first day of the pay period after completion of 130 days of paid service in a regular assignment.
3. Thereafter, as long as ~~he/she-the employee~~ remains a regular employee, ~~he/she-they~~ will be credited annually with the number of full-pay illness days provided for ~~his/her-the employee's~~ assignment year.
4. The employee who does not complete the year of service after the July 1 yearly grant of sick leave according to ~~his/her-the employee's~~ assignment shall have the sick leave balance reduced proportionally to the number of days to the date of ~~his/her-the employee's~~ departure from the ~~d~~District. If this adjustment results in an overpayment, that shall be handled as prescribed.
5. Kin Care Leave (California Labor Code § 233) – Up to ½ of the employee's annual sick leave entitlement may be used to attend to an illness of or take to a doctor for preventive care the employee's child (regardless of age or dependency status), parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, designated person (as defined by state and/or federal statute), or sibling. All employees are to report Kin Care Leave absences to their work site in accordance with established District procedures. The District may require evidence of facts relevant to any Kin Care Leave for which there exists the suspicion of possible abuse of leave. Where suspicion exists, the employee shall be notified of said requirement prior to the utilization of leave.

- B. **UNLIMITED ACCUMULATION OF LEAVE ALLOWANCE.** There shall be no limit to the year-to-year accumulation of unused days for full-pay illness leave. An employee will have available seven (7) days of personal necessity leave per year, a maximum of four (4) of which may be used for compelling personal reasons.

Reference: California Education Code 45207

- C. CUMULATIVE SICK LEAVE USE SUBJECT TO PROOF. All employees are to report absences to their worksite prior to the beginning of their regularly scheduled workday. When any illness leave is used by an employee, the employee must complete "Certificate of Absence" form. The form is to be completed and signed by the employee upon return from illness leave and submitted to the appropriate manager/supervisor for signature. Upon request, the employee shall receive a copy of the completed "Certificate of Absence" form. The District may require evidence of facts relevant to any illness leave for which there exists the suspicion of possible abuse of such leave.
- D. SICK LEAVE RECORDS AND INSPECTION. Complete records for each classified employee shall be maintained showing the number of days sick leave accumulated by each employee and the number of days sick leave annually used by each employee. Each employee's record will be open to ~~his/her~~ the employee's inspection.
- E. NO SICK LEAVE WHILE ON LEAVE OR LAY-OFF. Lay-off or leave of absence without pay shall not be considered an interruption of continuous service, but no illness leave shall be allowed while an employee is in a non-paid status, except as otherwise required by law.
- F. REPORTS REQUIRED UPON RETURN AFTER ILLNESS OR ACCIDENT. Each employee absent from duty on account of illness or accident shall submit a health report as follows:
1. ABSENCE LESS THAN FIVE MONTHS
 - a. The employee on sick leave must report ~~his/her~~ the employee's intention to return from absence directly to the worksite prior to the end of the workday before return to service. The deadline for reporting such intent to return from absence will be determined and communicated to employees in writing by each site manager. In incidents in which the employee has not notified the worksite in a timely manner and reports to work when a replacement substitute has been assigned to work, the employee shall be charged with appropriate (sick, vacation, personal, etc.) leave for the day and the substitute shall be paid.
 - b. Employees who have been absent from duty because of serious illness or a serious accident for a period of less than four weeks, employees who have been absent from duty for a period of four weeks or more, not exceeding five school months, and employees who have suffered serious illness or incurred a serious injury during periods during which they were not normally assigned shall submit a health report for approval before continuing service.
 2. ABSENCE EXCEEDING FIVE MONTHS. Employees who have been absent from duty on account of illness for a period of more than five months, or who have been granted a leave of absence in excess of five months, shall submit a health report for approval before reporting for or continuing service.

3. RETURN FROM MILITARY SERVICE. Employees returning from a leave of absence for military service exceeding two calendar months, shall submit a health report before reporting for duty.
 4. HEALTH REPORT REQUIRED AT ANY TIME. The Superintendent of Schools or ~~his/her~~their designee may require and direct any employee to obtain a health report at ~~d~~District expense should it appear to be necessary for the best interest of the ~~school d~~District.
 5. HEALTH REPORTS MADE. The report of the examining physician shall be made to Human Resource Services on the required form and shall include a reply to all items listed therein.
 6. SPECIAL HEALTH EXAMINATION REQUIRED. The Superintendent of Schools or ~~his/her~~ designee may require any employee who has been permitted to return to duty under the terms of this Rule and who is again absent by reason of illness or accident during the same calendar year for a period of one month or more, to report to Human Resource Services for a health examination.
 7. ABSENCES - UNAVAILABLE PHYSICIAN. When an employee, required to report to a designated physician as specified, is unable to secure an appointment within a reasonable period of time (i.e., due to vacation or extended illness of the physician, etc.) section F.4 of this Rule shall apply.
- G. SICK LEAVE DONATION PROGRAM. All Classified employees are eligible to participate in the District's Sick Leave Donation Program as provided for in California Education Code 44043.5 and collective bargaining contract provisions.

12.2 HEALTH EXAMINATIONS

Periodical health examinations may be required of all employees or any group of employees. The Superintendent of Schools is authorized to formulate detailed procedures for the administration of these examinations.

Any classified employee shall be required to report for health examination to ~~the~~ Physician Services or to a physician designated by the Board of Education when, in the judgment of the Department Head the apparent health condition of the employee warrants it. If the report of the physician shows the employee is in unfit condition to perform ~~his~~their duties, the employee may be required to absent ~~himself~~themselves until able to perform ~~his~~their duties properly, in which case ~~he~~the employee may be granted ~~his~~their regular unexpired sick leave.

12.3 MINIMUM PAYMENT WHILE ON STATUTORY LEAVE

All classified employees who have established regular status with the ~~d~~District, who are absent from duty because of personal illness or injury, and who have exhausted their full-pay illness allowance leave, shall be eligible for 100 days of half salary sick leave per fiscal year. A classified employee shall be eligible to request statutory leave when all other available leaves have been exhausted. The employee shall submit a form to ~~the Superintendent~~their site administrator

requesting statutory leave which includes a statement from a physician stating that ~~he/she-the~~ employee is unable to work. The form shall be sent to ~~the~~-Physician Services for approval after which the employee shall be eligible for statutory leave as prescribed in the Education Code. No written request or physician's statement is necessary for statutory leave for four consecutive working days or less. Before an employee's statutory leave ends, the employee shall indicate ~~his/her-their~~ intentions about returning to work. If unable to return, ~~he/she-the~~ employee shall (a) apply for a leave of absence without pay to start not later than the end of the statutory leave, (b) terminate services by resignation, or (c) request retirement, if eligible.

Reference: California Education Code Section 45196

12.4 MATERNITY LEAVE

A leave of absence for pregnancy or convalescence following child birth shall be granted for the period of time that the employee is physically unable to perform the duties required of ~~her-the~~ employee's position, but for not to exceed one year. Leave benefits shall be allowed for the period of pregnancy disability provided the dates of disability are certified by the employee's physician. The employee may, at ~~her-the~~ employee's request, use current, accumulated, and statutory sick leave benefits as provided by Sections 12.1 and 12.3, or may request leave without pay. Should current, accumulated, and statutory sick leave benefits be exhausted within the period of pregnancy disability, the remaining time that the employee continues on maternity leave shall be in a leave without pay status. Additional leave without pay may be granted prior to or following the period of disability as provided by Section 12.10.C.

The employee upon diagnosis of pregnancy shall notify ~~her-their~~ immediate supervisor and furnish a statement from ~~her-the~~ employee's attending physician, on a form supplied by the District, which indicates the estimated date of confinement and certifies that the employee's condition permits continued performance of all duties related to ~~her-their~~ regular assignment.

If the employee appears to be unable to continue to perform all duties related to ~~her-the~~ employee's regular assignment at any time prior to the defined period of disability, the immediate supervisor may request a review of the period of disability as defined by the employee's physician.

The normal period of confinement following the birth of a child shall be considered to be six weeks. If the employee is able to resume performance of all duties related to ~~her-the~~ employee's regular assignment at an earlier date or if it is necessary to extend the leave beyond six weeks, the employee shall furnish ~~her-their~~ immediate supervisor a statement from ~~her-their~~ attending physician defining ~~her-their~~ condition and the estimated length of absence. The employee shall be responsible for obtaining and furnishing the required documentation from ~~her-the~~ employee's physician. The employee shall notify ~~her-their~~ immediate supervisor at least 30 days prior to the estimated date of return to active employment. The employee shall submit a health report as provided in Section 12.1.

Reference: California Education Code 45193

12.5 PERSONAL NECESSITY LEAVE

Probationary and permanent employees may use up to, but not in excess of, seven days of illness leave in any fiscal year in cases of personal necessity as follows:

1. Death of a member of the immediate family when additional leave is required beyond that provided in these rules.
2. Accident, involving ~~his/her~~ the employee's person or property or the person or property of a member of ~~his/her~~ the employee's immediate family.
3. Appearance in court or before administrative tribunal as a litigant party, or witness under subpoena or any order made with jurisdiction.
4. Parental Leave.
5. Illness in the immediate family of the employee.
6. Protection of the employee's home in the event of a natural catastrophe, such as flood, fire, or earthquake.
7. Compelling personal reasons, which are for business or other legal activity of serious and compelling personal importance that cannot be conducted before or after the workday. Employees are authorized up to a maximum of four days per fiscal year. Prior approval for the reason by the appropriate manager or supervisor is required two days prior to such leave.

Reference: California Education Code 45207

12.6 INDUSTRIAL INJURY OR ILLNESS LEAVE

- A. **PROBATIONARY AND PERMANENT EMPLOYEES ELIGIBLE.** The provisions of this section shall apply to employees who have either probationary or permanent status in the classified service.
- B. **INDUSTRIAL LEAVE ALLOWANCE.** An employee in the classified service absent from duty because of industrial injury or illness resulting from ~~his~~ the employee's regular assignments including authorized overtime, and qualifying under the provisions of the workers' compensation insurance law, shall be allowed for each injury or illness, full salary from the first day of absence to and including the last day of absence not to exceed 60 working days. Allowable leave under this section shall not be accumulative from year to year.
- C. **RATE OF PAYMENT FOR LEAVE.** Payment for industrial injury or illness leave on any day shall not, when added to an award granted an employee under the workers' compensation laws of this state, exceed the normal wages for the day. The normal wages for the day shall, in the case of employees paid on an hourly basis, be based on the assigned

time of the employee. Night differential pay shall not be paid to an employee absent because of industrial injury or illness.

- D. COMPENSATION AWARD. Industrial or illness leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workmen's compensation.
- E. USE OF OTHER LEAVES. If an employee is still receiving workers' compensation insurance benefits after entitlement to industrial injury or illness leave is exhausted, ~~he-the~~ employee shall then be placed on regular sick leave, vacation leave, accumulative compensating time off, or statutory leave. If, when an employee goes on regular sick leave or other types of leave or compensating time off, ~~he-the~~ employee is receiving workers' compensation insurance benefits, ~~he-they~~ shall be entitled to use only so much of such other leave benefits which, when added to workers' compensation insurance benefits, provide for a normal full day's wage or salary.

If the employee is no longer receiving workers' compensation insurance benefits, but is still unable to return to work as determined by ~~the~~ Physician Services, ~~he-the~~ employee shall then be placed on regular sick leave or other available leave as provided in this section.

- F. REQUIRED REPORTS. Before salary payments will be made to an employee absent because of industrial injury or illness, the required report of such an accident or illness must be on file in the Office of the Budget Control Officer.
- G. LEAVE WITHOUT PAY. After the expiration of paid leave as provided in this section, an employee who is unable to return to work as determined by ~~the~~ Physician Services, may be granted additional leave without pay for one year. Such leave may be extended for one additional year for good and sufficient cause.
- H. SENIORITY CREDITS. Periods of leave under this section, either paid or unpaid, shall not be considered to be a break in service of the employee and an employee while on such leave shall continue to receive seniority credit.
- I. PLACEMENT ON REEMPLOYMENT LIST. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of ~~his-their~~ position, ~~he-the~~ employee shall, if not placed in another position, be placed on a reemployment list for a period of 39 months. When available, during the 39 month period, ~~he-the~~ employee shall be employed in a vacant position in the class of ~~his-their~~ previous assignment over all available candidates, except for a reemployment list established because of lack of work or lack of funds, in which case ~~he-the~~ employee shall be listed in accordance with appropriate seniority requirements. If an employee's former class has ceased to exist during ~~his-their~~ absence, the employee shall be assigned to a vacant position in a comparable class for which qualified. An employee who has been placed on such a reemployment list and who has been released for return to duty and who fails to accept a position in ~~his-their~~ class shall be subject to the same rules as others placed on the reemployment list.

- J. PAYMENTS WHILE ON LEAVE. During all paid leaves of absence as provided in this section, the employee shall endorse to the District benefit checks received under State workers' compensation laws. The District shall issue to the employee appropriate warrants and payments of wages or salary and shall deduct normal retirement and all authorized contributions. If combined payments under this section total less than the normal full salary, as in the case of statutory leave, the employee shall not be required to endorse to the District benefit checks received under worker's compensation laws.

Reference: California Education Code 45191, 45192

12.7 ABSENCE FOR JUDICIAL AND OFFICIAL APPEARANCES

- A. ABSENCE BECAUSE OF APPEARANCE IN COURT. A probationary or permanent employee in the classified service, other than a litigant in a case, who is necessarily absent because of ~~his~~-~~their~~ appearance before a grand jury or in court as a witness in response to a subpoena duly served, or having received a letter directing ~~him~~-~~the employee~~ to appear for service as a juror shall be paid ~~his~~ full salary during the period of such absence. In any case in which a witness fee or fee for jury duty is payable, such fee shall be collected by the employee and remitted to the ~~school-d~~District.
- B. NOTIFICATION OF SUBPOENA. The employee shall immediately advise ~~his~~-~~their~~ supervisor of receiving such subpoena or letter directing ~~him~~-~~the employee~~ to appear for qualification for jury service and/or for jury service. In the case of a subpoena, the employee's supervisor shall immediately notify the Assistant Superintendent, Human Resource Services, and absence from work in answer to such subpoena shall be subject to the approval of the Board of Education.
- C. EMPLOYEES' RETURN TO WORK. Employees who are released from appearance in court as a witness or juror during any work day shall report for work for the balance of the work day as directed, allowing for reasonable travel time. If the employee's regular shift is other than a day shift, the excused employee shall be assigned to the day shift for the duration of the period of court service. The ~~school-d~~District will pay the employee ~~his~~-~~their~~ regular salary, including shift differential pay, on those days verified by certification.
- D. CERTIFICATION OF SERVICE REQUIRED. Each day of necessary attendance in court or before a grand jury as a witness or a juror shall be verified. The employee shall have the court clerk or other appropriate official certify as to the dates and time of attendance as a witness or to the dates paid for jury service, and the dates called for service but excused without pay. This certification shall be filed by the employee with the person responsible for ~~his~~-~~employee~~ time reporting. In cases where a time report is due prior to conclusion of appearance in court, the employee shall certify as to the days served in lieu of official certification. All such employee certification must be covered by the official certification for the entire period of such service which must be submitted to the timekeeper at the conclusion of such service.
- E. SERVICE BY LIMITED TERM EMPLOYEES. Employees with casual, substitute, or limited term status only may be released from their assignments by the department head at

any time, including times when such employees will be absent from work due to appearance before a court or as a witness or due to jury service.

- F. INVOLUNTARY ABSENCE FOR PUBLIC PURPOSE. If an employee in the regular classified service is necessarily absent in response to an official order of another governmental jurisdiction which has not been brought about through misconduct or connivance on the part of the employee, and is approved by the Board of Education, payment of salary for such necessary absence shall be made.

Reference: California Education Code 44036, 44037

12.8 ATTENDANCE AT WORKERS' COMPENSATION HEARINGS

When an injured employee of the ~~d~~District appeals from the decision of the State Compensation Insurance Fund in rejecting liability in ~~his-their~~ case and when, in the interest of justice and of protecting all legal rights of the injured employee, it is necessary or desirable for other ~~d~~District employees to attend the hearing of the appeal, they shall attend without loss of salary; provided that arrangements for their attendance shall be made by the person having charge of the ~~d~~District's insurance and subject to the approval of the Board of Education.

12.9 ABSENCE FOR EXAMINATIONS

Every employee occupying a permanent position in the classified service shall be permitted to be absent from ~~his/her-their~~ duties during working hours in order to take any examination given by the ~~d~~District and/or for District interviews. without deduction of pay or other penalty upon giving two days' notice to ~~his/her-their~~ immediate supervisor.

Every employee taking a ~~d~~District promotional examination and/or participating in District interviews. will be granted compensating time off equal to the time required to take the examination; and/or participate in the interview. if the examination is scheduled at a time other than during the employee's regular working hours.

Every employee required by the ~~d~~District to take a physical examination or an examination for special certification and/or commercial licenses as a condition of continued employment shall be given paid release time for such examination. The ~~d~~District shall pay for any such required examination. If the examination is scheduled at any time other than during the employee's regular working hours, he/she-the employee shall be granted compensating time off equal to the time it took for the examination.

12.10 LEAVE OF ABSENCE WITHOUT PAY

- A. PURPOSES FOR LEAVES OF ABSENCE. Leaves of absence without pay for the following purposes may be granted by the Board of Education upon recommendation of the Superintendent of Schools and in accordance with procedures established by the Superintendent:

- 1. Child care

2. Military service
3. Rest and recreation
4. Rest and recuperation
5. Study
6. Peace Corps service, Job Corps, Americorps, etc.
7. Work in another ~~S~~school ~~D~~district
8. Family Medical Leave Act (FMLA)
9. California Family Rights Act
10. Other reasons

B. **CONDITIONS FOR GRANTING LEAVE.** Leave of absence without pay may be granted upon filing of an application showing reasons which are deemed sufficient, subject to the following conditions:

1. An employee who has been granted a leave for 30 days or more shall complete one year of service before a second leave will be granted, except as otherwise provided in these Rules.
2. Leave of absence shall not be granted for more than twelve consecutive calendar months, with the following exceptions:
 - a. Leave of absence for military service shall be granted as provided in the Education Code and the Military and Veterans Code.
 - b. Leave of absence for Peace Corps, Job Corps, and Americorp service shall not exceed 24 consecutive calendar months.
3. Leave of absence for child care may be granted following maternity for not to exceed one year. The employee must notify the immediate supervisor at least 30 days prior to the beginning date of the leave. A satisfactory replacement must be available. In the event of adoption, a leave of absence for child care may be granted upon request as provided in this section.

C. **EXTENSION OF LEAVE.** An employee who has been granted a year's leave of absence without pay may have ~~his~~their leave of absence extended for one additional consecutive year for good and sufficient cause, provided that a satisfactory replacement is available.

D. RETURN FROM LEAVE. Return from leave shall be subject to the following conditions:

1. An employee must give notification not less than 30 days prior to the expiration of the leave that it is the intention of the employee to return to active service.
2. An employee will be assigned to the same position or a position in the same class upon return to service following a leave of absence only if:
 - a. Absent six calendar months or less.
 - b. Absent one year or less on child care leave, granted in accordance with paragraph B.3 of this Rule.
 - c. Absent for military, Peace Corps, Job Corps, or Americorp service.
 - d. Absent on leave for rest and recuperation.
3. An employee returning from leave of absence who does not come within the provisions of paragraph D.2 will be assigned to a vacant position in the class in which the employee holds status. If no such vacant position is available, the employee's name shall be placed on the reemployment list for the class for a period of 39 months. ~~He~~ The employee may return to a vacant position in a class at the same or a lower salary level for which ~~he is~~ they are qualified.
4. If the classification has been abolished during the employee's absence, ~~he~~ the employee shall be laid off for lack of work and placed on the reemployment list for the class effective the date of termination of leave. ~~He~~ The employee may be returned to a vacant position in a class at the same or a lower salary level for which ~~he~~ the employee is qualified.

E. BENEFITS WHILE ON LEAVE. Time elapsed while on leave of absence without pay shall not be counted toward seniority for promotion, compensation, sick leave or vacation privileges, except an employee absent on leave for study or Peace Corps, Job Corps or Americorp service shall include such time toward qualifying for advancement to the next higher step in the salary range in accordance with paragraph C of 10.1 and an employee absent on military leave shall be accorded all the rights and privileges granted by the Education Code and the Military and Veteran Code.

F. LIABILITY OF DISTRICT. The ~~School~~ District shall be free of any liability for the payment of any compensation or damages now or hereafter provided by law for the death or injury of any employee of the District, when the death or injury occurs while the employee is on leave of absence without pay.

G. CANCELLATION OF LEAVE. The Board of Education may, for cause, cancel any leave of absence and the employee shall then report for duty not later than the third working day following receipt of notification of such cancellation, provided that available transportation facilities will permit ~~him~~ the employee to report within that period.

- H. EMPLOYMENT WHILE ON LEAVE. An employee, while on leave of absence, may not accept other gainful employment with another employer, except ordered military, Peace Corps, Job Corps, or Domestic Peace Corps service, without express prior approval of the Board of Education.

Reference: California Education code 45190

12.11 MILITARY LEAVE OF ABSENCE

- A. APPLICABILITY OF PROVISIONS FOR CERTIFICATED EMPLOYEES. In addition to the rights, privileges, and obligations regarding military leave of absence which by law apply to classified employees, all such rights, privileges and obligations by law made applicable to certificated employees shall likewise apply to classified employees as though the words "in positions not requiring certification qualifications" appeared in the law in place of the words "in positions requiring certification qualifications."
- B. DEFINITION OF MILITARY. The term "military" as used in this Rule is defined as including army, navy, marine, air force, coast guard, or other armed service of the United States, or as may be otherwise defined by law.
- C. RETURN FROM MILITARY SERVICE. An employee returning from military service who presents ~~his-their~~ discharge as evidence of such service, shall be returned to ~~his-the~~ employee's former position if such position exists, and shall have the privilege of accepting assignment to other vacant positions in comparable or lower classes for which ~~he-the~~ returning employee is qualified, provided, however, that should the returning employee accept a position in a comparable or lower class, ~~his-their~~ continued occupancy of such position shall be dependent upon maintaining service rating above the point designated as unsatisfactory by the Board of Education.

12.12 BEREAVEMENT LEAVE

Every person employed in the classified service of ~~any-the school-d~~ District shall be granted necessary leave of absence, ~~not to exceed three days, or of not more than~~ five days if out-of-state travel is required, on account of the death of any member of ~~his-the employee's~~ immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the ~~d~~ District. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, of the employee or any person having a principal place of residence in the immediate household of the employee.

Reference: California Education Code 45194

12.13 IMMINENT DEATH LEAVE

Every probationary and permanent employee shall be entitled to two days imminent death leave a fiscal year at full-pay. Such leave shall not be cumulative. Such leave shall be authorized when death of a member of the immediate family is imminent.

Imminent death leave is subject to the approval of the employee's Department Head, and the employee must furnish such certificates and evidence of facts as may be required by the Department Head.

12.14 QUARANTINE

Classified employees under personal quarantine by order of the Health Office of the City or County, whether because of their own illness or on account of illness of others, shall be paid for such period of quarantine as is required in the exigencies of the case; provided that pay for such period of absence shall not be for more than two weeks in any period and that no more than two separate periods of personal quarantine shall be paid for in any school year to any one employee. General periods of quarantine shall not be counted as times of personal quarantine.

12.15 EDUCATION CODE PROVISIONS APPLICABLE

The provisions of the Education Code shall govern the absence from duty of classified employees occupying permanent positions, provided, however, that in addition to such rights, privileges and obligations which by law apply to classified employees, such provisions of the law which apply to certificated employees shall likewise apply to classified employees.

12.16 PERSONAL LEAVE

Every probationary and permanent employee shall be entitled to two days personal leave a fiscal year at half pay for any purpose. Such leave shall not be cumulative. Personal leave shall be subject to the approval of the employee's department head. For purposes of this section, a "day" is the regularly assigned time of the employee when the leave is taken.

12.17 VACATION

A. **VACATION ALLOWANCE.** Vacation allowances shall be earned based on the following schedules:

1. Classified employees who have completed five or less service years shall earn vacation computed at the rate of .055 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 14 days' vacation a year.
2. Classified employees who have completed more than five years and less than ten years shall earn vacation computed at the rate of .062 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 16 days' vacation a year.

3. Classified employees who have completed more than ten years and less than fifteen shall earn vacation computed at the rate of .070 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 18 days' vacation a year.
4. Classified employees who have completed more than 15 service years shall earn vacation computed at the rate of .081 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 21 days' vacation a year.
5. Employees in classifications excluded from overtime payments in accordance with the provisions of Rule 10.4.F shall earn vacation computed at the rate of .081 hours vacation for each hour for which pay is received. Full-time employees will thus receive approximately 21 days' vacation a year.
6. A service year for purposes of earning vacation credit is- defined in Rule 1.1.

B. ELIGIBILITY FOR VACATION. Eligibility for vacation shall be determined as follows:

1. Classified employees with either probationary or permanent status are eligible to earn paid vacation.
2. Eligibility to take vacation will commence on the first day of the pay period following completion of the number of hours that correspond to 130 days of paid service in regular assignments. The vacation which is then due the employee shall be the number of vacation hours accumulated in accordance with the provisions of paragraph A of this Rule.
3. For purposes of this rule, 130 days shall be defined as 130 times the average number of regularly assigned hours per day for the employee.

C. WHEN VACATION IS TAKEN. Earned vacation is to be taken at a time when the efficiency of the ~~d~~District will be least affected. Vacation shall be taken only at times approved by the Department Head or ~~his/her~~ authorized designee; however, ~~d~~District managers and supervisors will consider the wishes of the employee when scheduling vacation. If there is a conflict in vacation dates requested by employees, the conflict will be resolved on the basis of the greatest seniority in the ~~d~~District; except that a more senior employee may not "bump" a less senior employee once the annual vacation schedule has been established.

1. All employees who are employed less than twelve (12) months shall earn vacation, and it shall be due them in the same manner as all other employees. They shall take vacation due them during winter and/or spring student vacation periods, or designated non-work/intersession periods in year round school assignments or, with the approval of the Department Head or ~~his/her~~ authorized designee, they shall be paid for vacation due them as of June 30; or they may take vacation at other times when it will least affect the efficiency of the ~~d~~District as mutually agreed upon by the employee and the immediate supervisor. During winter and/or spring student

vacation periods, all employees who are employed less than twelve (12) months are entitled to use authorized leave provisions.

2. Effective the first day of any fiscal year (July 1) an employee may have accumulated vacation credit not to exceed the amount of vacation credit earned in 1-1/2 years of paid service.
3. When an employee has accumulated the maximum allowable vacation credit and when a serious personal or work related situation prevents his/her-the employee using earned vacation time, the employee may request:
 - a. to receive in-lieu payment for any vacation balance in excess of the vacation credit earned in one and one-half (1-1/2 years) of paid service; or
 - b. to accumulate excess vacation.

Such request will include the nature and duration of the situation and will be made in writing to the Chief Business and Financial Officer by May 15.

If request for in-lieu payment is not received by May 15 or if in-lieu payment is not approved, upon written application, accumulation of excess vacation credit will be authorized by the Chief Business and Financial Officer.

CAUTION: PERS retirement credit is not earned on the above described vacation payoff.

54. A vacation once having commenced shall be terminated only by the employee returning to work, being laid off, being terminated from employment, having verified hospitalization or reportable disease, or having a death of a member of the immediate family as defined.
 65. If an employee's scheduled vacation period comes due and the employee is on leave because of verified illness, injury, or bereavement, he/she-the employee may contact the appropriate manager/supervisor to arrange a rescheduling of the vacation. Such a request must be made before the original vacation is scheduled to begin. The manager/supervisor will reschedule the vacation after considering the requested dates submitted by the employee and the operational needs of the work site.
- D. RATE OF PAY FOR VACATION. The rate at which vacation is paid shall be the employee's current regular pay rate. Employees whose vacations are earned and actually started under a given status shall suffer no loss of earned vacation salary pay by reason of subsequent changes in conditions of employment. No vacation or part thereof shall be taken in an amount less than one-half (1/2) hour at a time.
- E. VACATION CREDIT WHILE ON NON-PAID STATUS. An employee absent on leave without pay or an employee laid off for lack of work or lack of funds, shall not accumulate vacation credit during the period of his/her-their absence from active service.

- F. VACATION CREDIT WHILE ON MILITARY LEAVE. Every employee who is a member of the National Guard or Naval Militia, or a member of the Reserve Corps or force in the federal military, naval or marine service, and who is granted a military leave of absence with pay, shall be granted all vacation privileges provided by the Military and Veterans Code.
- G. HOLIDAYS DURING VACATIONS. No deductions shall be made from the vacation credit of any employee for holidays occurring during the assigned vacation period of the employee.
- H. PAY UPON TERMINATION. At the time of separation from service, an employee shall be entitled to lump sum compensation for all earned and unused vacation, except that employees who have not complete six (6) months of employment in a regular or restricted status shall not be entitled to such compensation. Payment for such entitlement will be made in accordance with usual [eD](#)istrict payroll procedures and scheduled pay dates.

Reference: California Education Code 45197

12.18 REPORTS REQUIRED

Any classified employee absent for any reasons provided for in this chapter shall file with the principal, Division Head, or other designated officer such signed certificate of absence as may be required. For the use of sick or statutory leave, all employees shall notify the immediate manager or the manager's designee of their intended absence prior to the beginning of the employee's workday.

12.19 CASUAL ABSENCES

Department Heads shall have discretionary power, when the necessity demands, to grant to employees permission to be absent without loss of salary, parts of a day not exceeding one-half day when good reason for such absence exists, provided that its power shall not be construed to confer the right to reduce the established number of working hours per month of the employee, and provided further that in no case shall the work of the department or division be materially impacted by the granting of such absence; and provided further, that frequent requests from an employee for such absence, even for short periods, are to be avoided.

12.20 ABSENCE PRIVILEGES NOT GRANTED EMPLOYEES WITH ONLY PROVISIONAL, LIMITED TERM AND SUBSTITUTE STATUS

In the absence of specific action by the Board of Education, none of the privileges granted for absence because of court appearance, attendance at hearings, examinations, casual absences, or because of epidemics or emergencies, shall apply to employees with only provisional, limited term or substitute status.

12.21 SERVICE AS ELECTED OFFICER OF PUBLIC EMPLOYEE ORGANIZATION

The governing board of a school district shall grant to any classified employee, upon request, a leave of absence without loss of compensation for the purpose of enabling the employee to serve

as an elected officer of any local school district public employee organization, or any statewide or national public employee organization with which the local organization is affiliated pursuant to Section 45210 of the California Education Code.

| Reference: California- Education Code 45210

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

October 9, 2023

TO: Personnel Commission
FROM: Interim Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of Classifications

Background and Findings

In 2018, the Maintenance department reorganized the delivery of services from a shop-based, centralized model into service area quadrants and the following classifications were no longer utilized:

- Carpenter Supervisor
- Electrician Supervisor
- Heating, Ventilating and Air Conditioning Supervisor
- Maintenance Supervisor
- Painter Supervisor
- Pest Control Supervisor
- Plumber Supervisor

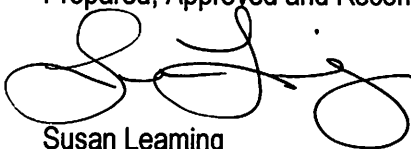
No staff will be impacted by this action and there are no reemployment lists in place. The Business Services Administrator supports the abolishment of these classifications. Copies of the classification descriptions are available at www.lbschools.net/departments/personnel-commission/class-specifications or upon request.

Recommendations

Staff recommends the Personnel Commission abolish the classifications of:

- Carpenter Supervisor
- Electrician Supervisor
- Heating, Ventilating and Air Conditioning Supervisor
- Maintenance Supervisor
- Painter Supervisor
- Pest Control Supervisor
- Plumber Supervisor

Prepared, Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of Disqualified Applicant ID 3004846 PAGES: 49-69

Date: October 19, 2023 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 disqualified for the following reason:

4.2 A.10 Failure to provide all required materials or to completely disclose all relevant employment information required at time of employment application, such as supplemental applications for employment, conviction information and court 3 documents, as specified on the job application, in the employment application package and/or Job Announcement bulletin.

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 54577673 PAGES: 70-85

Date: October 19, 2023

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 disqualified 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 an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed 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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 36204756 PAGES: 86-100

Date: October 19, 2023

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 disqualified 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 an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 35549507 PAGES: 101-116

Date: October 19, 2023

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 disqualified 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 an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action on Hearing
 Officer's report regarding the disciplinary
 action of Employee E 00643933

PAGES: 126-137

Date: October 5, 2023

Reason for Consideration: Restricted Action

The report of the Commission-assigned Hearing Officer, Patricia Barrett, in the disciplinary action appeal of Employee E 00643933 is included for the Personnel Commission to receive and take action.

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.