

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

Regular Meeting  
January 13, 2022

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of December 16, 2021 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician 5-6
2. **RATIFY** job announcement bulletin for Bus Driver - Avalon 7-8
3. **RATIFY** job announcement bulletin for Employment Services Supervisor 9-10
4. **RATIFY** job announcement bulletin for Head Start Nutrition Assistant 11-12
5. **RATIFY** job announcement bulletin for HVAC Technician 13-14
6. **RATIFY** job announcement bulletin for School Support Secretary, School Support Secretary – BL Spanish 15-16
7. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0007-5288 established 1/10/2022 17
8. **APPROVE** the certification of Catalina Island – Campus Staff Assistant eligibility list 22-0061-5288 established 12/21/2021 17
9. **APPROVE** the certification of Emergency Preparedness Program Manager eligibility list 22-0018-3371 established 1/03/2022 17

- 10. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 21-0128-0176 established 12/28/2021 17
- 11. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 21-0129-5031 established 12/28/2021 17
- 12. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0084-0448 established 12/17/2021 17
- 13. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0090-0448 established 12/17/2021 17
- 14. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0097-0448 established 12/17/2021 18
- 15. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0116-0448 established 12/17/2021 18
- 16. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 22-0089-0515 established 01/04/2022 18
- 17. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0110-5068 established 12/21/2021 18
- 18. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0058-3308 established 01/06/2022 18
- 19. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0123-5257 established 12/22/2021 18
- 20. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0091-5261 established 12/29/2021 18
- 21. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0098-5261 established 12/28/2021 18
- 22. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0072-5214 established 01/07/2022 18

III. OLD BUSINESS  
None

IV. NEW BUSINESS

- 1. **APPROVE** the Creation of a New Classification – Site Specialist – Student Engagement 20-25
- 2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2020-2021

V. OTHER ITEMS  
None

VI. NEXT REGULAR MEETING

January 27, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

December 16, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, December 16, 2021 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present:                Sheryl Bender  
                                 Terence Ulaszewski

STAFF MEMBERS PRESENT

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

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 2, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced he received notification from the California Department of Education that Tony Thurmond, State Superintendent of Public Instruction, approved the reappointment of Sheryl Bender as a member of Long Beach Unified School District's Personnel Commission through December 1, 2024.

Mr. Kato reported that he and staff recently held meetings with representatives of the Confidential and Supervising Secretaries Association (CASSA) and Nutrition Services

and Transportation departments to discuss their personnel needs and answer a variety of questions. Mr. Kato also shared that he and Dale Culton, Certification Services Manager, attended a recent High School Office meeting with all of the Principals and Assistant Principals to discuss the needs of their sites.

Mr. Kato shared that he and Commissioners Vaughan and Bender will be attending the California School Personnel Commissioners Association (CSPCA) 50<sup>th</sup> Annual Conference in March 2022.

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

Maria Braunstein, Personnel Analyst, reported there are 99 recruitments pending or in various stages of the examination process. Ms. Braunstein introduced the newest member of the Personnel Commission team, Joanna Guzman, Human Resources Technician, who will be working in both the Recruitment and Testing and Certification and Employment Services units.

Dale Culton, Certification Services Manager, reported four (4) exempt classifications will increase to the new minimum wage effective January 1, 2022 and also as a result of this increase, Recreation Aides will move to salary step C and incumbents in the Nutrition Services Worker and Custodian Assistant classifications will move to salary step B but all will retain their original salary step increment dates. Mr. Culton shared that Susan Brister, Human Resources Technician, retired after 27 years with the District and thanked everyone for attending and assisting in organizing her retirement party.

Susan Leaming, Personnel Analyst, shared that CPR/First Aid classes were held on Friday, December 3, at the Teacher Resource Center (TRC) and 95 employees attended the trainings.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
3. **RATIFY** job announcement bulletin for Associate Research Data Analyst
4. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
5. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
6. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
7. **RATIFY** job announcement bulletin for Fiscal Services Analyst
8. **RATIFY** job announcement bulletin for General Counsel
9. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
10. **RATIFY** job announcement bulletin for Purchasing Agent

11. **RATIFY** job announcement bulletin for Purchasing Manager
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0114-0448 established 12/07/2021
13. **APPROVE** the certification of Instructional Assistant – Male Academy eligibility list 22-0032-5199 established 12/06/2021
14. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0081-0694 established 12/07/2021
15. **APPROVE** the certification of Migrant Education Recruiter – BL Spanish eligibility list 22-0017-5180 established 12/16/2021
16. **APPROVE** the certification of Recreation Aide eligibility list 22-0119-5255 established 12/06/2021
17. **APPROVE** the certification of Recreation Aide eligibility list 22-0122-5255 established 12/09/2021
18. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0118-5257 established 12/06/2021
19. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0083-5261 established 12/07/2021
20. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0113-5261 established 12/14/2021
21. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0117-5261 established 12/13/2021

Following discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1-11 and approve items 12-21 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE the Revision of a Classification – Lead Custodian**

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 2.

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

2. **APPEAL** of disqualified applicant

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, January 13, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:45 a.m. and the following reportable actions were taken.

1. **APPEAL** of disqualified applicant

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to uphold staff's recommendation to disqualify the Applicant from moving forward in the examination process for Associate Personnel Analyst – Human Resources Services.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:46 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ACCOUNTING TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Friday, January 07, 2022

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

#### EXPERIENCE:

Four years of financial or statistical record keeping work. Experience in a public agency is desirable.

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

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

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

### SALARY RANGE HOURLY:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0146-0750 AA

LBUSD employees, please see reverse side for important information.



*Angela* 5



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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## BUS DRIVER – AVALON

### FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

### JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

THE POSITION BEGINS AT APPROXIMATELY 5:30 A.M. IN TWO HARBORS AND IS RESPONSIBLE FOR TRANSPORTING STUDENTS THROUGHOUT THE ISLAND TO AND FROM THE AVALON SCHOOL AND TO AND FROM FIELD TRIPS ON CATALINA ISLAND. CATALINA ISLAND IS LOCATED 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 the direction of a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; Bus Drivers assigned to Santa Catalina Island drive school buses of approximately 19 and 42 passenger capacity; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

One year of experience driving a bus of approximately 78 passenger capacity.

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 B driver's license with passenger and air brake endorsements. (2) Valid unrestricted California Special Driver Certificate for school bus operation. (3) Valid Medical Card. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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

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

### SALARY RANGE HOURLY:

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

*Jim Nij*

### 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 EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.**

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

Dual Continuous 22-0151-0101 JR

LBUSD employees, please see reverse side for important information.



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

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

**Guidelines:**

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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

## EMPLOYMENT SERVICES SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Monday, January 10, 2022

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general direction, plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; serve as a resource to school sites, staff and other departments regarding employment and personnel issues; train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Associate's degree with course work in business administration, human resources or a related field.

#### EXPERIENCE:

Three years of human resources experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician or Credential Services Specialist 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) Positions in this classification require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

### SALARY RANGE HOURLY:

START:	\$27.41
6 MONTHS:	\$28.92
1 ½ YEARS:	\$30.51
2 ½ YEARS:	\$32.19

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0148-5250 AV

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*



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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HEAD START NUTRITION ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Monday, January 10, 2022

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, assist with performing food safety and sanitation monitoring at Head Start locations; provide food safety and sanitation education to students, families and staff in accordance with Head Start Performance Standards; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in dietetics, institutional food management, nutrition or related field is highly-desirable.

#### EXPERIENCE:

One year of experience in a Head Start, pre-school, after-school or similar program with responsibilities related to basic nutrition and health of students.

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

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain 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:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
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[www.lbschools.net/Departments/  
Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0147-3297 JA

LBUSD employees, please see reverse side for important information.



*Jimmy Van Jones 11*

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

*Jim Pi V*

## HVAC TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Monday, January 10, 2022

### JOB INFORMATION:

Permanent 12-month and 10-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, perform 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) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) May be required to travel from one location to another. (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. (7) 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: \$31.97  
6 MONTHS: \$33.74  
1 ½ YEARS: \$35.59  
2 ½ YEARS: \$37.56  
3 ½ YEARS: \$39.62

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0155-5103 JR

LBUSD employees, please see reverse side for important information.





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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

*Jan 11 11*

## SCHOOL SUPPORT SECRETARY SCHOOL SUPPORT SECRETARY-BL SPANISH

### FINAL FILING DATE:

4:30 p.m., Monday, January 10, 2022

### JOB INFORMATION:

Permanent 10 months positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with Long Beach Unified School District.

Experience in a lead or supervisory capacity is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) Positions in the School Support Secretary–Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District’s bilingual/biliterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver’s license. (3) May be required to travel from one location to another. (4) 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.

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: \$25.27  
6 MONTHS: \$26.65  
1 ½ YEARS: \$28.12  
2 ½ YEARS: \$29.67

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0152-3361 JR  
22-0153-5159

LBUSD employees, please see reverse side for important information.



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

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

**Guidelines:**

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

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 17-19

Date: January 13, 2022

Reason for Consideration: Approval

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**CAMPUS STAFF ASSISTANT**

**DUAL CONTINUOUS 22-0007-5288**

List Valid: 01/10/2022-01/10/2023

Total Applications Received: 53

No. Passed: 6 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 4 No. Screened Out: 43

**CATALINA ISLAND – CAMPUS STAFF ASSISTANT**

**DUAL 22-0061-5288**

List Valid: 12/21/2021-12/21/2022

Total Applications Received: 7

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 3

**EMERGENCY PREPAREDNESS PROGRAM MANAGER**

**DUAL 22-0018-3371**

List Valid: 01/03/2022-01/03/2023

Total Applications Received: 47

No. Passed: 4 No. Failed: 3

Total Invited to Exam: 15

No. Withdrew: 8 No. Screened Out: 32

**GROUNDS EQUIPMENT OPERATOR II**

**DUAL CONTINUOUS 21-0128-0176**

List Valid: 12/28/2021-12/28/2022

Total Applications Received: 28

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 25

**GROUNDS EQUIPMENT OPERATOR II/DRIVER**

**DUAL CONTINUOUS 21-0129-5031**

List Valid: 12/28/2021-12/28/2022

Total Applications Received: 21

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 19

**INSTRUCTIONAL AIDE - SPECIAL**

**OPEN CONTINUOUS 22-0084-0448**

List Valid: 12/17/2021-12/17/2022

Total Applications Received: 12

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 3 No. Screened Out: 7

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS 22-0090-0448**

List Valid: 12/17/2021-12/17/2022

Total Applications Received: 39

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 4 No. Screened Out: 31

**INSTRUCTIONAL AIDE – SPECIAL**

List Valid: 12/17/2021-12/17/2022  
 Total Applications Received: 22  
 No. Passed: 7                      No. Failed: 0

**INSTRUCTIONAL AIDE – SPECIAL**

List Valid: 12/17/2021-12/17/2022  
 Total Applications Received: 36  
 No. Passed: 5                      No. Failed: 0

**KIDS’ CLUB LEAD ASSISTANT**

List Valid: 01/04/2022-01/04/2023  
 Total Applications Received: 35  
 No. Passed: 9                      No. Failed: 1

**NUTRITION SERVICES WORKER**

List Valid: 12/21/2021-06/21/2022  
 Total Applications Received: 18  
 No. Passed: 10                      No. Failed: 3

**PLANT UTILITIES OPERATOR**

List Valid: 01/06/2022-01/06/2023  
 Total Applications Received: 15  
 No. Passed: 1                      No. Failed: 3

**RECREATION AIDE – KIDS’ CLUB**

List Valid: 12/22/2021-12/22/2022  
 Total Applications Received: 12  
 No. Passed: 10                      No. Failed: 0

**RECREATION AIDE – WRAP**

List Valid: 12/29/2021-12/29/2022  
 Total Applications Received: 11  
 No. Passed: 2                      No. Failed: 0

**RECREATION AIDE – WRAP**

List Valid: 12/28/2021-12/28/2022  
 Total Applications Received: 7  
 No. Passed: 0                      No. Failed: 0

**SIGN LANGUAGE INTERPRETER**

List Valid: 01/07/2022-01/07/2023  
 Total Applications Received: 4  
 No. Passed: 1                      No. Failed: 0

**OPEN CONTINUOUS      22-0097-0448**

Total Invited to Exam: 7  
 No. Withdrew: 0                      No. Screened Out: 15

**OPEN CONTINUOUS      22-0116-0448**

Total Invited to Exam: 8  
 No. Withdrew: 3                      No. Screened Out: 28

**DUAL                      22-0089-0515**

Total Invited to Exam: 19  
 No. Withdrew: 9                      No. Screened Out: 16

**OPEN                      22-0110-5068**

Total Invited to Exam: 16  
 No. Withdrew: 3                      No. Screened Out: 2

**DUAL                      22-0058-3308**

Total Invited to Exam: 6  
 No. Withdrew: 2                      No. Screened Out: 9

**OPEN CONTINUOUS      22-0123-5257**

Total Invited to Exam: 10  
 No. Withdrew: 0                      No. Screened Out: 2

**OPEN CONTINUOUS      22-0091-5261**

Total Invited to Exam: 2  
 No. Withdrew: 0                      No. Screened Out: 9

**OPEN CONTINUOUS      22-0098-5261**

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

**DUAL                      22-0072-5214**

Total Invited to Exam: 3  
 No. Withdrew: 2                      No. Screened Out: 1

CERTIFIED TO BE CORRECT:     Kenneth Kato     DATE: JANUARY 13, 2022

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# PERSONNEL COMMISSION

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January 5, 2022

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

## Background and Findings

The Deputy Superintendent of Schools requested staff create a new classification to support a student engagement and intervention pilot program at Cabrillo and Jordan high schools.

Incumbents in the class of Site Specialist – Student Engagement will develop and conduct program outreach activities while building relationships and engaging with students to promote and encourage program involvement. Incumbents will serve as a role model and mentor to students and provide guidance and support to students regarding appropriate behaviors and interactions, life skills, social and personal issues, and career and educational aspirations. In addition, incumbents will serve as a lead and provide work direction and guidance to assigned staff including developing and conducting in-service trainings for new and substitute Campus Safety Assistants.

## Salary Placement

Local agencies typically used for salary surveys were surveyed for compensation comparison. The results of the survey did not provide a clear guideline for salary placement and instead staff looked at internal relationships with existing classifications. Specifically, staff looked at internal relationships between the proposed classification and other Site Specialist classifications placed at salary range 24 (C1) with similar education and experience requirements. Placement of the Site Specialist – Student Engagement at salary range 24 (C1) is appropriate based on the internal relationships with other Site Specialist classifications at that salary range.

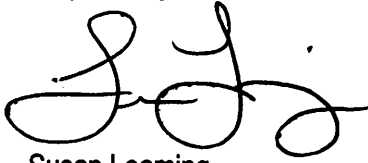
The Deputy Superintendent of Schools is in support of the proposed classification specification and salary recommendation.

## Recommendations

Staff recommends the Personnel Commission:

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

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer





## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 24 (C1)**  
**DRAFT**

### **SITE SPECIALIST – STUDENT ENGAGEMENT**

#### **JOB SUMMARY**

Under general direction, plan, develop and implement the activities and operations of a student engagement and intervention program at assigned high school sites; serve as a role model and mentor to students; build positive relationships and engage with students to promote and encourage program involvement; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Develop and conduct program outreach activities; build relationships and engage with students to promote and encourage program involvement; maintain a high level of visibility on campus; assist in promoting a positive, productive and safe campus climate. **E**
- Receive student referrals from school site staff and encourage program involvement; meet with individual students and refer to counseling staff and District, school site, and community resources as appropriate. **E**
- Serve as a role model and mentor to students; lead and facilitate group discussions and encourage sharing of experiences and relationship building; provide guidance and support to students regarding appropriate behaviors and interactions, life skills, social and personal issues, and career and educational aspirations. **E**
- Assist students with building self-esteem by providing proper examples and general guidance and support; assist students to improve self-awareness and respect while encouraging positive behavior changes and relationships with adults and peers. **E**
- Identify and intervene in conflicts between individual and groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Serve as a lead and train and provide work direction and guidance to assigned staff; assign, schedule and review the work of staff; participate in the hiring and evaluation process as requested. **E**
- Develop and conduct in-service trainings for campus safety staff and others regarding student outreach and engagement, best practices, site protocols, and other related school safety issues; job shadow, coach, and encourage positive interactions and relationship building with students. **E**

- Develop, schedule, and facilitate a variety of program events and activities such as guest speakers, special events, field trips and after-school campus clubs. *E*
- Perform community outreach activities to establish collaborative relationships, sponsorships and increase program awareness and community involvement; confer with partner agencies and sponsors to develop strategies to enhance program opportunities and activities. *E*
- Communicate with District staff, counselors, administrators and a variety of private organizations and public agencies to coordinate and schedule events and activities, resolve issues and exchange information. *E*
- Set up work areas, bulletin boards and other displays; perform a variety of clerical duties such as ordering supplies, preparing program materials, and duplicating and distributing materials. *E*
- Prepare and maintain a variety of records and files related to assigned activities; prepare a variety of narrative and statistical reports related to program activities; assist in writing grant and funding proposals as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work and make home visits as needed. *E*
- Attend a variety of workshops, meetings, trainings and conferences; prepare and make presentations related to assigned activities; serve on assigned committees; participate in parent conferences as requested. *E*
- Observe and monitor student activities during passing and meal periods to assure the well-being and safety of students and promote program involvement; verify and issue hall passes. *E*
- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the Site Specialist – Student Engagement plan, develop and implement the activities and operations of a student engagement and intervention program designed to provide motivational guidance and assistance to students in need of additional behavioral, academic or social support at assigned high school sites. Incumbents will serve as a lead and develop and conduct in-service trainings for campus safety staff and others regarding student outreach and engagement, best practices, site protocols, and other related school safety issues.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles of adolescent behavior and development.  
General behavioral management strategies and techniques.  
Diverse needs of students from varying socioeconomic and cultural backgrounds.  
Group behaviors and dynamics.

Community resources and social services.  
General conflict resolution techniques.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Principles and practices of training and providing work direction to others.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.  
Operation of a variety of office equipment including a computer and assigned software.  
Operation of a two-way radio.  
Record-keeping and filing techniques.

**Ability to:**

Model a relational approach to interacting with students, staff and the public.  
Understand adolescent behavior and be a positive role model to adolescents.  
Demonstrate understanding and patience toward students.  
Build positive relationships and strengthen student engagement.  
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.  
Work collaboratively as an educational team member.  
Analyze situations accurately and adopt an effective course of action.  
Interpret, apply, and explain applicable laws, codes, rules and regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain confidentiality of sensitive and privileged information.  
Prepare and deliver oral presentations.  
Train and provide work direction and guidance to others.  
Communicate effectively both orally and in writing.  
Prepare and maintain a variety of records, reports and files.  
Prioritize and schedule work.  
Operate a variety of office equipment including a computer and assigned software.  
Operate a two-way radio.

**Education and Training:**

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field. A bachelor's degree in one of these fields is desirable.

**Experience:**

Three years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization.

OR

Three years of experience as a Campus Staff Assistant or School Intervention Specialist with the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Indoor and outdoor campus environment.  
Seasonal heat and cold or adverse weather conditions.  
Contact with dissatisfied or abusive individuals.  
Driving a vehicle to conduct work.  
Occasional evening or varied hours.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: