

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

REGULAR MEETING AGENDA

Regular Meeting
May 18, 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 May 4, 2023 1-6
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 7-8
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I 9-10
3. **RATIFY** job announcement bulletin for Instructional Aide – Art 11-12
4. **RATIFY** job announcement bulletin for School Intervention Specialist 13-14
5. **APPROVE** the certification of Building Maintenance Worker eligibility list 23-0253-0625 established 05/17/2023 15
6. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list 23-0254-0880 established 05/17/2023 15
7. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 23-0269-3345 established 05/18/2023 15

8.	APPROVE the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0275-0448 established 05/17/2023	15
9.	APPROVE the certification of Intermediate Accounting Assistant eligibility list 23-0221-0755 established 05/15/2023	15
10.	APPROVE the certification of Intermediate Office Assistant eligibility list 23-0241-0673 established 05/10/2023	15
11.	APPROVE the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 23-0242-5050 established 05/18/2023	15
12.	APPROVE the certification of Locksmith eligibility list 23-0199-0209 established 05/09/2023	16
13.	APPROVE the certification of Nutrition Services Operations and Training Specialist eligibility list 23-0239-5062 established 04/26/2023	16
14.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0260-5068 established 05/17/2023	16
15.	APPROVE the certification of Plumber eligibility list 23-0252-0242 established 05/19/2023	16
16.	APPROVE the certification of Recreation Aide eligibility list 23-0283-5255 established 05/16/2023	16
17.	APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 23-0295-5257 established 05/18/2023	16
18.	APPROVE the certification of Senior Accounting Assistant eligibility list 23-0203-0760 established 05/15/2023	16
19.	APPROVE the certification of Senior Associate General Counsel eligibility list 23-0264-5308 established 05/19/2023	16
III.	OLD BUSINESS	
	None	
	NEW BUSINESS	
1.	APPROVE the Revision of a Classification – Public Information Director	17-25
2.	APPROVE the Adoption of Resolution regarding Classified School Employee Week	26
3.	ANNUAL ELECTION OF OFFICERS per PC Rule 2.6	27
IV.	OTHER ITEMS	
	None	
V.	NEXT REGULAR MEETING	
	June 1, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VI.	CLOSED SESSION	
1.	Public Employee Discipline/Dismissal/Release (Government Code section 54957)	

Review and take action on the Hearing Officer's Report Regarding the Dismissal of Classified Employee E 00675712

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

VII. 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

May 4, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, May 4, 2023 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, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Jazmin Salgado, Human Resources Technician; Veronica Bustamante, Human Resources Assistant; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Alan Reising, Business Services Administrator; David Miranda, Executive Director, Facilities Development & Planning; Christopher Itson, Assistant Director, Marketing and Media Services; Appellant 52264294, Appellant 53022291, and Marcie White.

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 April 20, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Mr. Kato reported that the annual Classified Employee Celebration will be held Friday, May 19, 2023 at the Teacher Resource Center (TRC) and the District Classified Employee of the Year will be announced at the event. Mr. Kato shared that he and Lydia Tran, Associate Personnel Analyst, presented at the Rising Office Leaders cohort and will also be attending next week the Foundations of Leadership with Amy Van Fossen, Associate Personnel Analyst.

Lydia Tran, Associate Personnel Analyst, reported that there are 58 ongoing recruitments in progress with 21 recruitments accepting applications. Ms. Tran explained that prior to the job fair there was a push to get as many job recruitments open as possible and thanked staff for their work.

Monica Gaytan, Human Resources Assistant, shared her experience from participating in a job fair, and being able to speak with potential applicants. Ms. Gaytan explained how she was able to give examples on how you can grow in the District through promotional opportunities. Veronica Bustamante, Human Resources Assistant, reported on the job fair she attended at Golden West City College. Ms. Bustamante highlighted the District's engagement for all staff and shared there were 60 potential candidates that they had spoken to for Instructional Aide open recruitments.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting, a total of 46 employees were onboarded, 22 probationary and 24 substitute employees were appointed in the classified service. Mr. Rios mentioned that 398 permanent employee evaluations were sent out by Mari Rojas, Human Resources Technician, and 203 probationary employee evaluations by Wendy Bell, Human Resources Technician, for a total of 600.

Mr. Kato shared that on May 31, 2023 an in-person CalPERS retirement workshop will be held in the auditorium.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Grounds Equipment Operator II (Extended Recruitment)
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island
3. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island)
4. **RATIFY** job announcement bulletin for Library/Media Assistant
5. **APPROVE** the certification of Instructional Aide – Catalina Island eligibility list 23-0274-0436 established 05/04/2023
6. **APPROVE** the certification of Instructional Aide – Special eligibility list 23-0277-0448 established 03/06/2023
7. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0240-0694 established 04/24/2023
8. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0259-5068 established 04/28/2023
9. **APPROVE** the certification of Recreation Aide eligibility list 23-0281-5255 established 04/25/2023
10. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0282-5257 established 05/04/2023

11. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0226-5261 established 04/24/2023
12. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 23-0227-5262 established 04/24/2023

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-12 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification – Chief Broadcast Engineer

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

2. **APPROVE** the Creation of a New Classification – Digital Media Specialist

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, 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		

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 47326530

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52264294

New Business Item 4 was moved into closed session.

5. **APPROVE** the Appeal of Disqualified Applicant ID 53022291

New Business Item 5 into closed session for discussion and action.

6. **APPROVE** the Permanent Ban of Disqualified Candidate ID 50380691

New Business Item 6 into closed session.

7. **OPEN** the public hearing on the 2022-2023 proposed Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2023-2024.

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

8. **CLOSE** the public hearing on the 2022-2023 Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2023-2024.

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

9. **ADOPT** the 2022-2023 Personnel Commission Budget

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski and the motion was carried with a unanimous vote of those present to adopt the 2023-2024 Personnel Commission Budget.

<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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 18, 2023 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 8:37 a.m.

OPEN SESSION The Personnel Commission returned to open session at 10:36 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 47326530

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve Staff's recommendation and remove Applicant from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52264294

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, 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>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

3. **APPROVE** the Appeal of Disqualified Applicant ID 53022291

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve Staff's recommendation and remove Applicant from examination list. Applicant is able to re-apply at the next open recruitment.

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

4. **APPROVE** the Permanent Ban of Disqualified Candidate ID 50380691

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to disapprove Staff's recommendation to modify the ban to one year and remove the Applicant from existing eligibility lists. The Applicant may re-apply after May 2024.

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

5. **RECEIVE and TAKE ACTION** to distribute Hearing Officer's report on Employee E 00483834 to Employee and the District

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to receive and distribute the Hearing Officer's report on Employee E 00483834 to Employee and the 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 10:39 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, May 30, 2023

JOB INFORMATION:

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:	\$21.12
6 MONTHS:	\$22.29
1 ½ YEARS:	\$23.52
2 ½ YEARS:	\$24.81
3 ½ YEARS:	\$26.17

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to monitor campus activities and read a variety of materials. Dexterity of hands and fingers to operate a computer keyboard. Standing and walking for extended periods of time. Bending at the waist, kneeling or crouching to move supplies and equipment. Sufficient strength to lift or restrain students. Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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



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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR I

FINAL FILING DATE:

4:30 p.m., Monday, May 29, 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.

JOB SUMMARY:

Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including riding mowers, edgers and dump trucks or one year as a Groundskeeper in 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) Valid California Class C driver's license. (2) 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 and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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: \$23.54
6 MONTHS: \$24.84
1 ½ YEARS: \$26.21
2 ½ YEARS: \$27.66
3 ½ YEARS: \$29.18

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.

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

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - ART

FINAL FILING DATE:

4:30 p.m., Thursday, June 1, 2023

JOB INFORMATION:

Permanent 10-month full time and part time positions. Eligibility List is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students in art classes and lessons, including set-up and clean-up; manage art materials and supplies and perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

Experience making art with K-12 school-aged children including, drawing, painting, ceramics, sculpture, mixed media, photography, or other related experience is desired.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Some assignments will require successful completion of District-provided CPR/First Aid training.

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:	\$18.96
6 MONTHS:	\$20.00
1 ½ YEARS:	\$21.10
2 ½ YEARS:	\$22.25
3 ½ YEARS:	\$23.48

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

PERSONNEL COMMISSION

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

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

Dual 23-0313-5311 AF

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Amy Van J... 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

SCHOOL INTERVENTION SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, May 18, 2023

JOB INFORMATION:

Permanent 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 a variety of specialized duties to assist campus administrators in promoting positive, productive and safe campus climates and appropriate student behaviors on campus; provide guidance to students regarding appropriate standards of behavior and the importance of following school rules; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field.

EXPERIENCE:

Two years of experience working with adolescents or young adults in a structured environment or community-based organization including some experience working with at-risk youth. Non-violent crisis intervention experience 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) Positions in this classification require use of a personal automobile and the possession of a 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) 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 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: \$23.54
6 MONTHS: \$24.84
1 ½ YEARS: \$26.21
2 ½ YEARS: \$27.66
3 ½ YEARS: \$29.18

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.

PERSONNEL COMMISSION

Long Beach Unified School District
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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0288-5291 AA

LBUSD employees, please see reverse side for important information.



www.lbschools.net

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15-16

Date: May 18, 2023

Reason for Consideration: Approval

BUILDING MAINTENANCE WORKER

DUAL

23-0253-0625

List Valid: 05/17/2023-05/17/2024

Total Applications Received: 65

No. Passed: 13 No. Failed: 10

Total Invited to Exam: 32

No. Withdrew: 9 No. Screened Out: 33

BUILDING MAINTENANCE WORKER/DRIVER

DUAL

23-0254-0880

List Valid: 05/17/2023-05/17/2024

Total Applications Received: 40

No. Passed: 9 No. Failed: 8

Total Invited to Exam: 23

No. Withdrew: 6 No. Screened Out: 17

ELEMENTARY SCHOOL OFFICE SUPERVISOR

PROMOTIONAL

23-0269-3345

List Valid: 05/18/2023-05/18/2024

Total Applications Received: 27

No. Passed: 15 No. Failed: 7

Total Invited to Exam: 24

No. Withdrew: 2 No. Screened Out: 3

INSTRUCTIONAL AIDE – SPECIAL (CATALINA ISLAND)

OPEN CONTINUOUS

23-0275-0448

List Valid: 05/17/2023-05/17/2024

Total Applications Received: 3

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 2

INTERMEDIATE ACCOUNTING ASSISTANT

DUAL

23-0221-0755

List Valid: 05/15/2023-05/15/2024

Total Applications Received: 28

No. Passed: 4 No. Failed: 5

Total Invited to Exam: 12

No. Withdrew: 3 No. Screened Out: 16

INTERMEDIATE OFFICE ASSISTANT

DUAL

23-0241-0673

List Valid: 05/10/2023-05/10/2024

Total Applications Received: 237

No. Passed: 68 No. Failed: 49

Total Invited to Exam: 159

No. Withdrew: 42 No. Screened Out: 78

**INTERMEDIATE OFFICE ASSISTANT
(BILINGUAL SPANISH)**

DUAL

23-0242-5050

List Valid: 05/18/2023-05/18-2024

Total Applications Received: 85

No. Passed: 11 No. Failed: 32

Total Invited to Exam: 56

No. Withdrew: 13 No. Screened Out: 29

LOCKSMITH**DUAL****23-0199-0209**

List Valid: 05/09/2023-05/09/2024

Total Applications Received: 13

No. Passed: 3 No. Failed: 4

Total Invited to Exam: 11

No. Withdrew: 4 No. Screened Out: 2

NUTRITION SERVICES OPERATIONS AND TRAINING SPECIALIST**OPEN****23-0239-5062**

List Valid: 04/26/2023-04/26/2024

Total Applications Received: 32

No. Passed: 9 No. Failed: 5

Total Invited to Exam: 18

No. Withdrew: 4 No. Screened Out: 14

NUTRITION SERVICES WORKER**OPEN****23-0260-5068**

List Valid: 05/17/2023-11/17/2023

Total Applications Received: 31

No. Passed: 12 No. Failed: 1

Total Invited to Exam: 22

No. Withdrew: 8 No. Screened Out: 10

PLUMBER**DUAL****23-0252-0242**

List Valid: 05/19/2023-05/19/2024

Total Applications Received: 23

No. Passed: 3 No. Failed: 5

Total Invited to Exam: 12

No. Withdrew: 4 No. Screened Out: 11

RECREATION AIDE**OPEN CONTINUOUS****23-0283-5255**

List Valid: 05/16/2023-11/16/2023

Total Applications Received: 16

No. Passed: 16 No. Failed: 0

Total Invited to Exam: 16

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – KIDS’ CLUB**DUAL****23-0295-5257**

List Valid: 05/18/2023-11/18/2023

Total Applications Received: 6

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 1

SENIOR ACCOUNTING ASSISTANT**DUAL****23-0203-0760**

List Valid: 05/15/2023-05/15/2024

Total Applications Received: 8

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 3

SENIOR ASSOCIATE GENERAL COUNSEL**DUAL****23-0264-5308**

List Valid: 05/19/2023-05/19/2024

Total Applications Received: 10

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 6

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 18, 2023

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

May 9, 2023

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

Background and Findings

The Chief Communications and Community Engagement Officer reviewed the Public Information Director (salary range 55 M2) classification specification in anticipation of upcoming recruitment activities. The classification of Public Information Director was last revised in 2005.

Specifically, duties were modified to reflect an emphasis on community engagement, digital and social media, and development of District communication plans and strategies. In addition, the title was revised to Communications and Public Information Director.

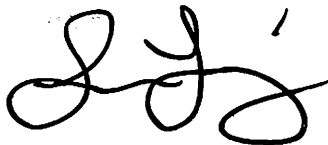
The Chief Communications and Community Engagement Officer has reviewed and is in support of the proposed revisions. Since the revisions were extensive, copies of the current and revised class specifications are attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification and title of Communications and Public Information Director

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: **DRAFT**
Salary Range: **55 (M2)**

COMMUNICATIONS AND PUBLIC INFORMATION DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, control and direct comprehensive communications and community relations strategies and plans for the District; prepare and disseminate materials to the public, District staff, community and news media; work closely with the Board of Education, Superintendent of Schools and Senior Staff; serve as an official spokesperson for the District; provide technical assistance to the District in preparation of internal and external publications and events; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and direct comprehensive communications and community relations strategies and plans for the District which identify audiences, messages, communication tools and evaluation measures. **E**
- Prepare, conduct and disseminate a wide variety of public information regarding District activities including news releases, press conferences, interviews, public service announcements, social media, articles, presentations and related materials. **E**
- Develop positive working relationships with reporters and media officials; field inquiries and serve as an official District spokesperson; direct rapid responses to issues raised by the news media. **E**
- Collaborate with staff regarding urgent matters impacting the District; direct the dissemination of information, messaging, and rapid management to assure a timely and accurate flow of information. **E**
- Increase community engagement to support and promote District goals through communication strategies such as partners in education, community forums, special events and District publications; facilitate a variety of meetings and events. **E**
- Oversee and direct content for the District's website and serve as a consultant for site-based websites; provide for training of District staff regarding acceptable use policies related to posting on District websites and social media platforms. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide technical expertise and information to the Chief Communications and Community Engagement Officer regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief of unusual trends or problems and recommend appropriate corrective action. **E**

- Seek regional and national news media coverage exemplifying the positive programs and services, events, projects, opportunities and advantages of the District; provide regular reports on outcomes, media analytics, and reach of media elements. *E*
- Develop a variety of proactive approaches and programs to encourage community engagement and support for endorsement of bond issues, ballot measures and other District-supported legislation. *E*
- Plan, organize and direct a communication system that provides for the timely disclosure of public information and is responsive to requests for public information. *E*
- Collaborate with staff to develop multimedia presentations including slide shows, displays and photographic exhibits; organize or direct the organization of photography and videography at a variety of presentations and special events. *E*
- Coordinate activities with legislators and elected and appointed officials to protect and further the interests of the District; establish appropriate mediums to communicate and inform legislators and officials of relevant issues. *E*
- Coordinate activities with lobbyists and consultants representing the District on various issues or positions of interest to the District. *E*
- Prepare talking points and issue briefing materials for Board of Education members, the Superintendent of Schools, administrators and other staff as necessary; attend and represent the District at a variety of meetings and conferences. *E*
- Develop and prepare budgets as directed; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *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

The Communications and Public Information Director serves as an official spokesperson for the District and provides leadership for internal and external District communications. This position assists the Chief Communications and Community Engagement Officer in the oversight of the Communications and Community Engagement Office, which is designated to provide public information relative to District programs and to effect and maintain positive community relations and promote engagement. An incumbent maintains responsibility and accountability for information disseminated within the District, as well as to the public at large.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, methods and theories of communication, public relations and marketing.
 Newspaper, radio, social media, television and other communications media sources and resources.
 Comprehensive writing and editing skills with a focus on quality control.

Communication materials including presentations, news articles, digital media content, letters, reports and brochures.

Issues and challenges facing large, diverse, urban school districts.

Contemporary public education trends and issues.

Structure and operations of public schools.

Diverse needs and concerns of individuals from varying socioeconomic and cultural backgrounds.

Laws, codes, rules and regulations related to assigned activities.

Principles of freedom of press and free access to public information.

Evaluation, survey research and planning methodologies.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Ability to:

Plan, organize, control and direct comprehensive communications and community relations strategies and plans.

Work independently in a variety of situations requiring extensive contact with public leaders, media representatives, community members and special interest groups.

Serve as an official spokesperson for the District and work proactively with the media to establish influential and productive working relationships.

Prepare and deliver oral presentations.

Prepare a variety of communication materials such as speeches, press releases, news conference materials, newsletters, and social media and website content.

Communicate effectively both orally and in writing.

Speak extemporaneously to answer questions related to District issues.

Assure communications meet District quality standards.

Demonstrate empathetic listening, sensitivity, and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Advise others on effective techniques of information dissemination and exercise judgement in release of information.

Interpret, explain and apply applicable laws, codes, rules and regulations related to assigned activities.

Maintain confidentiality of sensitive and privileged information.

Analyze situations accurately and adopt an effective course of action.

Supervise and evaluate the performance of assigned personnel.

Prioritize, schedule and complete work with many interruptions.

Plan and organize work.

Develop and monitor assigned budgets.

Prepare a variety of reports, records and files.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Education and Training:

Bachelor's degree in public relations, journalism, communications, marketing or a related field. A Master's degree in one of these disciplines is desirable.

Experience:

Five years of media and public relations experience involving print, radio, social media, and/or television and including experience as a spokesperson.

Public information and communications experience in a school district, municipality or other public agency is desirable.

Experience communicating effectively, both orally and in writing, in Spanish 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

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

WORKING CONDITIONS

Office environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make oral presentations.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



PERSONNEL COMMISSION

Class Code: 5094
Salary Range: 55 (M2)

PUBLIC INFORMATION DIRECTOR

JOB SUMMARY

Under the direction of the Superintendent of Schools, plan, organize, control and direct the internal and external communications of the District; promote understanding, satisfaction and support for the Long Beach Unified School District through public awareness; develop and strengthen community partnerships and commitment to public education; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and direct the internal and external communications of the District; coordinate and implement effective methods for communicating District policies, programs, achievements, philosophies and events to the media, employees and the community. **E**
- Serve as spokesperson for the District and liaison with the media; attend and represent the District at a variety of meetings and conferences; establish and maintain positive working relationships with members of print, radio and television media; organize media site visits for major District events. **E**
- Respond to news stories regarding the District by providing timely, accurate information without disruption of the school or District site operations; anticipate issues of potential volatility or debate and prepare responses to diffuse controversy. **E**
- Encourage media stories and provide responses to requests for information that provide effective public understanding of District issues, objectives and accomplishments. **E**
- Compose written and oral communications such as speeches, press releases, news conference materials and website content to convey information in accordance with District policies and procedures; maintain confidentiality of sensitive and privileged information. **E**
- Develop a variety of proactive approaches and programs to enlist community interest and support for endorsement of bond issues, ballot measures and other District-supported school related legislation. **E**
- Support individual schools, the Board of Education and the Superintendent of Schools in actively communicating Board actions, education policies and procedures, District programs and information campaigns. **E**

- Assure internal and external multimedia outlets and publications meet District objectives of communicating accurate, substantive and timely information. *E*
- Increase community and parental involvement to support student achievement through communications strategies such as Partners-in-Education, community forums, special events and District publications. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Develop and prepare the annual preliminary budget for the Office of Public Information; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Provide technical expertise and information to the Superintendent regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*

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

The Public Information Director reports to the Superintendent of Schools and provides leadership to the various branches and departments involved in internal and external District communications. This position oversees the Office of Public Information, which is designated to provide public information relative to District programs and to effect and maintain positive community relations. The incumbent maintains overall responsibility and accountability for information disseminated within the District, as well as to the public at large. This position oversees the work of the District's Webmaster and works closely with the Office of Multimedia Services, which includes television media, graphic arts and multimedia special projects.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods and theories of communication, public relations and marketing.
- Major contemporary education issues.
- Newspaper, radio, television and other communications media sources and resources.
- School district structure and operations.
- Legislation related to freedom of press and free access to public information.
- Evaluation, survey research and planning methodologies.
- Principles and practices of administration, supervision and training.

Budget preparation and control.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.

Ability to:

Plan, organize, control and direct the internal and external communications of the District.
Prepare communication materials for District employees, students, parents, Superintendent of Schools, Board of Education members, State and federal agencies, news media, community organizations and others.
Interpret, apply and explain laws, regulations, policies and procedures.
Maintain confidentiality of sensitive and privileged information.
Analyze situations accurately and adopt an effective course of action.
Supervise and evaluate the performance of assigned personnel.
Serve as spokesperson for the District.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Speak extemporaneously to answer questions related to District issues.
Assure communications meet District quality standards.
Prepare a variety of reports, records and files.
Plan and organize work.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.

Education and Training

Bachelor's degree in public relations, journalism, communications or a related field. A Master's degree in one of these disciplines is highly desirable.

Experience

Five years of experience in the administration of a comprehensive communications program including print, television and public relations media and direct supervision of staff supporting these operations.

Public information and communications experience in a school district, municipality or other public agency is highly desirable.

Any other combination of training and experience, which likely provides the required knowledge and abilities, may be considered.

SPECIAL REQUIREMENTS

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

WORKING CONDITIONS

Office environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make oral presentations.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA

PCA: 12/16/99
Rev: 12/15/05

PCA

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding
Classified School Employee Week

PAGE: 26

Date: May 18, 2023

Reason for Consideration: Approval

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 21-27, 2023 as CLASSIFIED SCHOOL EMPLOYEE WEEK.

Sheryl Bender
Member

Terence Ulaszewski
Vice-Chairperson

Linda J. Vaughan
Chairperson

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2023-2024 PAGES: 27

Date: May 18, 2023

Personnel Commission Rule 2.6 *Election of Officers* states that the Commission shall elect a new chairperson and vice-chairperson in May.