

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

REGULAR MEETING AGENDA

Regular Meeting  
September 22, 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 September 8, 2022 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 Recreation Aide – WRAP Expanded Learning 5
2. **RATIFY** job announcement bulletin for Recreation Leader – WRAP Expanded Learning 6-7
3. **RATIFY** job announcement bulletin for School Safety Officer 8-9
4. **APPROVE** the certification of Associate Personnel Analyst eligibility list 23-0032-3270 established 09/19/2022 10
5. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 22-0265-3345 established 09/15/2022 10
6. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 23-0012-0605 established 09/20/2022 10
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0057-0448 established 09/23/2022 10
8. **APPROVE** the certification of Locker Room Attendant eligibility list 22-0236-0208 established 09/19/2022 10
9. **APPROVE** the certification of Middle School Office Supervisor eligibility list 22-0264-3357 established 09/15/2022 10

10. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0046-5068 established 09/23/2022 10
11. **APPROVE** the certification of Recreation Aide eligibility list 23-0064-5255 established 09/14/2022 11
12. **APPROVE** the certification of Recreation Aide eligibility list 23-0068-5255 established 09/16/2022 11
13. **APPROVE** the certification of Recreation Aide eligibility list 23-0070-5255 established 09/19/2022 11
14. **APPROVE** the certification of Recreation Aide eligibility list 23-0071-5255 established 09/20/2022 11
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0072-5255 established 09/20/2022 11
16. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0065-5255 established 09/20/2022 11
17. **APPROVE** the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0018-5079 established 09/21/2022 11
18. **APPROVE** the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0066-5079 established 09/21/2022 11
19. **APPROVE** the certification of Warehouse Supervisor eligibility list 23-0014-0300 established 09/21/2022 12

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50116724 13-28
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49393464 29-45
3. **APPROVE** the Recommendation to Remove from Eligibility List – ID CCW-AL 46-53
4. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834 54-299
5. **DISCUSS** the following: Review of the Personnel Commission

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

October 6, 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

September 8, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 8, 2022 at 8:22 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; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Alicia Rodriguez, Records Supervisor; Juan Rivera, Warehouse Manager; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Stacey Lewis, CEO, HR Interrupted.

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 August 25, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, deferred to the units for their reports.

Amy Van Fossen, Associate Personnel Analyst, reported there are 73 recruitments in various stages. Ms. Van Fossen shared that she and Maria Braunstein, Personnel

Analyst, will be going to Avalon next week to conduct performance examinations for Van Driver and other open recruitments.

Ms. Braunstein shared she and Ms. Van Fossen met with David Zaid, Assistant Superintendent, Human Resource Services, to discuss additions to the Long Beach Unified School District webpage that direct individuals to the career pages for Classified or Certificated positions. Ms. Braunstein thanked Mr. Zaid and the Human Resource Services department for listening to the feedback and implementing the changes. Ms. Braunstein shared that the added tabs to the website have already made an impact on applications received.

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 54 probationary classified employees were appointed and this speaks to the volume of onboarding the unit has been completing. Mr. Rios shared he received an email from an office thanking him and staff in the unit for always being so reliable.

Susan Leaming, Personnel Analyst, informed the Commission that CPR/First Aid classes are scheduled for Friday, November 4<sup>th</sup>. Ms. Leaming introduced Alicia Rodriguez, Records Supervisor, and Juan Rivera, Warehouse Manager, who were in attendance to support New Business Item 1.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Nutrition Services Worker
2. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island
3. **RATIFY** job announcement bulletin for School Safety Supervisor
4. **APPROVE** the certification of Contract Analyst eligibility list 22-0271-0624 established 09/12/2022
5. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 22-0126-0139 established 09/09/2022
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0019-0448 established 08/26/2022
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0033-0448 established 09/12/2022
8. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0261-0673 established 09/01/2022
9. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 22-0262-5050 established 09/02/2022
10. **APPROVE** the certification of Network Specialist eligibility list 23-0005-5119 established 09/12/2022

11. **APPROVE** the certification of Plant Supervisor I eligibility list 22-0226-5026 established 09/12/2022
12. **APPROVE** the certification of Plant Supervisor II eligibility list 22-0227-5027 established 08/31/2022
13. **APPROVE** the certification of Recreation Aide eligibility list 23-0048-5255 established 08/31/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 23-0062-5255 established 09/07/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0063-5255 established 09/12/2022
16. **APPROVE** the certification of Recreation Aide eligibility list 23-0056-5255 established 02/02/2022
17. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0028-5255 established 09/08/2022
18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0025-5257 established 08/31/2022
19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0047-5257 established 09/02/2022
20. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0061-5257 established 09/12/2022
21. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0290-5060 established 09/12/2022
22. **APPROVE** the certification of Stage Technician eligibility list 22-0248-0379 established 09/02/2022
23. **APPROVE** the certification of Stage Technician eligibility list 22-0259-0379 established 09/02/2022
24. **APPROVE** the certification of Transportation Supervisor eligibility list 22-0275-0886 established 08/16/2022
25. **APPROVE** the certification of Truck Driver eligibility list 22-0237-0392 established 09/09/2022

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 ratify items 1-3 and approve items 4-25 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 Revision of a Classification – Records Office Assistant

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 Revision of a Classification – Salary Services Supervisor

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 2.

<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, September 22, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:42 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:43 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE – WRAP EXPANDED LEARNING

### FINAL FILING DATE:

Open Continuous.

### JOB INFORMATION:

**PLEASE NOTE:** Positions are part-time 10 month (less than 20 hrs/week no benefits). Eligibility list is being created to fill current and future vacancies as they occur. The current vacancies are located at WRAP sites.

### JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

### MINIMUM QUALIFICATIONS:

#### EDUCATION AND TRAINING

Candidates for this classification must meet the following standards:

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

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

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

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

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

### SALARY RANGE HOURLY:

\$15.00

### SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

4400 Ladoga Avenue, Lakewood, CA 90713

Office: (562) 435-5708

24 hour job hotline: (562) 491-JOBS

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

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

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*Open Continuous 5261 - JS*

LBUSD employees, please see reverse side for important information.







# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION LEADER – WRAP EXPANDED LEARNING

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE:** Positions are part-time 10 month (less than 20 hrs/week, no benefits). Eligibility list is being created to fill current and future vacancies as they occur. The current vacancies are located at WRAP sites.

### JOB SUMMARY:

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING

Candidates for this classification must meet the following standards:

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

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

### EXPERIENCE:

One year of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

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

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

### SALARY RANGE HOURLY:

\$21.30

### SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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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 SAFETY OFFICER

### FINAL FILING DATE:

Open Continuous

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START:	\$30.37
6 MONTHS:	\$32.04
1 ½ YEARS:	\$33.81
2 ½ YEARS:	\$35.67
3 ½ YEARS:	\$37.62

### PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials and perform assigned duties. Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate a computer and safety equipment. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm. Walking and climbing stairs.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual Continuous 5014 JG

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*Maria Lynn Braunstein*

[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

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

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

**Guidelines:**

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

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

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*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

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SUBJECT: Eligibility Lists

PAGE: 10-12

Date: September 22, 2022

Reason for Consideration: Approval

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**ASSOCIATE PERSONNEL ANALYST**

**DUAL**

**23-0032-3270**

List Valid: 09/19/2022-09/19/2023

Total Applications Received: 45

No. Passed: 6                      No. Failed: 2

Total Invited to Exam: 15

No. Withdrew: 7                      No. Screened Out: 30

**ELEMENTARY SCHOOL OFFICE SUPERVISOR**

**DUAL**

**22-0265-3345**

List Valid: 09/15/2022-09/15/2023

Total Applications Received: 119

No. Passed: 31                      No. Failed: 20

Total Invited to Exam: 70

No. Withdrew: 19                      No. Screened Out: 49

**GROUNDS CREW SUPERVISOR**

**DUAL**

**23-0012-0605**

List Valid: 09/20/2022-09/20/2023

Total Applications Received: 21

No. Passed: 7                      No. Failed: 5

Total Invited to Exam: 15

No. Withdrew: 3                      No. Screened Out: 6

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**23-0057-0448**

List Valid: 09/23/2022-09/23/2023

Total Applications Received: 16

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 3                      No. Screened Out: 11

**LOCKER ROOM ATTENDANT**

**OPEN CONTINUOUS**

**22-0236-0208**

List Valid: 09/19/2022-09/19/2023

Total Applications Received: 83

No. Passed: 16                      No. Failed: 12

Total Invited to Exam: 44

No. Withdrew: 16                      No. Screened Out: 39

**MIDDLE SCHOOL OFFICE SUPERVISOR**

**DUAL**

**22-0264-3357**

List Valid: 09/15/2022-09/15/2023

Total Applications Received: 76

No. Passed: 11                      No. Failed: 6

Total Invited to Exam: 29

No. Withdrew: 12                      No. Screened Out: 47

**NUTRITION SERVICES WORKER**

**DUAL**

**23-0046-5068**

List Valid: 09/23/2022-03/23/2023

Total Applications Received: 32

No. Passed: 15                      No. Failed: 4

Total Invited to Exam: 23

No. Withdrew: 4                      No. Screened Out: 9

**RECREATION AIDE**

List Valid: 09/14/2022-09/14/2023  
 Total Applications Received: 16  
 No. Passed: 14                      No. Failed: 0

**OPEN CONTINUOUS      23-0064-5255**

Total Invited to Exam: 14  
 No. Withdrew: 0                      No. Screened Out: 2

**RECREATION AIDE**

List Valid: 09/16/2022-09/16/2023  
 Total Applications Received: 13  
 No. Passed: 12                      No. Failed: 0

**OPEN CONTINUOUS      23-0068-5255**

Total Invited to Exam: 12  
 No. Withdrew: 0                      No. Screened Out: 1

**RECREATION AIDE**

List Valid: 09/19/2022-09/19/2023  
 Total Applications Received: 8  
 No. Passed: 6                      No. Failed: 0

**OPEN CONTINUOUS      23-0070-5255**

Total Invited to Exam: 6  
 No. Withdrew: 0                      No. Screened Out: 2

**RECREATION AIDE**

List Valid: 09/20/2022-09/20/2023  
 Total Applications Received: 10  
 No. Passed: 9                      No. Failed: 0

**OPEN CONTINUOUS      23-0071-5255**

Total Invited to Exam: 9  
 No. Withdrew: 0                      No. Screened Out: 1

**RECREATION AIDE**

List Valid: 09/23/2022-09/23/2023  
 Total Applications Received: 15  
 No. Passed: 13                      No. Failed: 0

**OPEN CONTINUOUS      23-0072-5255**

Total Invited to Exam: 13  
 No. Withdrew: 0                      No. Screened Out: 2

**RECREATION AIDE – KIDS’ CLUB**

List Valid: 09/20/2022-03/20/2023  
 Total Applications Received: 7  
 No. Passed: 7                      No. Failed: 0

**OPEN CONTINUOUS      23-0065-5255**

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

**TRANSLATOR INTERPRETER -  
BILINGUAL SPANISH**

**DUAL                              23-0018-5079**

List Valid: 09/21/2022-09/21/2023  
 Total Applications Received: 29  
 No. Passed: 2                      No. Failed: 4

Total Invited to Exam: 8  
 No. Withdrew: 2                      No. Screened Out: 21

**TRANSLATOR INTERPRETER -  
BILINGUAL SPANISH**

**DUAL                              23-0066-5079**

List Valid: 09/21/2022-09/21/2023  
 Total Applications Received: 15  
 No. Passed: 0                      No. Failed: 2

Total Invited to Exam: 3  
 No. Withdrew: 1                      No. Screened Out: 12

**WAREHOUSE SUPERVISOR**

**DUAL**

**23-0014-0300**

List Valid: 09/21/2022-09/21/2023

Total Applications Received: 58

Total Invited to Exam: 39

No. Passed: 11

No. Failed: 17

No. Withdrew: 11

No. Screened Out: 19

CERTIFIED TO BE CORRECT:     Kenneth Kato     DATE: September 22, 2022

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 50116724 PAGES: 13-28

Date: September 22, 2022

Reason for Consideration: Restricted Action

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

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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



SUBJECT: Removal from Eligibility List ID 49393464 PAGES: 29-45

Date: September 22, 2022 Reason for Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2. A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID CCW-AL      PAGES: 46-53

Date:              September 22, 2022                      Reason for Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2. A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Request for Hearing in Disciplinary Matter E 00483834      PAGES: 54-299

Date: September 22, 2022

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Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

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