

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

REGULAR MEETING AGENDA

Regular Meeting
May 4, 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 April 20, 2023 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Grounds Equipment Operator II (Extended Recruitment) 6-7
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island 8
3. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island) 9-10
4. **RATIFY** job announcement bulletin for Library/Media Assistant 11-12
5. **APPROVE** the certification of Instructional Aide – Catalina Island eligibility list 23-0274-0436 established 05/04/2023 13
6. **APPROVE** the certification of Instructional Aide – Special eligibility list 23-0277-0448 established 03/06/2023 13
7. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0240-0694 established 04/24/2023 13

8.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0259-5068 established 04/28/2023	13
9.	APPROVE the certification of Recreation Aide eligibility list 23-0281-5255 established 04/25/2023	13
10.	APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 23-0282-5257 established 05/04/2023	13
11.	APPROVE the certification of Recreation Aide – WRAP eligibility list 23-0226-5261 established 04/24/2023	13
12.	APPROVE the certification of Recreation Leader – WRAP eligibility list 23-0227-5262 established 04/24/2023	14
III.	OLD BUSINESS	
	None	
	NEW BUSINESS	
1.	APPROVE the Abolishment of a Classification – Chief Broadcast Engineer	15-20
2.	APPROVE the Creation of a New Classification – Digital Media Specialist	21-25
3.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 47326530	26-41
4.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 52264294	42-60
5.	APPROVE the Appeal of Disqualified Applicant ID 53022291	61-73
6.	APPROVE the Permanent Ban of Disqualified Candidate ID 50380691	74-90
7.	OPEN the public hearing on the 2023-2024 proposed Personnel Commission Budget	91-94
8.	CLOSE the public hearing on the 2023-2024 Personnel Commission Budget	
9.	ADOPT the 2023-2024 Personnel Commission Budget	
IV.	OTHER ITEMS	
	None	
V.	NEXT REGULAR MEETING	
	May 18, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VI.	CLOSED SESSION	
1.	Receive and take action to distribute Hearing Officer’s report on Employee E 00483834 to Employee and the District	
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

April 20, 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, April 20, 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; Susan Leaming, Personnel Analyst; William Ewing, Acting Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

David Zaid, Assistant Superintendent, Human Resource Services; Janine Sorenson, Staffing Analyst, Human Resource Services; Appellant 51525614, Appellant 26789236, Appellant 49930678, Appellant 38909283, Valeeta Pharr, CSEA member.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 6, 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

Kenneth Kato, Executive Officer, recognized William Ewing, Substitute Personnel Analyst, for his work on the classification reports. Mr. Kato reported the 2023 Classified Employee Celebration will be held Friday, May 19, 2023 at the Teacher Resource Center (TRC) and this year’s theme is “Classified Employees are Out of This World”. The Classified

Employee of the Year nominations have been dispersed to all sites and the committee will meet on May 5, 2023 to make the selection.

Maria Braunstein, Personnel Analyst, reported that there are 53 recruitments in various stages of the process, and seven pending. Ms. Braunstein explained the challenges with the availability of subject matter experts for rating of the exams and conveyed the importance of the integrity of the examinations. Ms. Braunstein reported that staff has been attending local job fairs and shared that staff continues to collaborate with Long Beach School for Adults with trainings on examination and interview processes.

Jesus Rios Jr., Certification Services Manager, recognized Silaue Taelifi, Human Resources Technician, for taking on additional duties with the employee substitute desk and evaluations. Mr. Rios reported last night at the Board of Education meeting there were a total of 56 classified employee appointments and 34 substitute employees.

Susan Leaming, Personnel Analyst, thanked Mr. Ewing for his work on classification items in her absence. Ms. Leaming informed the Commission of the passing of Mr. Charles Westfall, a retired Personnel Analyst with the Personnel Commission. Ms. Leaming shared that she replaced Mr. Westfall when he retired in 2002. Commissioner Ulaszewski shared that he remembered Mr. Westfall as a really good person who left a legacy here with a long history at the Personnel Commission. Audience members Mr. Ewing, Ms. Pharr and Ms. Sorenson stated they remembered Mr. Westfall when he worked at the Commission. Mr. Ulaszewski noted that the Commission would adjourn in memory of Mr. Charles Westfall.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island (Extended Recruitment)
3. **RATIFY** job announcement bulletin for Library/Media Assistant
4. **RATIFY** job announcement bulletin for Plant Utilities Operator
5. **RATIFY** job announcement bulletin for Senior Program Manager, Facilities Development and Planning (Extended Recruitment)
6. **RATIFY** job announcement bulletin for Staff Secretary – Bilingual Spanish
7. **APPROVE** the certification of Athletic Trainer eligibility list 23-0251-5306 established 04/17/2023
8. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW11-5258 established 03/07/2023
9. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW12-5258 established 03/30/2023
10. **APPROVE** the certification of Instructional Aide – Catalina Island Revised eligibility list 23-0195-0436 established 03/06/2023

11. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0262-0448 established 04/10/2023
12. **APPROVE** the certification of Instructional Aide - Special (Catalina Island) Revised eligibility list 23-0026-0048 established 03/06/2023
13. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 23-0224-5058 established 04/19/2023
14. **APPROVE** the certification of Middle School Office Supervisor eligibility list 23-0206-3357 established 04/11/2023
15. **APPROVE** the certification of Plant Utilities Operator eligibility list 23-0256-3308 established 04/19/2023
16. **APPROVE** the certification of Records Office Assistant eligibility list 23-0200-0675 established 04/11/2023
17. **APPROVE** the certification of Recreation Aide eligibility list 23-0233-5255 established 04/13/2023
18. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0236-5257 established 04/21/2023
19. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 23-0225-5071 established 04/19/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-19 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 Recommendation to Remove from Eligibility List - Applicant ID 26789236

Appellant 26789236 was present and requested their appeal be heard in open session. Mr. Kato stated the reasons Appellant 26789236 was removed from the eligibility list. Appellant 26789236 discussed why they should not be removed from the eligibility list and presented items of evidence to the Commission. The Commissioners asked Appellant 26789236 several clarifying questions, thanked them for their attendance, and explained they would be notified by letter of the decision. The Commission then moved New Business Item 1 into closed session for discussion and action.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49930678

Appellant ID 49930678 was in attendance and requested their appeal be heard in closed session. The Commission moved New Business Item 2 into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51525614

Appellant 51525614 was present and requested their appeal be heard in open session. Mr. Kato stated the reasons Appellant 51525614 was removed from the eligibility list. Appellant 51525614 discussed why they should not be removed from the eligibility list and presented items of evidence to the Commission. The Commissioners asked Appellant 51525614 several clarifying questions, thanked them for their attendance, and explained they would be notified by letter of the decision. The Commission then moved New Business Item 3 into closed session for discussion and action.

4. **APPROVE** the Appeal of Disqualified Applicant ID 38909283

Appellant ID 38909283 was in attendance and requested their appeal be heard in closed session. The Commission moved New Business Item 4 into closed session.

OLD BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36140773

Old Business item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 4, 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 11:47 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36140773

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 Applicant ID 36140773 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	

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 26789236

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 Applicant ID 26789236 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 Recommendation to Remove from Eligibility List - Applicant ID 49930678

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 ID 49930678 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		

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51525614

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 disapprove staff's recommendation and allow Applicant ID 51525614 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	

5. **APPROVE** the Appeal of Disqualified Applicant ID 38909283

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 Applicant ID 38909283 appeal and move forward in the examination.

<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 in memory of Mr. Charles Westfall, retired Personnel Analyst, at 11:49 a.m.

- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUND'S EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Thursday, April 20, 2023

4:30 p.m., Tuesday, May 16, 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 duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform 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:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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 B driver's license at time of application. (2) May be required to travel from one location to another. (3) 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.

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:	\$24.85
6 MONTHS:	\$26.23
1 ½ YEARS:	\$27.67
2 ½ YEARS:	\$29.19
3 ½ YEARS:	\$30.80

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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Office: (562) 435-5708
24-hour job hotline:(562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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Dual Exam 23-0280-0176 JA

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

INSTRUCTIONAL AIDE – CATALINA ISLAND

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; prepare instructional materials and provide routine clerical support; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:

Six months of experience working with children in a structured environment.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

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

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

SALARY RANGE HOURLY:

START:	\$17.95
6 MONTHS:	\$18.94
1 ½ YEARS:	\$19.98
2 ½ YEARS:	\$21.08
3 ½ YEARS:	\$22.24

Catalina Island employees receive an additional \$3.72 per hour.

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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Maui Lynn Branstetter



- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

INSTRUCTIONAL AIDE-SPECIAL (CATALINA ISLAND)

FINAL FILING DATE:

4:30 PM, Friday, April 14, 2023
Open Continuous

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher degree; OR
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

Catalina Island employees receive an additional \$3.72 per hour.

APPLICATION:

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SELECTION PROCEDURE:

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

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

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

Open Continuous 23-0275-0448 JG

LBUSD employees, please see reverse side for important information.



www.lbschools.net

Mani Lynn Braunstein

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

LIBRARY/MEDIA ASSISTANT

FINAL FILING DATE:

Dual Continuous

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, participate in or lead the daily operations of a school library/media center; prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

EXPERIENCE:

One year of library/media center experience, including some experience working with school age students.

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) May be required to travel from one school location to another. (2) This classification requires that incumbents be skilled in typing/key-boarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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
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 Continuous 0465 AF

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Amy Van Dyke

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: May 4, 2023

Reason for Consideration: Approval

INSTRUCTIONAL AIDE – CATALINA ISLAND

OPEN CONTINUOUS 23-0274-0436

List Valid: 05/04/2023-05/04/2024

Total Applications Received: 1

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 0

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS 23-0277-0448

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

Total Applications Received: 15

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 11

KIDS' CLUB ASSISTANT

OPEN CONTINUOUS 23-0240-0694

List Valid: 04/24/2023-10/24/2023

Total Applications Received: 22

No. Passed: 4 No. Failed: 4

Total Invited to Exam: 16

No. Withdrew: 8 No. Screened Out: 6

NUTRITION SERVICES WORKER

OPEN 23-0259-5068

List Valid: 04/28/2023-10/28/2023

Total Applications Received: 24

No. Passed: 6 No. Failed: 1

Total Invited to Exam: 16

No. Withdrew: 9 No. Screened Out: 8

RECREATION AIDE

OPEN CONTINUOUS 23-0281-5255

List Valid: 04/25/2023-10/25/2023

Total Applications Received: 20

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 1 No. Screened Out: 5

RECREATION AIDE – KIDS' CLUB

OPEN 23-0282-5257

List Valid: 05/04/2023-11/04/2023

Total Applications Received: 7

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – WRAP

OPEN CONTINUOUS 23-0226-5261

List Valid: 04/24/2023-10/24/2023

Total Applications Received: 10

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 9

No. Withdrew: 5 No. Screened Out: 1

RECREATION LEADER – WRAP

DUAL CONTINUOUS 23-0227-5262

List Valid: 04/24/2023-10/24/2023

Total Applications Received: 20

Total Invited to Exam: 10

No. Passed: 0 No. Failed: 0

No. Withdrew: 10 No. Screened Out: 10

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 4, 2023

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

April 26, 2023

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

Background and Findings

The single incumbent classification of Chief Broadcast Engineer (salary range 45 M2) was created in 1969 under the previous title of Chief Radio-TV Station Engineer. The last incumbent retired in December 2022 and Marketing and Media Services does not plan on utilizing the classification in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

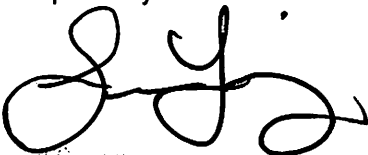
The Assistant Director, Marketing and Media Services supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Chief Broadcast Engineer

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5150
Salary Range: 45 (M2)

CHIEF BROADCAST ENGINEER

JOB SUMMARY

Under general direction, plan, organize, manage and participate in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; coordinate and assist schools and offices with the purchase and implementation of media technology and systems; oversee and direct the checkout of multimedia materials by school sites; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, manage and participate in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; assure uninterrupted high-quality broadcasting of planned programming. **E**
- Direct and participate in the operation of satellite equipment to receive, record or distribute television programs; program video server; review and maintain broadcast communication logs; prepare Federal Communications Commission (FCC) reports and assure compliance with broadcast lease agreement and license. **E**
- Direct and participate in the engineering and maintenance of a variety of audio, video, lighting and other technical production equipment such as cameras, projection systems, video servers, antennas, audio and video editing equipment, schedulers, microphones, and switchers. **E**
- Oversee and arrange for major maintenance and repairs with vendors; supervise vendor installations and projects; utilize operational manuals, technical diagrams, schematic drawings and diagnostic equipment to locate equipment malfunctions and diagnose engineering issues. **E**
- Coordinate and assist schools and offices with the purchase and implementation of media technology and systems; develop layouts and plans for modification of facilities and installation of audio/video equipment; prepare technical specifications for quotes and proposals. **E**
- Conduct trainings for staff, student workers and interns in the operation of media technology and related systems. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

- Oversee and participate in the checkout of multimedia materials by school sites; receive, process, inventory and circulate multi-media requests from schools maintain related records and update circulation catalogs. *E*
- Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities including inventories, maintenance logs and operational procedures. *E*
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Participate in the scheduling, planning and preparation for studio, field and live production assignments in streaming, broadcast, multimedia and other technical programs. *E*
- Perform a variety of pre- and post-production activities including calibration, troubleshooting, set-up and operation of audio, video and lighting and other technical equipment; provide technical assistance and run video and mix audio during productions; set up studio sets and move furniture and equipment. *E*
- Supervise the maintenance of and drive a mobile production vehicle; oversee the repair and documentation of video and audio equipment within the vehicle. *E*
- Research, evaluate and develop recommendations regarding the purchase or modification of multi-media equipment; prepare recommendations to improve operational effectiveness and minimize costs. *E*
- Operate a variety of office equipment including a computer and assigned software such as Computer-Aided Design (CAD); drive a District vehicle to conduct work. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *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

A Chief Broadcast Engineer plans, organizes, manages and participates in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities to assure uninterrupted high-quality broadcasting of planned programming. An incumbent works closely with departments and schools sites to plan and coordinate audio/video events, provide technical assistance, and to review and recommend media technology plans and equipment purchases for existing and future District sites.

EMPLOYMENT STANDARDS

Knowledge of:

Television production studio operations including 24/7 broadcasting with live broadcast components.

Installation, operation and maintenance of a wide variety of audio and video production equipment.

Television and cablecast programming, equipment and operational techniques.

Multimedia projections, routing and display techniques.

Applicable laws, codes, rules and regulations.

Principles and practices of supervision and training.

Record-keeping and report preparation techniques.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Shop math applicable to electronic equipment and repair.

Proper methods of storing equipment, materials and supplies.

Operation of a variety of office equipment including a computer and assigned software such as Computer-Aided Design (CAD).

Ability to:

Plan, organize, manage and participate in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities.

Direct and participate in the engineering and maintenance of a variety of audio, video, lighting and other technical production equipment.

Supervise and evaluate the performance of assigned staff.

Read and interpret technical instructions from manuals, schematics and diagrams.

Learn and apply new technologies in a production studio and classroom learning environment.

Observe health and safety regulations related to assigned activities.

Operate a variety of office equipment including a computer and assigned software.

Document and clarify various wiring documents utilizing CAD software.

Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Education and Training:

Bachelor's degree in broadcast technology, electronics or a closely related field, or certification as a Certified Broadcast Technologist or higher from the Society of Broadcast Engineers.

Experience:

Five years of experience in a broadcast cable or production facility with responsibility for the maintenance of audio, video and other technical equipment used in the production, recording, maintenance and transmission of a multiple television channel system. Experience in a lead or supervisory capacity is highly desirable.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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.

WORKING ENVIRONMENT

Television studio and office environment.

Working outdoors on location, in confined spaces, at heights and on rooftops.

Driving a vehicle to conduct work.

Evening or variable hours.

Seasonal heat and cold or adverse weather conditions.

Electrical power supply and high voltage.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate specialized equipment.

Seeing to read a variety of materials.

Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders or scaffolding.

Bending at the waist, kneeling or crouching.

Walking over rough or uneven surfaces.

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: 4/1/2010

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

April 25, 2023

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission & Classified Employment
SUBJECT: Creation of a New Classification - Digital Media Specialist

Background and Findings

Staff received a request from the District to create a new classification of Digital Media Specialist and recommend an appropriate salary range placement.

Incumbents in the classification of Digital Media Specialist will participate in the planning, creation and implementation of the District's social media content and digital marketing campaigns. Incumbents will prepare, organize and publish social media content and posts for District accounts on a wide variety of platforms. They will utilize software to complete prepared graphic templates for social media posts and content.

Staff met with the Media Technology and Integration Manager and Media Technology and Production Supervisor to discuss the classification concept, scope and requirements. They were also a valuable resource in reviewing and finalizing the draft classification specification.

Staff conducted a salary survey of local agencies typically used for compensation comparison for the new classification of Digital Media Specialist and found no comparable classifications. In the absence of reliable salary data, staff found similarity between classifications within the Media Services job family. The scope and intent as well as the requirements for the classification are best matched up with the Production Specialist at salary range 19 (C1).

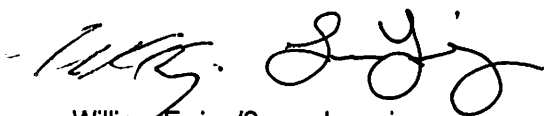
The Assistant Director, Marketing and Media Services is in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

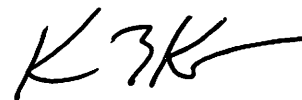
1. Create the new classification of Digital Media Specialist
2. Allocate the classification of Digital Media Specialist to salary range 19 (C1)

Prepared by:



William Ewing/Susan Learning
Acting Personnel Analyst/Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code:
Salary Range: 19 (C1)

DIGITAL MEDIA SPECIALIST

JOB SUMMARY

Under general supervision, participate in the planning, creation and implementation of the District's social media and marketing strategies and goals; prepare, organize and publish social media content and posts for District accounts on a wide variety of platforms; participate in a variety of production processes for digital media content creation including studio, field and livestreaming; prepare digital media for distribution; 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.

- Participate in the planning, creation and implementation of the District's social media and marketing strategies and goals; prepare, organize and publish social media content and posts for District accounts on various social media platforms. **E**
- Contribute to the District's digital media marketing, branding, and communications strategies to increase visibility and engagement across platforms; participate in the design and implementation of digital marketing outreach campaigns. **E**
- Participate in a variety of production processes for digital media content creation including studio, field, and livestreaming; operate video cameras and production equipment; properly dismantle and store equipment. **E**
- Create graphic-based social media posts and prepare department-created complete packages for distribution; participate in copywriting for social media content including text posts, video scripts and text appearing in other media. **E**
- Utilize professional non-linear video editing software to burn-in open captions on video assets; order closed captioning services for video content; prepare video assets for distribution on social media. **E**
- Utilize a social media content management system; prepare and schedule content for final approval; collect and report data metrics as requested. **E**
- Assist in maintaining a variety of records and data related to the quantitative performance of social media content; conduct research and prepare reports related to assigned activities as requested. **E**
- Communicate with District administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work. **E**
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. **E**

- Troubleshoot, perform routine maintenance, and make adjustments to production equipment; assist in the maintenance of studio facilities to assure a safe and orderly working environment. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Digital Media Specialist participates in the planning and creation of a wide variety of social media content; and participates in a variety of production processes for video content creation and social media graphic assignments. Incumbents are exposed to a variety of marketing and media activities so their knowledge and abilities can grow via on-the-job training.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of social media writing and content creation.

Social media platforms and current digital media trends.

General principles of creating and editing graphic assets and video content for digital media.

Basic digital media marketing techniques.

Basic principles of copyright law and Americans with Disabilities Act (ADA) media distribution practices.

Operation of video production equipment for digital media content creation.

Operation of a variety of office equipment including a computer and assigned software.

Data tracking and collection techniques.

Computerized database record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Prepare, organize and publish social media content and posts for District accounts on various social media platforms.

Clearly and effectively communicate District social media and marketing messages.

Increase visibility and engagement across platforms to build relationships and assure proactive and positive interactions.

Engage with social media communities on a variety of platforms.

Create graphic-based and video asset social media posts.

Participate in a variety of production processes for digital media content creation.

Utilize assigned software to prepare digital media content, posts and graphics.

Operate video production equipment for digital media content creation.

Operate a variety of office equipment including a computer and assigned software.

Complete work with many interruptions.

Maintain current knowledge of technological advances in the field.
Meet schedules and timelines.
Prepare records and reports related to assigned activities.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Graduation from high school supplemented by college-level course work in communications, marketing, social media, media production or a closely related field.

Experience:

One year of professional social media content creation experience. Verifiable experience as a volunteer in a school or community organization may be substituted on an equal basis.

Completion of an internship with the Long Beach Unified School District's Marketing and Media Services department will substitute for the required college-level course work and experience.

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.

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.

WORKING ENVIRONMENT

Studio and office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.
Some evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer.
Seeing to read a variety of materials and view media content.
Bending at the waist, kneeling or crouching.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 47326530 PAGES: 26-41

Date: May 4, 2023

Reason for Consideration: Restricted Action

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

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 52264294 PAGES: 42-60

Date: May 4, 2022 Reason for Consideration: Restricted Action

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

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of Disqualified Applicant ID 53022291 PAGES: 61-73

Date: May 4, 2023 Reason for Consideration: Restricted Action

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Recommendation of Disqualification of Applicant 50380691 PAGES: 74-90

Date: May 4, 2023
Restricted Action

Reason for Consideration:

Personnel Commission Rules provide that applicants, candidates, or eligibles may be disqualified from current exams, from eligibility lists and possibly from future exams for any of the following reasons:

Rule 4.2.A.7 – Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission. Dishonest - Thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.

Rule 4.3.H “...No competitor shall receive or give aid or communicate with another competitor during the conduct of any examination. Any applicant or competitor who attempts to obtain or who obtains preferential treatment or substantive examination assistance by any means prior to, during, or following an examination may be disqualified from such a selection procedure and further consideration for employment.”

Staff disqualified an applicant from continuing in an examination process based on the conduct of the applicant during the examination. Staff submits a recommendation to disqualify the applicant from future exams with the District as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by electronic mail and certified mail and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget for 2023-2024

PAGE: 91-94

Date: May 4, 2023

Reason for Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2023-2024 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

PERSONNEL COMMISSION



May 4, 2023

TO: Personnel Commissioners

FROM: Kenneth Kato, Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Proposed 2023-2024 Personnel Commission Budget

The 2023-2024 proposed budget includes changes to address routine increases in operating expenses, including salary step advancements and career increments for staff.

The budget for staffing includes previously negotiated increases for the current school year, staff step increases, career increments, and benefit costs resulting in a net increase for staff funding of approximately 13.9%.

There are increases in the budgetary amounts for general supplies and contracted services of approximately 5%. Our contracted services for our online interview and testing services of Sparkhire and eSkill have increased in addition to our applicant tracking system (NEOGOV) and our substitute management system (AESOP). The various vendors have notified staff of the increases for the upcoming fiscal year and the adjustments have been included in the final budget recommendation.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for fiscal year 2022-2023 in the amount of \$2,935,249.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2023-2024
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Long Beach Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

4400 Ladoga Avenue Lakewood, CA 90713

(Place)

on May 4, 2023 at 8:15 o'clock A.M.

You are invited to attend and present your views.

[Handwritten signature of Kenneth Kato]

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission and Classified Employees

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 4, 2023

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission and Classified Employees

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

**Annual Financial and Budget Report
Fiscal Year 2023-2024**

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2021-2022 Actual*	2022-2023 Actual or Estimated*	2023-2024 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,331.00	\$ 3,400.00	\$ 3,900.00
Director	211,056.00	225,731.00	225,731.00
Secretaries, Clerks	687,490.00	831,623.00	812,339.00
Other	473,317.00	551,608.00	623,358.00
3000 Employee Benefits	841,423.00	1,021,059.00	1,149,740.00
Subtotal	2,216,617.00	2,633,421.00	2,815,068.00
4000 Supplies and Equipment Replacement	19,224.00	19,600.00	20,800.00
5000 Operating Expenses	92,253.00	94,900.00	99,381.00
6000 Equipment	0.00	0.00	0.00
Subtotal	111,477.00	114,500.00	120,181.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 2,328,094.00	\$ 2,747,921.00	\$ 2,935,249.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.