

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

REGULAR MEETING AGENDA

Regular Meeting  
April 18, 2024

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 4, 2024 1-3
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 form the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 4-5
2. **RATIFY** job announcement bulletin for General Counsel (Extended) 6-7
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish 8-9
4. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning 10
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish 11-12

- |     |   |       |
|-----|---|-------|
| 6.  | <b>RATIFY</b> job announcement bulletin for Senior Associate General Counsel – Human Resources                                      | 13-14 |
| 7.  | <b>RATIFY</b> job announcement bulletin for Senior Health Assistant   | 15-16 |
| 8.  | <b>RATIFY</b> job announcement bulletin for Warehouse Materials Processor   | 17-18 |
| 9.  | <b>APPROVE</b> the certification of Elementary School Office Supervisor eligibility list 24-0173-3345 established 04/18/2024.       | 19    |
| 10. | <b>APPROVE</b> the certification of Expanded Learning Supervisor eligibility list 24-0191-5320 established 04/09/2024.              | 19    |
| 11. | <b>APPROVE</b> the certification of Middle School Office Supervisor eligibility list 24-0172-3357 established 04/15/2024.           | 19    |
| 12. | <b>APPROVE</b> the certification of Recreation Aide eligibility list 24-0222-5255 established 04/12/2024                            | 19    |
| 13. | <b>APPROVE</b> the certification of Recreation Aide – Expanded Learning eligibility list 24-0212-5317 established 04/12/2024        | 19    |
| 14. | <b>APPROVE</b> the certification of Translator – Interpreter Bilingual Spanish eligibility list 24-0187-5079 established 04/09/2024 | 19    |

III. OLD BUSINESS

1. None

IV. NEW BUSINESS

- |    |   |       |
|----|---|-------|
| 1. | <b>APPROVE</b> the Creation of New Classifications - School Safety Applications Support Technician and School Safety Applications Support Specialist                                  | 20-29 |
| 2. | <b>APPROVE</b> the Revision of a Classification – Credential Services Specialist  | 30-34 |
| 3. | <b>APPROVE</b> the Creation of a New Classification – Senior Human Resources Analyst – HRS; Revision of a Classification – Senior Personnel Analyst and Reclassification of Incumbent | 35-46 |
| 4. | <b>OPEN</b> the public hearing on the 2024-2025 proposed Personnel Commission Budget  | 47-50 |
| 5. | <b>CLOSE</b> the public hearing on the 2024-2025 Personnel Commission Budget  |       |
| 6. | <b>ADOPT</b> the 2024-2025 Personnel Commission Budget  |       |

V. OTHER ITEMS

1. None

VI. NEXT REGULAR MEETING

May 2, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

April 4, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, April 4, 2024 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor.

GUESTS PRESENT

Eric Larsen, CSEA Site Representative Coordinator; Kellyanna Miller, CSEA Chapter 2 Administrator; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 21, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, wished everyone a happy Spring Break. Ms. Leaming noted that updated salary schedules with the recently approved 4% COLA raise for non-represented employees are posted on the Commission webpage.

Ms. Leaming mentioned that as of yesterday, 331 individuals RSVP'd for the job fair that will be held at Long Beach School for Adults on Friday, April 5<sup>th</sup>, 2024. Ms. Leaming pointed out the new large color banner on display which was designed specifically for advertising at job fairs. The banner includes a QR code for individuals to RSVP.

Ms. Leaming thanked the Communications and Public Information Office for sending an email to every District employee with a link to the Classified Employee of the Year nomination form. This year, nominations are being submitted electronically through a QR

code linked to a Google form, streamlining the process. Ms. Leaming acknowledged the efforts of Lydia Tran, Associate Personnel Analyst, and Virginia Agredano Perez, Senior Administrative Secretary, to facilitate this transition away from paper nomination forms. Ms. Leaming stated that so far 63 nominations have been received, almost double of the total received last year, indicating the success of the new nomination format.

Ms. Leaming thanked Camila Rios Jimenez, Human Resources Assistant (substitute), Veronica Bustamante, Human Resources Assistant, and Virginia Agredano Perez, Senior Administrative Secretary, for expanding the mailing list of potential local business contributors for Annual Classified Employee Celebration donations.

Amy Van Fossen, Associate Personnel Analyst, noted there are 42 recruitments in various stages, with more recruitments anticipated to open in advance of the upcoming job fair. Ms. Van Fossen announced that ten District departments and ten outside vendors have signed up for the job fair including the City of Long Beach Civil Service Commission, City of Long Beach Disaster Preparedness and Emergency Communications, Southland Credit Union, Long Beach Job Corps Center, Bank of America, and the Disabled Resources Center for Long Beach, among others.

Oralia Leyva, Certification Services Manager, reported that 849 applications were received for summer work and explained staff are reviewing the applications for accuracy and will then create seniority lists to fill the available classified summer positions.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Administrative Secretary – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Educational Research Analyst I
4. **RATIFY** job announcement bulletin for General Counsel
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/ Driver
7. **RATIFY** job announcement bulletin for High School Office Supervisor
8. **RATIFY** job announcement bulletin for Stage Technician
9. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0200-5068 established 03/27/2024
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0215-5068 established 03/27/2024
11. **APPROVE** the certification of Recreation Aide eligibility list 24-0214-5255 established 03/20/2024
12. **APPROVE** the certification of Truck Driver eligibility list 24-0123-0392 established 03/15/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-12.

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

OLD BUSINESS                   None

NEW BUSINESS                1. **APPROVE** the Creation of a New Classification – Pool Lifeguard

A motion was made by Linda Vaughan and seconded by Sheryl Bender. Susan Leaming, Interim Executive Officer, Personnel Commission, provided an overview of the item. Kellyanna Miller, CSEA Chapter 2 Administrator, noted that CSEA did not have an issue with the proposed Pool Lifeguard class description and that it was well-written. Ms. Miller then spoke about ongoing concerns CSEA has regarding where some duties of the Pool Operators would be assigned. Commissioner Bender asked if staff had done research on which existing classifications could be assigned the work in question. Ms. Leaming explained that while some of the work has already been appropriately assigned to other classifications, discussions continue with the District to determine where other duties will ultimately be assigned. Following the discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

OTHER ITEMS                   None

NEXT REGULAR MEETING       The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 18, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION               The Personnel Commission retired into closed session at 8:28 a.m.

OPEN SESSION                 The Personnel Commission returned to open session at 9:09 a.m. with no reportable actions.

ADJOURNMENT                 The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m.

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## Expanded Learning Supervisor

### FINAL FILING DATE:

4:30 p.m., Monday, April 22, 2024.

### JOB INFORMATION:

Permanent 10-month positions. Positions are 100% FTE (8 hours per day). The current vacancies are at Kids' Club Program and WRAP. Eligibility list is being created to fill current and future vacancies as they occur.

Please note: This is an open/promotional recruitment with promotional list taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks.

### JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site; train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

-OR-

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

#### EXPERIENCE:

Two years of experience working with children in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

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

#### SPECIAL REQUIREMENTS:

- (1) Positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license.
- (2) May be required to travel from one school location to another.
- (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.
- (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$28.35
6 MONTHS:	\$29.90
1 ½ YEARS:	\$31.55
2 ½ YEARS:	\$33.29

### APPLICATION:

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

### SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0235-5320 JS

LBUSD employees, please see reverse for important information.



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

*Amy Van*

**PERSONNEL COMMISSION**

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

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

**Guidelines:**

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

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

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

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



## **ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Exam 24-0223-6294 JA *Mavis Lynn Brewster*

## **RECRUITMENT EXTENDED**



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**GENERAL COUNSEL**

**\*\$241,529 - \$283,628 Annually**

\*\*Salary reflects a tentative 4% increase to salary schedules, stipends, and rates of pay retroactive to July 1, 2023.



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

**"We find qualified candidates to support the District's needs".**

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of General Counsel. Under the direction of the Superintendent of Schools, will plan organize, direct and provide professional legal services and counsel to the District in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds. Will serve as the primary legal advisor and represent the District before a variety of administrative and legislative bodies, as well as, perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then General Counsel.

## **IDEAL CANDIDATE**

Successful candidates will have a Juris Doctorate degree from an accredited law school.

## **EXPERIENCE**

Successful candidates will have ten years of experience practicing law including experience providing legal counsel to school districts, educational institutions, or similar public agencies. Experience working with K-12 school districts in California is preferred. Additionally, experience involving the supervision of professional and administrative support staff is preferred.

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**

A successful candidate must have active membership and good standing in the State Bar of California throughout employment in this classification. Must also be in possession of a valid California Class C driver's license, as traveling from one location to another.

## **SALARY AND BENEFITS:**

The annual salary for General Counsel is \$241,529 to \$283,628 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

To pursue this exceptional career opportunity, please visit the Avery Associates website to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after a preliminary interview takes place). Those candidates who are identified as having backgrounds most closely associated with the position requirements are anticipated to meet with the search firm during the mid-to-late April timeframe. Subsequent interviews for those invited to meet with the LBUSD are anticipated to take place in early-to-mid May, with an appointment desired by late May.

The LBUSD Board of Education acted on 10/06/2021 to designate this class as senior management in accordance with California Education Code sections 45108.05 and 45256.5.

## **HOW TO APPLY**

All applications must be submitted online via the Avery Associates Career Portal at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/).

**Extended Deadline: 4:30 p.m., Monday, April 22, 2024**

**Application Deadline: 4:30 p.m., Monday, April 08, 2024**

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District  
Office of Personnel Commission  
4400 Ladoga Avenue, Lakewood, CA 90713  
(562) 435-5708



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

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)

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

# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## HEAD START INSTRUCTIONAL AIDE

## HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

**FINAL FILING DATE:**

4:30 p.m., Friday, April 26, 2024

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

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

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

Child Development Associate Teacher Permit

Child Development Teacher Permit

Child Development Master Teacher Permit

Child Development Site Supervisor Permit

Child Development Program Director Permit

**SPECIAL REQUIREMENTS:**

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

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

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

**SALARY RANGE HOURLY:**

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

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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Dual Exam 24-0236-5235 MG  
24-0237-5235 MG



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LBUSD employees, please see reverse 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



## INSTRUCTIONAL AIDE – EXPANDED LEARNING

### FINAL FILING DATE:

4:30 p.m., Friday, April 26, 2024.

### JOB INFORMATION:

Permanent 10-month positions. Positions are 45% (3.6 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. List will also be used to fill substitute positions.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

### SALARY RANGE HOURLY:

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

### 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.

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Open 24-0231-5319 JS



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.

**PERSONNEL COMMISSION**

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

**FINAL FILING DATE:**

4:30 p.m., Monday, April 22, 2024.

**JOB INFORMATION:**

Current need is for substitutes. Eligibility list may also be used to fill future vacancies as they occur.

**JOB SUMMARY:**

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

One year of clerical experience involving public contact.

-OR-

One year of experience as an Office Assistant with the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS:**

(1) Positions in the Intermediate Office Assistant - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) May be required to travel from one location to another. (4) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 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:	\$22.40
6 MONTHS:	\$23.65
1 ½ YEARS:	\$24.94
2 ½ YEARS:	\$26.31
3 ½ YEARS:	\$27.75

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0230-5050 AA



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

## **ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. – in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Exam 24-0234-5325 JA



**LONG BEACH**  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**SENIOR ASSOCIATE GENERAL  
COUNSEL – HUMAN RESOURCES**  
**\$216,860 - \$254,654 Annually**



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**"We find qualified candidates to support the District's needs".**



## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Senior Associate General Counsel – Human Resources. Under the direction of General Counsel, will provide professional legal services and counsel to the Human Resource Services and Employee Relations divisions in matters related to labor and employment law including personnel investigations, Title IX compliance, collective bargaining, labor negotiations, grievance/arbitration proceedings, unfair labor practices, employment policies, employee discipline and dismissal, and training on issues such as sexual harassment prevention and site investigations, as well as, perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications: choose Administrative and Other, then Senior Associate General Counsel – Human Resources.

## **IDEAL CANDIDATE**

Successful candidates will have a Juris Doctorate degree from an accredited law school.

## **EXPERIENCE**

Ideal candidates will have seven (7) years of experience practicing law including some experience providing labor and employment legal counsel to school districts, educational institutions, or public agencies. Legal experience working or interning at a California school district is desired. Additionally, experience with personnel and Title IX investigations is desired.

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**

A successful candidate must have active membership and good standing in the State Bar of California throughout employment in this classification. Must also be in possession of a valid California class C Driver's license, as traveling from one location to another.

## **SALARY AND BENEFITS**

The annual salary for Senior Associate General Counsel – Human Resources is \$216,860 to \$254,654 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

Candidates are required to submit a letter of interest and resume with their application. Failure to include the letter of interest and resume at the time of application will result in the disqualification of your application. If you have questions about these items, please contact the Personnel Commission at 562-435-5708. Applications must be received no later than:

**Application Deadline: 4:30 p.m., Friday, April 26, 2024**

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District  
Office of Personnel Commission  
4400 Ladoga Avenue, Lakewood, CA 90713  
(562) 435-5708



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

<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## SENIOR HEALTH ASSISTANT

**FINAL FILING DATE:**

4:30 p.m., Friday, April 26, 2024.

**JOB INFORMATION:**

Part-time, 10-month position. Position is 47.5% (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

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

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

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

**EXPERIENCE:**

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

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

**SPECIAL REQUIREMENTS:**

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one location to another.

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

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

**SALARY RANGE HOURLY:**

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

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0238-5174 JG



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LBUSD employees, please see reverse 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



## WAREHOUSE MATERIALS PROCESSOR

**FINAL FILING DATE:**

4:30 p.m., Friday, April 19, 2024.

**JOB INFORMATION:**

Current need is for substitutes. Eligibility list may also be used to fill future vacancies as they occur.

**JOB SUMMARY:**

Under general supervision, perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities, equipment or food at the District's centralized warehouse or large departmental warehouse; prepare and maintain related records and files; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

One year of experience receiving, inspecting, storing and shipping general stores and equipment.

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

**SPECIAL REQUIREMENTS:**

(1) Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District. (2) Valid California Class C driver's license. (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. (4) May be required to travel from one location to another.

**WORKING ENVIRONMENT:**

Warehouse environment. Exposure to fumes, dust and odors. Working around and with machinery having moving parts. Driving a vehicle to conduct work. Subject to cold from walk-in refrigerators or freezers. 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:	\$26.38
6 MONTHS:	\$27.82
1 ½ YEARS:	\$29.35
2 ½ YEARS:	\$30.97
3 ½ YEARS:	\$32.67

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0229-0712 JA



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LBUSD employees, please see reverse 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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 19

Date: April 18, 2024

Reason for Consideration: Approval

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**ELEMENTARY SCHOOL OFFICE SUPERVISOR**

**DUAL**

**24-0173-3345**

List Valid: 04/18/2024 - 04/18/2025

Total Applications Received: 157

Passed: 33

Failed: 41

Total Invited to Exam: 108

Withdrew: 34

Screened Out: 49

**EXPANDED LEARNING SUPERVISOR**

**PROMO**

**24-0191-5230**

List Valid: 04/09/2024 - 04/09/2025

Total Applications Received: 10

Passed: 4

Failed: 3

Total Invited to Exam: 8

Withdrew: 1

Screened Out: 2

**MIDDLE SCHOOL OFFICE SUPERVISOR**

**DUAL**

**24-0172-3357**

List Valid: 04/18/2024-04/18/2025

Total Applications Received: 93

Passed: 20

Failed: 11

Total Invited to Exam: 42

Withdrew: 11

Screened Out: 51

**RECREATION AIDE**

**OPEN CONTINUOUS**

**24-0222-5255**

List Valid: 04/12/2024-10/12/2024

Total Applications Received: 36

Passed: 25

Failed: 0

Total Invited to Exam: 25

Withdrew: 0

Screened Out: 11

**RECREATION AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0212-5317**

List Valid: 04/12/2024-10/12/2024

Total Applications Received: 21

Passed: 14

Failed: 0

Total Invited to Exam: 14

Withdrew: 0

Screened Out: 7

**TRANSLATOR – INTERPRETER BILINGUAL SPANISH**

**OPEN**

**24-0187-5079**

List Valid: 04/09/2024-04/09/2025

Total Applications Received: 49

Passed: 4

Failed: 9

Total Invited to Exam: 20

Withdrew: 6

Screened Out: 30

CERTIFIED TO BE CORRECT: Susan Leaming

DATE: April 18, 2024

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

April 18, 2024

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classifications:  
School Safety Applications Support Technician  
School Safety Applications Support Specialist

## Background and Findings

Under the direction of the Office of School Safety and Emergency Preparedness, the Assistant School Safety and Emergency Preparedness Director is requesting the creation of a two-class job series for School Safety Applications Support. The District is in the process of deploying a new, centralized door and elevator access technology throughout all schools, offices, and operational locations. The systems are fully operational in eight locations, and it is anticipated that the rollout will occur District-wide over the next several years. As a result of the implementation of the new technologies, new bodies of work have been created in the District where none previously existed. Centralized implementation of this program has been assigned to the Office of School Safety and Emergency Preparedness. While providing ID badges to employees has been a function of School Safety in the past, the new technologies require individual assignment of electronic access to sites, with different security levels and access rights. The District is using third-party software; however, the software requires additional customization to meet the unique characteristics of the District's security and access requirements. As the customization parameters are developed and access is provided to users throughout the District, these classifications will be responsible for varying degrees of development and delivery of staff training, as well as performing the day-to-day duties of assigning and removing individual access to District facilities. Existing District-wide security camera software applications technology support and service is also a function within these roles.

In determining salary placement for the newly proposed job classifications, staff looked to internal alignment and parity within the LBUSD organization. Using the School Safety Applications Support Technician as the benchmark comparison classification, staff finds comparability with other District technician roles, considering complexity, scope, depth and breadth of essential duties, combined with minimum standards for entry into the class, and recommends equitable placement at salary Range 20 on the Unit A – Clerical and Support Services Unit (C1) salary schedule. In relation to salary placement for the School Safety Applications Support Specialist classification, the *LBUSD Rules and Regulations of the Classified Service*, Chapter 10.10 (a) provides the parameters for salary placement, stating:

### 10.10 SALARY DIFFERENTIAL FOR CERTAIN DUTIES

A. Classifications in a series shall be separated by at least two (2) salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three (3) salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four (4) salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

As the School Safety Applications Support Specialist classification will serve in a designated lead capacity, consistent with the *Rules and Regulations of the Classified Service*, staff recommends placement at salary range 23 on the Unit A – Clerical and Support Services Unit (C1) salary schedule.

The Assistant School Safety and Emergency Preparedness Director has reviewed the materials and findings and supports the classification descriptions, hierarchical structure and salary placement recommendations.

Recommendations

Staff recommends the Personnel Commission:

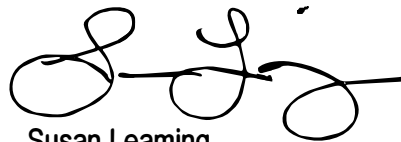
1. Create the classification of School Safety Applications Support Technician
2. Allocate the classification of School Safety Applications Support Technician to salary range 20 on the Unit A – Clerical and Support Services Unit (C1) salary schedule
3. Create the classification of School Safety Applications Support Specialist
4. Allocate the classification of School Safety Applications Support Specialist to salary range 23 on the Unit A - Clerical and Support Services Unit (C1) salary schedule.

Prepared by:

*Lisa A. Gardner*

Lisa A. Gardner  
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming  
Interim Executive Officer, Personnel Commission



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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: XXXX**  
**Salary Range: 20 (C1)**

## SCHOOL SAFETY APPLICATIONS SUPPORT TECHNICIAN

### JOB SUMMARY

Under close supervision, perform a variety of technical duties related to the District-wide use of electronic door and elevator access, and security camera systems; communicate with sites regarding system issues and status requests; respond to site requests for service and problem resolution; deliver user system training; 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.*

- Perform a variety of technical duties related to the use of District electronic door and elevator access, and security camera systems; assure compliance with applicable laws, codes, policies and guidelines. **E**
- Serve as a resource to District staff, vendors, and the public regarding the use of District electronic door and elevator access, and security camera systems; respond to inquiries and provide information related to security and access policies and procedures. **E**
- Create and issue employee identification badges, setting access levels based on approved guidelines and protocols; escalate special requests to designated staff, as appropriate. **E**
- Monitor the daily operations of the District-wide security camera system; monitor site-level access to the security camera system and issue user names and passwords; provide camera user training, as assigned. **E**
- Review and respond to requests for security video footage; download and review video footage and distribute to authorized internal staff; may distribute to external staff and agencies as assigned; may appear and testify in court to verify authenticity of video footage. **E**
- Monitor the daily operation of the District's electronic access control systems; issue keycard badges, program door grouping, access levels and staff access times and dates; add and remove electronic systems access. **E**
- Participate in the testing and implementation of system enhancements as requested; provide feedback to internal staff and external vendors as requested. **E**
- Review site blueprints for system installation locations; may participate in site walk-throughs with District staff, administrators and systems' vendors to visually understand system locations. **E**
- Serve as first-level technical expert to troubleshoot issues with security systems software and systems accessibility; escalate unresolved issues with hardware and software to School Safety Applications Support Specialist, other District staff and external vendors as necessary; track and monitor service requests and communicate status with users. **E**

- Attend, participate in, and represent the District in system training with vendors; present systems operating procedures and user training workshops, small group and one-on-one's with District staff on system use processes, procedures and functionality. *E*
- Prepare and maintain a variety of records and reports. *E*
- Operate a variety of office equipment, including computer and telecommunications hardware and software; may drive a personal vehicle to conduct work. *E*
- Perform related duties as assigned. *E*

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

**DISTINGUISHING CHARACTERISTICS**

The School Safety Applications Support Technician performs a variety of technical systems and user support services for the District's centralized electronic lock, elevator and security camera systems. Positions in this class are responsible for participating in and providing user training in the application of operating procedures related to assigned application technologies, providing first-level point of contact in troubleshooting service and systems issues, and assuring the accuracy and timeliness of system service delivery.

This classification is distinguished from the School Safety Applications Support Specialist in that the latter classification has responsibility for developing standardized operating procedures and District training materials, developing standardized titling and nomenclature definitions and terminology within vendor software parameters, and serving as a lead over designated technical and clerical staff.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Electronic access management and security systems concepts, terminology, functions, policies and procedures.
- Use and operations of equipment, security software packages, system applications, word processing, spreadsheet and other related software.
- Digital video management systems.
- Laws, codes, policies and procedures related to assigned activities.
- Techniques for effective development and delivery of user training materials.
- Effective organizational and time management skills.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Office practices, procedures and equipment.
- Principles and practices of providing quality customer service.

**Ability to:**

- Perform a variety of technical duties related to the operation of District-wide security systems.
- Participate in review and enhancement of standard operating procedures, protocols, training materials and presentations.
- Prepare written communication and documentation for users and internal use.

Troubleshoot system errors.  
Continually learn and utilize highly specialized software applications.  
Attend a variety of trainings, meetings, and site visits.  
Evaluate and identify problems, causes and take appropriate action to resolve.  
Operate and use standard office and information systems equipment.  
Maintain files, process inquiries and process systems data.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work to meet customer needs, established schedules, timelines and deadlines.  
Conduct system-related research.  
Communicate effectively both orally and in writing.  
Provide excellent customer service in person and via technology and telecommunications systems.

**Education and Training:**

Graduation from high school or equivalent. College-level coursework, workshops, or trainings in computer science, information systems, software applications or a related field is highly desirable.

**Experience:**

One year of clerical record-keeping and customer service experience involving the application of procedures and working with specialized software applications. Experience working with electronic access management and security camera systems is preferred.

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.

***SELF -CERTIFICATION OF TYPING/KEYBOARDING SKILLS***

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment  
Frequent interruptions  
Occasional driving to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment and a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials, computer screen and security camera video.

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

Bending at the waist, kneeling, or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

***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 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:

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: XXXX**  
**Salary Range: 23 (C1)**

## SCHOOL SAFETY APPLICATIONS SUPPORT SPECIALIST

### JOB SUMMARY

Under general supervision, perform a variety of specialized duties related to the District-wide use of electronic door and elevator access, and security camera systems; serve as liaison to sites regarding system issues and status requests; respond to site requests for service and problem resolution; develop and deliver user system training; 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.*

- Perform a variety of specialized duties related to the use of District electronic door and elevator access, and security camera systems; assure compliance with applicable laws, codes, policies and guidelines. **E**
- Actively participate in the testing and implementation of new systems and system enhancements; provide feedback to internal staff and external vendors; conduct research into system functionality to maximize District utilization. **E**
- Review site blueprints for system installation; participate in site walk-throughs with District staff, administrators and system vendors to visually understand system locations and translate into system set-up within the software applications. **E**
- Recommend and set-up electronic systems data input titling and naming conventions, file structures, and procedures within the application parameters; create and recommend standard operating procedures and develop related operating manuals. **E**
- Serve as a lead, providing work direction and guidance to assigned staff; assign and review work; may participate in the hiring and evaluation process as requested; prepare and maintain a variety of records and reports related to assigned activities. **E**
- Serve as a resource to District staff, vendors, and the public regarding the use of District electronic door and elevator access, and security camera systems; respond to inquiries and provide detailed information related to security and access policies and procedures. **E**
- Create and issue employee identification badges; set badge access levels based on approved guidelines and protocols; evaluate special requests and prepare recommendations as appropriate. **E**
- Oversee and monitor the daily operation of the District-wide security camera system; monitor site-level access to the security camera system and issue user names and passwords; provide camera user training, as assigned. **E**
- Review and respond to requests for security video footage; download and review video footage and distribute to authorized internal and external staff and agencies; may appear and testify in court to verify authenticity of video footage. **E**

- Oversee and monitor the daily operation of the District's electronic access control systems; issue keycard badges, program door grouping, access levels and staff access times and dates; service as primary point of contact to add and remove electronic system access. *E*
- Serve as first-level technical expert to troubleshoot issues with security systems software and systems accessibility; escalate unresolved issues with hardware and software to District staff and external vendors as necessary; track and monitor service requests and communicate status with users. *E*
- Attend, participate in, and represent the District in systems training with vendors; develop and present systems operating procedures and user training workshops, small group and one-on-one's with District staff on systems use processes, procedures and functionality. *E*
- Operate a variety of office equipment, including computer and telecommunications, hardware and software; drive a personal vehicle to conduct work. *E*
- Perform related duties as assigned. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The School Safety Applications Support Specialist performs a variety of specialized support for the rollout and implementation of the District's centralized electronic lock, elevator and security camera systems. Positions in this class are responsible for participating in the development, coordination, user training, and application of procedures related to assigned application technologies, serving as first-level point of contact in troubleshooting service and systems issues, ensuring the accuracy and timeliness of systems' service delivery.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Electronic access management and security systems concepts, terminology, functions, policies and procedures.

Use and operations of equipment, security software packages, system applications, word processing, spreadsheet and other related software.

Digital video management systems.

Laws, codes, policies and procedures related to assigned activities.

Techniques for effective development and delivery of user training materials.

Effective organizational and time management skills.

Skills to lead, train, and support team members.

Principles and practices of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Office practices, procedures and equipment.

Principles and practices of providing quality customer service.

**Ability to:**

Perform a variety of specialized technical duties related to the implementation and operation of District-wide security systems.  
Participate in a variety of security systems meetings with vendors, site administrators and others.  
Continually learn and utilize highly specialized software applications.  
Provide work direction and guidance to assigned staff.  
Participate in and develop standard operating procedures, protocols, training materials and presentations.  
Develop written communication and documentation for users and internal use.  
Troubleshoot system errors.  
Attend a variety of trainings, meetings, and site visits.  
Evaluate and identify problems, causes and take appropriate action to resolve.  
Operate and use standard office and information systems equipment.  
Maintain files, process inquiries and process systems data.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work to meet customer needs, established schedules, timelines and deadlines.  
Conduct system-related research.  
Communicate effectively both orally and in writing.  
Provide excellent customer service in person and via technology and telecommunications systems.

**Education and Training:**

Graduation from high school or equivalent supplemented by college-level coursework, workshops, or trainings in computer science, information systems, software applications or a related field.

**Experience:**

Two years of clerical record-keeping and customer service experience including some experience involving developing and delivering user training and performing first-level troubleshooting for specialized software applications. Experience working with electronic access management and security camera systems is preferred.

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.

***SELF -CERTIFICATION OF TYPING/KEYBOARDING SKILLS***

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment  
Frequent interruptions  
Occasional driving to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment and a computer keyboard.  
Sitting for extended periods of time.  
Seeing to read a variety of materials and view a computer screen and security camera video.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling, or crouching to file materials.  
Reaching overhead, above the shoulders and horizontally.

***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 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:



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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

April 18, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification: Credential Services Specialist

## Background and Findings

The Assistant Superintendent, Human Resources Services, is requesting a revision to the minimum qualifications for the classification "Credential Services Specialist". This class performs essential services specific to determining that new and existing certificated staff meet and maintain the state standards for professional education administrators and hold appropriate licensures for teaching particular subjects at the appropriate grade levels. The existing class specification for this role is accurate and appropriate, however the minimum qualifications somewhat limit the potential applicant pool. Upon review and discussion with the Assistant Superintendent, it has been determined that having an Associates Degree is not required to successfully perform the essential functions, but rather, having a combination of post-high school coursework which demonstrates a candidate's abilities to interpret and process information and details, along with appropriate work experience, is more aligned with the skills, knowledge and abilities required to perform the work.

The Assistant Superintendent, Human Resources, has reviewed and is in support of the proposed revisions. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and ***bold, italicized*** text identifying newly proposed language.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Credentials Services Specialist

Prepared by:

*Lisa A. Gardner*

Lisa A. Gardner  
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming  
Interim Executive Officer, Personnel Commission

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: 3343**  
**Salary Range: 24 (C1)**

## CREDENTIAL SERVICES SPECIALIST

### JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of technical duties to assure certificated personnel possess valid and appropriate credentials for their assignment and are paid at the appropriate level; monitor certificated assignments, salary levels, applications and renewals to assure compliance with credential requirements; provide information and assistance to individuals regarding the processing of credential applications and salary placement.

### 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.*

- Perform a variety of technical duties to assure certificated personnel hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of misassignments and salary placements; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Receive and process new and renewal credential and permit applications; review applications for completeness and accuracy; distribute credential paperwork to applicants; accept appropriate application fees; determine need for fingerprinting for new hire certificated employees. **E**
- Analyze and attach supporting documentation to applications; duplicate necessary forms and materials; complete evaluation worksheet and necessary paperwork; input application information into computerized database for tracking and reporting purposes; mail applications to the Commission on Teacher Credentialing (CTC). **E**
- Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the CTC, and District salary policies and procedures; advise employees concerning credential forms. **E**
- Perform a variety of duties related to salary placement and adjustment; document career increments, JROTC salaries, longevity pay, administrative salary placement; assure professional training forms are completed; process salary adjustments for various additional stipends including Head Librarians, Department Heads, CDC and Head Start. **E**
- Evaluate transcripts and records to determine eligibility for credentials; notify employees regarding missing items; advise out-of-state applicants regarding credentialing requirements; recommend eligibility of applicants to appropriate administrator. **E**
- Review and verify college and university transcripts of applicants and current employees

to determine salary schedule placement according to District guidelines and collective bargaining agreements; calculate employee salaries; review employment experience and recommend salary credit as appropriate. *E*

- Receive lists of temporary contract employees and vacancy assignment forms; verify type of credential held and expiration data utilizing various databases; determine if credential authorizes their assignment and if employee is eligible for regular contract status; notify administrators of eligibility and additional credentialing requirements; compile related reports. *E*
- Distribute additional professional training forms to employees to request information regarding courses taken in or outside of the District; update files and adjust salaries. *E*
- Audit and update personnel files for contract status, years of service, credentials and proper salary placement; review credentials of certificated employees to assure credentials meet current requirements for renewal; notify employees of expiration of credentials. *E*
- Complete career increment placement; calculate additional amounts for department heads, head librarians, Head Start teachers and others; process master teacher stipends and substitute longevity pay. *E*
- Assemble confidential and sensitive information related to credentials and salaries; prepare and maintain personnel files, records and folders. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memos, forms and other documents as needed. *E*
- Initiate and receive telephone calls concerning credential and salary issues; greet and assist visitors; conduct research as needed to obtain pertinent information; verify receipt of materials from applicants. *E*
- Serve as a liaison between individuals, the District, the County Office of Education and the CTC. *E*
- Operate a variety of office equipment including a fax machine, copier, scanner, calculator, computer and assigned software; drive a vehicle to job fairs, conferences and meetings. *E*
- Participate in and oversee the preparation of special projects as directed.
- Attend and participate in workshops and job fairs related to assigned activities to maintain current knowledge of laws, codes rules and regulations related to personnel services.
- Provide assistance to clerical staff as assigned; assist with the scanning of documents and serve as a receptionist as necessary.
- Perform related duties as assigned.

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

**DISTINGUISHING CHARACTERISTICS**

Incumbents in the Credential Services Specialist classification are distinguished from the secretarial or personnel clerical classes by the unique requirement to review, obtain and process school credentials and to provide information related to the certification and registration of individuals and related documentation.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Current laws, codes, regulations and rules related to credentialing and compensation.  
Practices and procedures related to certificated personnel.  
Operations, policies and objectives relating to personnel activities.  
Organization and functions of the CTC.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Certificated payroll procedures.  
Bargaining unit contracts and salary schedules.  
District organization, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Basic math.  
Telephone techniques and etiquette.

**Ability to:**

Provide technical information and assistance to others concerning employment policies and personnel transactions related to credentials and other human resources matters.  
Read, interpret, apply and explain applicable laws, rules, regulations and policies related to credentialing and salary placement.  
Review transcripts and work experience and make appropriate salary placement.  
Monitor credential status of certificated personnel and audit and update personnel files.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Maintain current knowledge of applicable laws, codes, rules and regulations.  
Understand and follow oral and written instructions.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain confidentiality of sensitive and privileged information.  
Complete work with many interruptions.  
Operate office equipment including a computer.  
Answer telephones and greet visitors courteously.

**Education and Training:**

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

***Graduation from high school or equivalent supplemented by college-level coursework in human resources, business administration, education, technology, social science or a related field.***

**Experience:**

Three years of experience involving frequent public contact and processing or reviewing documents for compliance with complex policies and procedures or one year of experience with LBUSD as a Human Resources Technician.

Any other combination of training and/or experience that could likely provide the desired 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 driver's license.

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

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

***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 6/22/2000  
Revised: 2/23/2006  
***Revised:***

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

April 18, 2024

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification – Senior Human Resources Analyst – HRS; Revision of Classification – Senior Personnel Analyst and Reclassification of Incumbent

## Background and Findings

Since its creation in 1997, the Senior Personnel Analyst classification has combined the similar and different functions, roles and responsibilities of both the Personnel Commission and Human Resources Services (HRS). Over the subsequent years, HRS has restructured its roles and responsibilities, and has created new classes and series to better define the work performed. Ultimately, the Senior Personnel Analyst class specification, with its dual department description, no longer accurately captures the work performed at HRS. In keeping with the HRS classification structure, the Assistant Superintendent, Human Resources Services, is requesting the creation of a new classification, "Senior Human Resources Analyst – HRS" to more appropriately align with the current classification plan.

Patricia Mitchell is the only employee in the District classified as a Senior Personnel Analyst and works in HRS. As part of this classification change, the Assistant Superintendent, Human Resources Services, is requesting that she be reclassified to the newly-created classification. There are no impacts to her duties, salary and/or seniority.

With the creation of the new classification of "Senior Human Resources Analyst – HRS", the existing Senior Personnel Analyst class specification is also being updated to remove the duties that are no longer performed by the class.

In reviewing salary placement for the new and revised classifications, staff looked to internal alignment and parity within the LBUSD organization and finds the existing and new classes have not changed in scope and complexity, and recommends salary placement remain at salary range 44 on the Confidential, Supervisory and Management (M2) Salary Schedule.

The Assistant Superintendent, Human Resources, and Interim Executive Officer, Personnel Commission and Classified Employment, have reviewed and are in support of the newly proposed classification and classification revisions. The new classification of "Senior Human Resources Analyst – HRS" is attached. A copy of the revised Senior Personnel Analyst description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and ***bold, italicized*** text identifying newly proposed language.

Recommendations

Staff recommends the Personnel Commission:

1. Create the new classification of Senior Human Resources Analyst – HRS
2. Allocate the classification of Senior Human Resources Analyst – HRS to salary range 44 on the Confidential, Supervisory and Management (M2) Salary Schedule
3. Reclassify Patricia Mitchell, Senior Personnel Analyst, to Senior Human Resources Analyst – HRS.
4. Approve the revised class specification for Senior Personnel Analyst

Prepared by:

*Lisa A. Gardner*

Lisa A. Gardner  
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

Class Code: XXXX  
Salary Range: 44 (M2)

## SENIOR HUMAN RESOURCES ANALYST - HRS

### JOB SUMMARY

Under general direction, plan, develop, administer and manage major functions of the Human Resource Services department for the certificated service of the District; 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 and supervise Human Resources Services staff performing the recruitment and selection processes of District certificated positions; determine the appropriate recruitment sources and scope of advertising for vacant positions. **E**
- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as reviewing transcripts and credentials; employment processing of certificated employees; posting of personnel information; coding of documents; maintaining records and files; providing assistance or information to employees or prospective employees and other functional areas within the Human Resources Services Department. **E**
- Direct and participate in application screening, examination planning; prepare and/or supervise the preparation of examination materials; conduct and supervise the selection and training of interviewers and/or interview panels members; schedule and maintain a master schedule of a high volume of ongoing recruitment and selection processes. **E**
- Provide technical personnel expertise to District and site administrators, managers, and supervisors regarding personnel matters. **E**
- Administer an online applicant tracking system; authorize and create user accounts; provide internal and external end user technical support; research and resolve online application issues; maintain and update certificated recruitment web page. **E**
- Provide information to applicants regarding certificated opportunities within the District, requirements for employment and application status; review personnel files and prepare recommendations regarding reemployment. **E**
- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. **E**
- Review and sign letters of regret; serve as first-level of appeal for regretted applicants; review and respond to applicant appeals; organize appeal committees as necessary. **E**
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. **E**



- **Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services Annual Report, EEOC documents, Public Records Requests and other reports. *E***
- **Design and conduct a variety of surveys related to certificated staffing practices, policies, regulations, and procedures; prepare related recommendations for administrative review. *E***
- **Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding certificated personnel matters as requested. *E***
- **Attend a variety of meetings including Board of Education, Principal and School Site meetings to observe actions, speak publicly about complex certificated personnel issues; respond to questions, and make official presentations as requested. *E***
- **Participate in the development and preparation of recruitment budgets; control and authorize expenditures in accordance with established guidelines and limitations. *E***
- **Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *E***
- **Conduct research and analyze a variety of studies, such as occupational data, physical, mental and training requirements of jobs and employees to be utilized in the development of employment selection methods. *E***
- **Work with designated staff to develop and/or change policies and procedures for the efficient and cost-effective delivery of human resource services. *E***
- **Review, evaluate, and conduct procedural studies of existing work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. *E***
- **Communicate with principals and site administrators regarding the staffing needs at their sites; provide status updates on recruitment and selection efforts. *E***
- **Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique issues of certificated employees, management, and the public. *E***
- **Participate in the development, design, or revision of Human Resource Services forms and personnel/payroll and other human resources automated information systems. *E***
- **Develop and prepare procedures and manuals for Human Resource Services and assist in formulating and preparing personnel related materials for District employees. *E***
- **Keep current of changes and trends in human resource administration; attend conferences and workshops and make presentations at same. *E***
- **Administer the computerized applicant tracking system; train subordinates on use of same; work with vendor on the development of a data base to obtain, store and retrieve testing and ethnic data; prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.; perform database operations internal software programming and updating of codes and data fields creating custom data entry screens, help screens, macros, form letters, etc. *E***
- **Interpret rules and policies in response to inquiries and advise employees and management. *E***
- **Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practices requirements. *E***
- **Research, analyze and evaluate, and develop new selection methods in order to meet changing, developing or future recruitment and retention needs of the District for skilled,**

- talented and motivated quality teachers and other certificated personnel. *E*
- Represent the District at career days and job fairs to promote employment opportunities. *E*
- Select, train, assign, and evaluate the performance of professional, paraprofessional and clerical staff. *E*
- Perform related duties as assigned.

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

**DISTINGUISHING CHARACTERISTICS**

The Senior Human Resources Analyst - HRS has specialized subject matter expertise in specified areas of personnel administration in the District's certificated human resources activities. Such expertise is applied to assigned functional areas within the Human Resources Services department related to the recruitment, retention and support of professional educators and administrators. An incumbent performs complex and sensitive personnel functions and has ongoing contact with administrators, professional staff, directors and professional staff of other agencies. A Senior Personnel Analyst recommends new or modified rules and strategies to accomplish the District's work and justifies and defends decisions and issues in assigned areas of responsibility. An incumbent directly supervises a staff of professional, paraprofessional, technical and/or clerical personnel.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Principles, practices and techniques of public personnel administration, including recruitment, selection, retention, salary administration, professional educator and administrator credentialing.
- Research, analysis and evaluation methodologies and techniques.
- Software programs such as Windows Office Suite and computerized applicant tracking systems.
- Local, State and federal laws, rules, acts, regulations and guidelines governing employment discrimination.
- Applicable sections of State codes, collective bargaining agreements and other laws related to personnel activities.
- Report preparation and presentation methods and techniques.
- School district organization and administration.
- Organization, work flow management.
- Effective personnel leadership and supervision techniques.

**Ability to:**

- Interpret and apply appropriate laws, codes, rules and regulations.
- Organize, prepare and summarize data for Board agendas and meetings.
- Plan, review, train and supervise the work of assigned staff.
- Design and implement recruitment, examination and selection strategies and procedures.
- Screen application materials for specific skills and certification requirements.
- Maintain confidentiality of sensitive and privileged information.

Conduct research and studies, analyze data and prepare clear, concise oral and written reports.  
Operate a variety of office equipment including a computer and assigned software.  
Develop recruitment strategies for certificated vacancies and substitute positions.  
Screen and evaluate certificated employment applications.  
Interpret, apply and explain laws, regulations, policies, procedures and contract language.  
Interview applicants utilizing established teacher interview protocols.  
Meet schedules and timelines.  
Make presentations before groups.  
Communicate with others with tact and sensitivity.  
Establish and maintain effective working relationships with others.

**Education and Training:**

Bachelor's degree with course work in human resources, education, business administration, public administration, social science or a related field.

**Experience:**

Four years of professional human resources experience, preferably in a public agency, involving conducting and conveying research into human resources issues or trends, and hands-on administration of employment, recruitment, selection and retention programs, one year of which must have included experience in a leadership or supervisory role.

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 driver's license.

**WORKING ENVIRONMENT**

Office environment.  
Occasional travel to District sites and offsite meetings.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.

***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 (1) 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:

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

Class Code: 0855  
Salary Range: 44 (M2)

## SENIOR PERSONNEL ANALYST

### JOB SUMMARY

Under general direction, plan, develop, administer and manage supervise major professional level personnel functions of the Personnel Commission or Human Resource Services staff for the certificated or **and** classified service of the District; 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 and supervise **Personnel Commission** staff performing the recruitment and selection processes of all District ~~certificated and/or~~ classified positions; determine the appropriate recruitment sources and scope of advertising for vacant positions. **E**
- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as reviewing transcripts and credentials employment applications; employment processing of ~~certificated employees~~; posting of personnel information; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. **E**
- **Oversee classified** application screening, examination planning and prepare or supervise the preparation of examination materials; supervise **staff and participate in** the selection and training of interviewers and/or interview panels members; **oversee and/or participate in the scheduling** and maintain **maintenance of** a master schedule of a high volume of ongoing recruitment and selection processes. **E**
- Provide technical personnel expertise to District and site administrators, managers, and supervisors regarding personnel matters. **E**
- Research and analyze occupational data such as physical, mental and training requirements of jobs and employees to be utilized in the development of employment tests and selection methods including those such as written or performance tests; use prescribed validity models in the conduct of job studies to ensure validation and reliability of employment testing. **E**
- **Oversee and conduct and assist in conducting** classification and compensation studies; review employee questionnaire forms; recommend allocation of positions to classifications; write class specifications. **E**
- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost-effective delivery of **classified** personnel services. **E**

- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. **E**
- Communicate with principals and site administrators regarding **classified** staffing needs at their sites; ~~certify qualified eligibles for employment consideration.~~ **E**
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of ~~certificated and~~ classified employees, management, and the public. **E**
- Observe jobs and interview employees and supervisory personnel to determine job duties, responsibilities and requirements in order to determine the best test development and test validation approaches. **E**
- Participate in the development, design, or revision of ~~Human-Resource-Services~~ **Personnel Commission** forms and personnel/payroll or related automated information systems. **E**
- Evaluate test results by item analysis and validity models and modify test content as required. **E**
- Develop and prepare procedures and manuals for ~~Human-Resource-Services~~ **Personnel Commission functions and activities**, and assist in formulating and preparing personnel related materials for classified and ~~certificated~~ employees. **E**
- Keep current of changes and trends in **merit system and** human resource administration; attend conferences and workshops and make presentations **as requested at same.** **E**
- **Oversee administration and** Administer the computerized applicant tracking system; train ~~subordinates~~ **staff** on use of same; work with vendor on the development of a data base to obtain, store and retrieve testing and ethnic data; prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.; perform database operations internal software programming and updating of codes and data fields creating custom data entry screens, help screens, macros, form letters, etc. **E**
- **Manage and** Participate in processing appeals and protests of test results from applicants on written, oral, performance or other tests including conducting reviews and preparing recommendations to resolve a testing or certification problem. **E**
- Interpret rules and policies in response to inquiries and advise employees and management. **E**
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practices requirements. **E**
- Assist in the development, **revision**, implementation and monitoring of personnel rules and policies in response to inquiries, advising employees and management as appropriate. **E**
- Research, analyze and evaluate, or design, new test processes, selection methods or test types in order to meet changing, developing or future testing needs of the District for skilled, talented and motivated classified workers, ~~quality teachers and other~~ ~~certificated personnel.~~ **E**
- Represent the District at career days and job fairs to promote employment opportunities. **E**
- Present recommendations to the Personnel Commission and respond to questions at Personnel Commission meetings and hearings. **E**

- Select, train, assign, and evaluate the performance of professional, paraprofessional and clerical staff. *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 Senior Personnel Analyst has specialized subject matter expertise in specified areas of personnel administration of the ~~HRS~~ and/or Personnel Commission. Such expertise is applied to functional responsibilities in **classified** recruitment, examination, selection, classification and compensation. An incumbent performs complex and sensitive personnel assignments and has ongoing contact with administrators, professional staff, directors and professional staff of other agencies. A Senior Personnel Analyst recommends new or modified rules and strategies to accomplish the ~~District's~~ or Personnel Commission's work and justifies and defends decisions and issues in assigned areas of responsibility. An incumbent **typically serves as a unit manager**, directs and **directly** supervises a staff of professional, **paraprofessional**, **technical** and/or clerical personnel.

### EMPLOYMENT STANDARDS

#### Knowledge of:

Principles and practices and techniques of public personnel administration, including recruitment, examination, position classification, salary administration, credentials and certification, and interviewing.

Job analysis and evaluation methodologies.

**Research, analysis, and evaluation methodologies and techniques.**

Test strategies and statistical applications used in test and item analysis and validation.

Personnel assessment techniques including test design, construction and administration.

~~Data processing software programs such as windows and Microsoft Word and~~ **Software programs such as Windows Office Suite, and computerized** applicant tracking systems ~~such as SIGMA IV, Winocular, etc and similar systems.~~

**Local, State and federal laws**, rules, acts, regulations and guidelines governing employment discrimination.

**Applicable sections of State codes, collective bargaining agreements, and other laws related to personnel activities.**

Report preparation and presentation methods and techniques.

School district organization and administration.

Organization, work flow management and personnel supervision.

**Effective personnel leadership and supervision techniques.**

#### Ability to:

Interpret and apply appropriate laws, codes, rules and regulations.

Organize, prepare and summarize data for Personnel Commission and Board agendas and meetings.

Plan, review, train and supervise the work of subordinate personnel **assigned staff**.  
 Design and implement recruitment, examination and selection strategies and procedures.  
 Screen application materials for specific skills and certification requirements.  
 Conduct **research and** studies, analyze data and prepare clear, concise oral and written reports.

**Maintain confidentiality of sensitive and privileged information.**

~~Operate a personal computer including keyboard and various software including an applicant tracking software system, such as Access, Excel and other database software.~~

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

**Develop recruitment strategies for classified vacancies and substitute positions.**

**Oversee the screening and evaluation of classified employment applications.**

Meet schedules and timelines.

~~Operate office equipment such as multi-line telephone, scanner and calculator.~~

Make presentations before groups.

Communicate with others with tact and sensitivity.

Establish and maintain effective working relationships with others.

### Education and Training:

Bachelor's degree with major course work in **human resources, industrial/organizational psychology, education, business, public administration, industrial/organizational psychology, education** or a related field is required.

**Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.**

### Experience:

**Four years of experience involving technical analysis and administration in classification and compensation, or recruitment and selection in a merit system or similar civil service organization, one year of which must have been at the management level.**

**A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.**

~~At least four years of professional personnel experience, preferably in a public agency, involving technical analysis and administration of major personnel employment, classification and testing functions and writing relevant reports.~~

~~At least one year of significant professional level selection and recruitment experience from job analysis through test development and administration, and one year of supervisory experience in a leadership role.~~

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



**SPECIAL REQUIREMENTS**

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

**WORKING ENVIRONMENT**

~~Office environment; frequent interruptions; occasional visits to school sites and other agencies.~~

***Office environment.***

***Occasional travel to District sites and offsite meetings.***

***Constant interruptions.***

***Driving a vehicle to conduct work.***

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

~~Sitting and operating a personal computer for extended periods of time.~~

Seeing to read a variety of materials.

~~handwritten documents or to review and analyze test sheets or other records and reports and~~

Hearing and speaking to exchange information in person or telephonically.

Agility sufficient to perform professional examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

***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.

**SPECIAL REQUIREMENTS**

~~Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.~~

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) 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.

02/06/97 PC

Revised 10/2001

Revised: 6/29/2006

Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Personnel Commission Budget for 2024-2025

PAGE: 47-50

Date: April 18, 2024

Reason for Consideration: Action

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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 2024-2025 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

April 18, 2024

TO: Personnel Commissioners

FROM: Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Proposed 2024-2025 Personnel Commission Budget

The 2024-2025 proposed Personnel Commission budget includes increases in general supplies, operating expenses, and staff salaries.

The budgeted amount for staffing reflects the 4% Cost-of-Living Adjustment (COLA) raise for the current fiscal year, the addition of one Human Resources Technician, staff step increases and career increments, and benefit costs resulting in increased funding of approximately 7.5% from last fiscal year.

There is also an increase in the budgeted amount for general supplies of approximately 20% and an increase in other operating expenses and contracted services of approximately 11%. The various contracted 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 2024-2025 in the amount of \$3,195,711.



Los Angeles County  
Office of Education

**Business Advisory Services  
Annual Budget of Personnel Commission  
Fiscal Year 2024-2025**

**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 Ave., Lakewood, CA 90713

(Place)

on April 18, 2024 at 8:15am o'clock A M.

You are invited to attend and present your views.

  
\_\_\_\_\_  
Signature of Chairman or Director of Personnel Commission  
Susan Learning  
\_\_\_\_\_  
Print Name  
Interim Executive Officer, Personnel Commission & Classified Employment  
\_\_\_\_\_  
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 April 18, 2024.

\_\_\_\_\_  
Signature of Chairman or Director of Personnel Commission  
Susan Learning  
\_\_\_\_\_  
Print Name  
Interim Executive Officer, Personnel Commission & Classified Employment  
\_\_\_\_\_  
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 2024-2025

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2022-2023 Actual*	2023-2024 Actual or Estimated*	2024-2025 Budget*
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 3,550.00	\$ 3,300.00	\$ 3,900.00
Director	225,731.00	234,761.00	234,761.00
Secretaries, Clerks	833,694.00	855,564.00	917,991.00
Other	545,343.00	644,500.00	634,235.00
<b>3000 Employee Benefits</b>	1,047,387.00	1,136,912.00	1,269,489.00
<b>Subtotal</b>	2,655,705.00	2,875,037.00	3,060,376.00
<b>4000 Supplies and Equipment Replacement</b>	18,042.00	21,000.00	25,000.00
<b>5000 Operating Expenses</b>	96,846.00	101,620.00	110,335.00
<b>6000 Equipment</b>			
<b>Subtotal</b>	114,888.00	122,620.00	135,335.00
<b>Appropriation for Contingencies <sup>(3)</sup></b>			
<b>Total Expenditures</b>	\$ 2,770,593.00	\$ 2,997,657.00	\$ 3,195,711.00
<b>Variance from PY (DOLLARS)</b>		\$ 227,064.00	\$ 198,054.00
<b>Variance from PY (%)</b>		-8%	7%

\* 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.