

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

REGULAR MEETING AGENDA

Regular Meeting  
January 25, 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 4<sup>th</sup> 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 January 11, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian 5
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor (Extended) 6-7
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 10-11
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III 12-13
6. **RATIFY** job announcement bulletin for Middle School Office Supervisor (Extended) 14-15
7. **APPROVE** the certification of Accountant eligibility list 24-0119-0358 established 01/22/2024 16
8. **APPROVE** the certification of Associate Research Data Analyst eligibility list 24-0063-5251 established 01/25/2024 16

9. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW8-5258 established 12/20/2023 16
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW9-5258 established 01/10/2024 16
11. **APPROVE** the certification of Human Resource Services Operations Manager eligibility list 24-0147-0737 established 01/24/2024 16
12. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0159-5319 established 01/23/2024 16
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0153-0448 established 01/17/2024 16
14. **APPROVE** the certification of Library/Media Assistant eligibility list 24-0117-0465 established 01/04/2024 17
15. **APPROVE** the certification of Maintenance Cost Estimator eligibility list 24-0111-3321 established 01/25/2024 17
16. **APPROVE** the certification of Maintenance Laborer eligibility list 24-0112-5275 established 01/26/2024 17
17. **APPROVE** the certification of Pest Control Technician eligibility list 24-0147-0184 established 01/16/2024 17
18. **APPROVE** the certification of Recreation Aide eligibility list 24-0168-5255 established 01/22/2024 17

III. OLD BUSINESS

None

IV. NEW BUSINESS

None

V. OTHER ITEMS

None

VI. NEXT REGUAL MEETING

February 8, 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.

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

MINUTES  
Regular Meeting

January 11, 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, January 11, 2024 at 8:18 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  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Margarita Paiz, Human Resources Technician; Maria Rojas, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; and Trinita Renfro, CSEA Chapter 2 Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 21, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, updated the Commissioners on the Classified School Employee Summer Assistance Program (CSESAP) program. The CSESAP website is now active via the Commission webpage, and information on the program has been added to the regular Classified Benefits page. Ms. Leaming informed the Commission that the new Human Resources Technician, Elizabeth Morales-Torres, will be starting on January 16, 2024 and the primary function of the desk will be working with

the CSESAP and responding to employee inquiries. Ms. Leaming explained that the CSESAP application is now available through the employee portal for those that meet the eligibility requirements. Ms. Leaming thanked Paul Welch and Veronica Bustamante, Human Resource Assistants, who have been instrumental in covering CSESAP questions and assisting employees. Ms. Leaming announced the following Personnel Commission staffing changes: Oralia Leyva, Employment Services Supervisor, will be the Interim Certification Services Manager; Maria (Mari) Rojas, Human Resource Technician, will be the Interim Employment Services Supervisor; and Paul Welch, Human Resources Assistant, will be upgraded to Human Resource Technician at the Classified substitute desk. Ms. Leaming expressed gratitude to Personnel Commission staff for their efforts that have brought down the number of vacancies by approximately 200 since the start of school. Ms. Leaming mentioned there have been 611 new and replacement Vacancy Assignments (VA's) closed since the start of the fiscal year, which is a direct result of the efforts of staff.

Amy Van Fossen, Associate Personnel Analyst, informed the Commission there are currently 40 recruitments at various stages of the recruitment and testing process, 21 accepting applications, and 6 recruitments pending. Ms. Van Fossen, acknowledged staff for all their efforts related to recruitment and testing.

Oralia Leyva, Interim Certification Services Manager, reported that staff continued to process new and substitute employees through winter break and thanked them for their work. Ms. Leyva thanked the Commission for the opportunity to work in her new role.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist
3. **RATIFY** job announcement bulletin for Electronics Technician
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island
6. **RATIFY** job announcement bulletin for Instructional Aide – Special
7. **RATIFY** job announcement bulletin for Laborer
8. **RATIFY** job announcement bulletin for Middle School Office Supervisor
9. **RATIFY** job announcement bulletin for Network Specialist
10. **RATIFY** job announcement bulletin for Senior Accounting Assistant
11. **RATIFY** job announcement bulletin for Stage Technician
12. **RATIFY** job announcement bulletin for Student Financial Technician – Avalon (Extended)
13. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 23-0319-5216 established 12/27/2023

14. **APPROVE** the certification of HVAC Technician eligibility list 24-0108-5103 established 01/04/2024
15. **APPROVE** the certification of Instructional Aide (Catalina Island) eligibility list 24-0041-0436 established 12/29/2023
16. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0149-5319 established 01/04/2024
17. **APPROVE** the certification of Instructional Aide – Expanded Learning (Catalina) eligibility list 24-0146-5319 established 01/02/2024
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0141-0448 established 01/04/2024
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0155-5068 established 01/04/2024
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0161-5068 established 01/09/2024
21. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 24-0145-5068 established 01/08/2024
22. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 24-0164-5068 established 01/08/2024
23. **APPROVE** the certification of Recreation Aide eligibility list 24-0162-5255 established 01/10/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-23.

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

OLD BUSINESS           None

NEW BUSINESS         None

OTHER ITEMS           None

NEXT REGULAR MEETING       The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 25, 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 8:27 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:18 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:19 a.m.

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## CUSTODIAN

**FINAL FILING DATE:**

4:30 p.m., Wednesday, January 31, 2024.

**JOB INFORMATION:**

Eligibility list is being created to fill current and future vacancies as they occur. List will also be used for substitutes.

**JOB SUMMARY:**

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

**MINIMUM QUALIFICATIONS  
EDUCATION AND TRAINING:**

Completion of the eighth grade.

**EXPERIENCE:**

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/ Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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 assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) May be required to travel from one location to another.

**WORKING ENVIRONMENT:**

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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

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

**SALARY RANGE HOURLY:**

START:	\$21.81
6 MONTHS:	\$23.01
1 ½ YEARS:	\$24.27
2 ½ YEARS:	\$25.61
3 ½ YEARS:	\$27.01

**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

Open Exam 24-0184-0139 MP



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## PERSONNEL COMMISSION

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# CLASSIFIED EMPLOYMENT OPPORTUNITY



## -RECRUITMENT EXTENDED- ELEMENTARY SCHOOL OFFICE SUPERVISOR

**FINAL FILING DATE:**

4:30 p.m., Friday, January 12, 2024  
4:30 p.m., Tuesday, January 23, 2024

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

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

Graduation from high school or equivalent.

**EXPERIENCE:**

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

**SPECIAL REQUIREMENTS:**

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

**SALARY RANGE HOURLY:**

START:	\$28.78
6 MONTHS:	\$30.35
1 ½ YEARS:	\$32.03
2 ½ YEARS:	\$33.80

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0173-3345 AA



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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



## NUTRITION SERVICES SUPERVISOR I

### FINAL FILING DATE:

4:30 p.m., Friday, February 2, 2024.

### JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

(3) May be required to travel from one location to another.

### SALARY RANGE HOURLY:

START:	\$24.45
6 MONTHS:	\$25.80
1 ½ YEARS:	\$27.22
2 ½ YEARS:	\$28.71

### 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 24-0181-5064 VO



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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.

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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



## NUTRITION SERVICES SUPERVISOR II

**FINAL FILING DATE:**

4:30 p.m., Friday, February 2, 2024.

**JOB INFORMATION:**

Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

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

Graduation from high school or equivalent.

**EXPERIENCE:**

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

**SPECIAL REQUIREMENTS:**

- (1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.
- (2) Positions in this classification require possession of a valid California Class C driver's license and the use of a personal automobile.
- (3) 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.

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**SALARY RANGE HOURLY:**

START:	\$27.26
6 MONTHS:	\$28.75
1 ½ YEARS:	\$30.34
2 ½ YEARS:	\$32.01

**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 24-0182-5065 VO



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## PERSONNEL COMMISSION

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

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

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*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



## NUTRITION SERVICES SUPERVISOR III

**FINAL FILING DATE:**

4:30 p.m., Friday, February 2, 2024.

**JOB INFORMATION:**

Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

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

Graduation from high school or equivalent.

**EXPERIENCE:**

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

**SPECIAL REQUIREMENTS:**

- (1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.
- (2) Positions in this classification require possession of a valid California Class C driver's license and the use of a personal automobile
- (3) May be required to travel from one location to another.

**SALARY RANGE HOURLY:**

START:	\$30.38
6 MONTHS:	\$32.05
1 ½ YEARS:	\$33.82
2 ½ YEARS:	\$35.68

**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 24-0183-5066 VO



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

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.

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • [www.lbschools.net/jobs](http://www.lbschools.net/jobs)

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

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

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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# CLASSIFIED EMPLOYMENT OPPORTUNITY



## -RECRUITMENT EXTENDED- MIDDLE SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Friday, January 12, 2024.  
4:30 p.m., Tuesday, January 23, 2024.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

### EXPERIENCE:

Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor 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) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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### SALARY RANGE HOURLY:

START: \$30.38  
6 MONTHS: \$32.05  
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### APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0172-3357 AA



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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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)).

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:	Eligibility Lists	PAGE:	16-17
Date:	January 25, 2024	Reason for Consideration:	Approval

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<b>ACCOUNTANT</b>	<b>DUAL</b>	<b>24-0119-0358</b>
List Valid: 01/22/2024-01/22/2025		
Total Applications Received: 48	Total Invited to Exam: 33	
Passed: 14	Withdrew: 10	Screened Out: 15
Failed: 9		

<b>ASSOCIATE RESEARCH DATA ANALYST</b>	<b>DUAL</b>	<b>24-0063-5251</b>
List Valid: 01/25/2024-01/25/2025		
Total Applications Received: 39	Total Invited to Exam: 13	
Passed: 3	Withdrew: 6	Screened Out: 26
Failed: 4		

<b>CHILD CARE WORKER</b>	<b>OPEN</b>	<b>24-CCW8-5258</b>
List Valid: 12/20/2023-06/20/2024		
Total Applications Received: 10	Total Invited to Exam: 10	
Passed: 9	Withdrew: 1	Screened Out: 0
Failed: 0		

<b>CHILD CARE WORKER</b>	<b>OPEN</b>	<b>24-CCW9-5258</b>
List Valid: 01/10/2024-07/10/2024		
Total Applications Received: 7	Total Invited to Exam: 6	
Passed: 5	Withdrew: 1	Screened Out: 1
Failed: 0		

<b>HUMAN RESOURCE SERVICES OPERATIONS MANAGER</b>	<b>PROMOTIONAL</b>	<b>24-0147-0737</b>
List Valid: 01/24/2024-01/24/2025		
Total Applications Received: 9	Total Invited to Exam: 3	
Passed: 3	Withdrew: 0	Screened Out: 6
Failed: 0		

<b>INSTRUCTIONAL AIDE – EXPANDED LEARNING</b>	<b>OPEN CONTINUOUS</b>	<b>24-0159-5319</b>
List Valid: 01/23/2024-07/23/2024		
Total Applications Received: 35	Total Invited to Exam: 20	
Passed: 11	Withdrew: 8	Screened Out: 15
Failed: 1		

<b>INSTRUCTIONAL AIDE – SPECIAL</b>	<b>OPEN CONTINUOUS</b>	<b>24-0153-0448</b>
List Valid: 01/17/2024-01/17/2025		
Total Applications Received: 23	Total Invited to Exam: 6	
Passed: 3	Withdrew: 3	Screened Out: 17
Failed: 0		

**LIBRARY/MEDIA ASSISTANT****DUAL****24-0117-0465**

List Valid: 01/24/2024-01/24/2025  
 Total Applications Received: 112  
 Passed: 19                      Failed: 11

Total Invited to Exam: 37  
 Withdrew: 7                      Screened Out: 75

**MAINTENANCE COST ESTIMATOR****DUAL****24-0111-3321**

List Valid: 01/25/2024-01/25/2025  
 Total Applications Received: 18  
 Passed: 3                      Failed: 7

Total Invited to Exam: 13  
 Withdrew: 3                      Screened Out: 5

**MAINTENANCE LABORER****DUAL****24-0112-5275**

List Valid: 01/26/2024-01/26/2025  
 Total Applications Received: 140  
 Passed: 16                      Failed: 35

Total Invited to Exam: 90  
 Withdrew: 39                      Screened Out: 50

**PEST CONTROL TECHNICIAN****DUAL****24-0147-0184**

List Valid: 01/16/2024-01/16/2025  
 Total Applications Received: 18  
 Passed: 6                      Failed: 0

Total Invited to Exam: 6  
 Withdrew: 0                      Screened Out: 13

**RECREATION AIDE****OPEN CONTINUOUS****24-0168-5255**

List Valid: 01/22/2024-07/22/2024  
 Total Applications Received: 27  
 Passed: 21                      Failed: 0

Total Invited to Exam: 21  
 Withdrew: 0                      Screened Out: 6

CERTIFIED TO BE CORRECT:           Susan Leaming                DATE:           January 25, 2024