

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

REGULAR MEETING AGENDA

Regular Meeting
December 21, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of December 7, 2023 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 Assistant Public Information Director 5-6
2. **RATIFY** job announcement bulletin for Cyber Security Manager 7-8
3. **RATIFY** job announcement bulletin for Fiscal Services Analyst 9-10
4. **RATIFY** job announcement bulletin for Food Production Equipment Technician - Extended 11-12
5. **RATIFY** job announcement bulletin for Student Financial Technician - Avalon 13-14
6. **APPROVE** the certification of Campus Staff Assistant eligibility list 24-0122-5288 established 12/18/2023 15
7. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW7-5258 established 12/06/2023 15
8. **APPROVE** the certification of Credential Services Supervisor eligibility list 24-0094-3342 established 12/14/2023 15

9.	APPROVE the certification of Head Start Family Engagement Manager eligibility list 24-0090-5237 established 12/11/2023	15
10.	APPROVE the certification of Head Start Health and Nutrition Manager eligibility list 24-0137-5278 established 12/20/2023	15
11.	APPROVE the certification of Head Start Instructional Aide eligibility list 24-0115-0657 established 12/11/2023	15
12.	APPROVE the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 24-0116-5235 established 12/19/2023	15
13.	APPROVE the certification of Instructional Aide – Expanded Learning eligibility list 24-0136-5319-5235 established 12/19/2023	16
14.	APPROVE the certification of Locker Room Attendant eligibility list 24-0118-0208 established 12/21/2023	16
15.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0144-5268 established 12/15/2023	16
16.	APPROVE the certification of Recreation Aide eligibility list 24-0154-5255 established 12/20/2023	16
17.	APPROVE the certification of Senior Health Assistant eligibility list 24-0121-5174 established 12/18/2023	16
18.	APPROVE the certification of Senior Health Assistant eligibility list 24-0138-5174 established 12/18/2023	16
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	APPROVE the extension of Senior Office Assistant – Bilingual Spanish 23-0099-5089 eligibility list established 01/19/2024	17
2.	APPEAL of a Disqualified Applicant ID 55494991	18-36
3.	APPROVE the Recommendation to Remove from Eligibility List – Applicant ID 55489986	37-57
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	January 11, 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

December 7, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, December 7, 2023 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Vice-Chairperson, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Anne Follett, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; and Lord Galayo, CSEA Chapter 2 Communications Officer.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of November 16, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, presented the Commissioners with new classified salary schedules and booklets and thanked Natalie Williams, Senior Reprographics Technician, for her assistance producing them. Ms. Leaming mentioned the California minimum wage will increase to \$16.00 effective January 1, 2024. Ms. Leaming stated that the Teachers Association of Long Beach (TALB) started negotiations last month and the next session is scheduled for Monday, December 18, 2023. Lastly, Ms. Leaming informed the Commission of the recent passing of Daniel Ewaskey, former CSEA Unit B Vice President and retired Painter, and requested the Commission adjourn today's meeting in his honor.

Maria Braunstein, Personnel Analyst, informed the Commission there are currently 41 recruitments in progress and 10 pending. Ms. Braunstein shared there has been an increase in employment applications submitted in recent months, and this increase has impacted the work of staff screening applications, sending out notices, and following up with candidates to submit necessary documents. Ms. Braunstein also discussed how changes to a classification can directly impact recruitment activities and provided the classification of District Security Officer as an example. Recently, the District Security Officer classification entrance qualifications were modified, and the subsequent recruitment yielded a larger-than-usual candidate pool. Lastly, Ms. Braunstein notified the Commission of several internal staff movements and mentioned that Margarita Paiz, Staff Secretary BL in the Equity, Engagement and Partnerships office, has promoted into the vacant Human Resources Technician position in Recruitment and Testing effective December 12, 2023.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting, there were a total of 83 appointments, 52 classified permanent and 31 substitute positions were filled. Mr. Rios Jr., mentioned that preparations are already underway for the release of the classified summer school application. Mr. Rios Jr., stated that he recently received feedback from an Expanded Learning Opportunities Program (ELO-P) administrator regarding the great work Jazmin Salgado, Human Resources Technician, is doing to fill ELO-P vacancies.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Maintenance Director
2. **RATIFY** job announcement bulletin for Business Services Analyst
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Food Production Equipment Technician
5. **RATIFY** job announcement bulletin for Human Resource Services Operations Manager
6. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning (Catalina Island)
7. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator
8. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island
9. **RATIFY** job announcement bulletin for Pest Control Technician
10. **APPROVE** the certification of Associate Analyst – Human Resource Services eligibility list 24-0074-3298 established 11/27/2023
11. **APPROVE** the certification of Custodian eligibility list 24-0106-0139 established 11/22/2023
12. **APPROVE** the certification of Cyber Security Manager eligibility list 24-0132-5310 established 12/05/2023

13. **APPROVE** the certification of District Security Officer eligibility list 24-0109-5202 established 12/07/2023
14. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0105-5319 established 11/29/2023
15. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0124-5319 established 11/28/2023
16. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0128-5319 established 12/04/2023
17. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0131-0448 established 12/01/2023
18. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0129-5068 established 11/29/2023
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0133-5068 established 11/29/2023
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0134-5068 established 12/01/2023
21. **APPROVE** the certification of Recreation Aide eligibility list 24-0139-5255 established 11/28/2023
22. **APPROVE** the certification of Recreation Aide eligibility list 24-0143-5255 established 12/08/2023
23. **APPROVE** the certification of School Safety Officer eligibility list 24-0110-5014 established 12/06/2023
24. **APPROVE** the certification of Student Evaluation Technician – BL Spanish eligibility list 24-0043 established 12/08/2023
25. **APPROVE** the certification of Student Financial Technician – Avalon eligibility list 24-0114-0763 established 12/01/2023
26. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 24-0082-5280 established 11/20/2023

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-9 and approve items 10-26.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	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, December 21, 2023 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 8:23 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:03 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned 9:04 a.m. in memory of Daniel Ewaskey, former CSEA Unit B Vice President and retired Painter.

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 24-0165-5266 JG



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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 Assistant Public Information Director at the Facilities Department. Under administrative direction, will assist in planning, organizing, controlling and directing the internal and external communications of the Long Beach Unified School District. Will also promote understanding, satisfaction, and support for the District through public awareness; serve as the primary spokesperson for assigned District departments and programs, and 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 Assistant Public Information Director.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public relations, journalism, communications or a related field. A Master's degree in one of these disciplines is desirable. Experience communicating effectively, both orally and in writing, in Spanish is highly desirable. Additionally, candidates will have four years of media and public relations experience involving print, radio, internet and/or television including some experience as a spokesperson. Public information and communications experience in a school district, municipality or other public agency is highly desirable.

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

SPECIAL REQUIREMENTS:

A successful candidate must be in possession of a valid California Class C driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Information Assistant Public Information Director is \$114,795 to \$134,784 with excellent benefits and retirement package with access to IFRS 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

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Application Deadline: Tuesday, January 16, 2024

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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.

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Dual Continuous 24-0157-5310 JA

Maria B. Anderson

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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 Cyber Security Manager. Under administrative direction, will perform lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets. Will monitor, troubleshoot, and respond to incidents of hardware and software related to cyber security solutions, and end-point client protection systems. In addition, will provide lead technical support to other technology staff regarding cybersecurity concerns.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Information Services, then Cyber Security Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration or a related field. Additionally, candidates will have four years of information technology cyber security experience. Experience in an educational environment is preferred. Two years additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

A successful candidate must provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification 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 may be required.

SAVING AND BENEFITS

The annual salary for Information Technology Portfolio Manager is \$114,795 to \$134,784 with excellent benefits and retirement package with access to IFRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: Continuous until filled

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Dual 24-0158-5173 JG *María Lynn Brantley*



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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 Fiscal Services Analyst. Under general direction will plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources in areas such as budget, accounts payable, general ledger, program accounting, payroll, special education, facilities and special projects administration. In addition will provide appropriate advice and recommendations for the compliant use of resources, conduct financial studies, prepare reports and analyze data, as well as streamline processes, track project expenditures and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications, choose Accounting and Budgeting, then Fiscal Services Analyst.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, financial or business administration, or a closely related field. Additionally, candidates will have three years of financial experience, preferably in a public agency, involving the analysis of financial data.

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

SPECIAL REQUIREMENTS:

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

SALARY AND BENEFITS:

The annual salary for Fiscal Services Analyst is \$97,552 to \$114,545 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: Tuesday, January 2, 2024

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CLASSIFIED EMPLOYMENT OPPORTUNITY



-RECRUITMENT EXTENDED - FOOD PRODUCTION EQUIPMENT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, December 08, 2023.

4:30 p.m., Monday, January 08, 2024

JOB INFORMATION:

Permanent 12-month position and a 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

EXPERIENCE:

Three years' experience in the field of plant facilities maintenance with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in disqualification and/or rejection of the eligible regardless of any other standing. (3) Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) May be required to travel from 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: \$37.52

6 MONTHS: \$39.59

1 ½ YEARS: \$41.76

2 ½ YEARS: \$44.07

3 ½ YEARS: \$46.49

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 24-0148-0476 VO



www.lbschools.net/jobs

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

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



STUDENT FINANCIAL TECHNICIAN – AVALON

FINAL FILING DATE:

4:30 p.m., Tuesday, January 02, 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 general supervision, maintain financial accounts for student body activities at Avalon and Two Harbors Schools; advise school administrators, sponsors and student council members on proper accounting policies and procedures; to perform other accounting and varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of clerical accounting work preferably one of which is in a public agency.

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

WORKING ENVIRONMENT:

School office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports, hand written notes and receipts and documents of poorly printed quality.

Communicate in a noisy environment.

Dexterity of hands and fingers to operate a computer keyboard and handle cash and paper.

Sitting and standing for extended periods of time.

Hearing and speaking to exchange information in person and telephonically.

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:	\$27.85
6 MONTHS:	\$29.38
1 ½ YEARS:	\$31.00
2 ½ YEARS:	\$32.70
3 ½ YEARS:	\$34.49

Catalina Island employees receive an additional \$4.06 per hour.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0163-0763 JA



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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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.

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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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15-16

Date: December 21, 2023

Reason for Consideration: Approval

CAMPUS STAFF ASSISTANT

DUAL

24-0122-5288

List Valid: 12/18/2023-12/18/2024
Total Applications Received: 85
Passed: 11 Failed: 2

Total Invited to Exam: 21
Withdrew: 8 Screened Out: 64

CHILD CARE WORKER

OPEN

24-CCW7-5258

List Valid: 12/06/2023-06/06/2024
Total Applications Received: 29
Passed: 26 Failed: 0

Total Invited to Exam: 26
Withdrew: 0 Screened Out: 3

CREDENTIAL SERVICES SUPERVISOR

PROMOTIONAL

24-0094-3342

List Valid: 12/14/2023-12/14/2024
Total Applications Received: 9
Passed: 6 Failed: 1

Total Invited to Exam: 7
Withdrew: 0 Screened Out: 2

**HEAD START FAMILY ENGAGEMENT
MANAGER**

DUAL

24-0090-5237

List Valid: 12/11/2023-12/11/2024
Total Applications Received: 64
Passed: 13 Failed: 8

Total Invited to Exam: 25
Withdrew: 4 Screened Out: 39

**HEAD START HEALTH AND NUTRITION
MANAGER**

DUAL

24-0137-5278

List Valid: 12/20/2023-12/20/2024
Total Applications Received: 14
Passed: 3 Failed: 1

Total Invited to Exam: 5
Withdrew: 1 Screened Out: 9

HEAD START INSTRUCTIONAL AIDE

DUAL

24-0115-0657

List Valid: 12/11/2023-12/11/2024
Total Applications Received: 17
Passed: 4 Failed: 0

Total Invited to Exam: 6
Withdrew: 2 Screened Out: 11

**HEAD START INSTRUCTIONAL AIDE -
BILINGUAL SPANISH**

DUAL

24-0116-5235

List Valid: 12/19/2023-12/19/2024
Total Applications Received: 6
Passed: 1 Failed: 1

Total Invited to Exam: 3
Withdrew: 1 Screened Out: 3

INSTRUCTIONAL AIDE – EXPANDED LEARNING OPEN CONTINUOUS 24-0136-5319

List Valid: 12/19/2023-06/19/2024
Total Applications Received: 20
Passed: 4 Failed: 0

Total Invited to Exam: 11
Withdrew: 7 Screened Out: 9

LOCKER ROOM ATTENDANT DUAL 24-0118-0208

List Valid: 12/21/2023-12/21/2024
Total Applications Received: 125
Passed: 17 Failed: 12

Total Invited to Exam: 48
Withdrew: 19 Screened Out: 77

NUTRITION SERVICES WORKER OPEN CONTINUOUS 24-0144-5068

List Valid: 12/15/2023-06/15/2024
Total Applications Received: 12
Passed: 3 Failed: 1

Total Invited to Exam: 10
Withdrew: 6 Screened Out: 2

RECREATION AIDE OPEN CONTINUOUS 24-0154-5255

List Valid: 12/20/2023-06/20/2024
Total Applications Received: 38
Passed: 33 Failed: 0

Total Invited to Exam: 33
Withdrew: 0 Screened Out: 5

SENIOR HEALTH ASSISTANT DUAL 24-0121-5174

List Valid: 12/18/2023-12/18/2024
Total Applications Received: 12
Passed: 4 Failed: 0

Total Invited to Exam: 4
Withdrew: 0 Screened Out: 8

SENIOR HEALTH ASSISTANT DUAL 24-0138-5174

List Valid: 12/18/2023-12/18/2024
Total Applications Received: 15
Passed: 5 Failed: 1

Total Invited to Exam: 8
Withdrew: 2 Screened Out: 7

CERTIFIED TO BE CORRECT: Amy Van Fossen DATE: December 21, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 17

Date: December 21, 2023

Reason for Consideration: Approval

**SENIOR OFFICE ASSISTANT - BILINGUAL
SPANISH**

DUAL

23-0099-5089

Extended list expiration date: 07/19/2024

Extended list period: 6 months

Total applications on list: 13

No. of current eligible: 9

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT: Amy Van Fossen DATE: December 21, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of Disqualified Applicant ID 55494991 PAGES: 18-36

Date: December 21, 2023

Reason for Consideration: Restricted Action

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

4.2 A.14 “a record of unsatisfactory or below standard service with Long Beach Unified School District or other employers even though separation has not occurred.”

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 55489986 PAGES: 37-57

Date: December 21, 2023

Reason for Consideration: Restricted Action

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

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

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

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

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