

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

REGULAR MEETING AGENDA

Regular Meeting
January 12, 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 15, 2022 1-6
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 Accounting Technician 7-8
2. **RATIFY** job announcement bulletin for Executive Secretary (C) 9-10
3. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning 11-12
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator I 13-14
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 15-16
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver 17-18
7. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish 19-20
8. **RATIFY** job announcement bulletin for HVAC Technician 21-22
9. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager 23-24

10. RATIFY job announcement bulletin for Instructional Aide – Catalina Island	25-26
11. RATIFY job announcement bulletin for Instructional Aide - Deaf/Hard of Hearing	27-28
12. RATIFY job announcement bulletin for Kids’ Club Assistant	29
13. RATIFY job announcement bulletin for Kids’ Club Lead Assistant	30-31
14. RATIFY job announcement bulletin for Library/Media Assistant	32-33
15. RATIFY job announcement bulletin for Locksmith	34-35
16. RATIFY job announcement bulletin for Parent Involvement Specialist, Parent Involvement Specialist – BL Spanish	36-37
17. RATIFY job announcement bulletin for Plant Supervisor - Avalon	38-39
18. RATIFY job announcement bulletin for School/Community Liaison – BL Spanish	40-41
19. RATIFY job announcement bulletin for School Safety Officer	42-43
20. RATIFY job announcement bulletin for Senior Locksmith	44-45
21. RATIFY job announcement bulletin for Senior Locksmith – Recruitment Extended	46-47
22. RATIFY job announcement bulletin for Technology Support Representative	48-49
23. RATIFY job announcement bulletin for Van Driver – Catalina Island	50-51
24. APPROVE the certification of Campus Staff Assistant eligibility list 23-0134-5288 established 01/10/2023	52
25. APPROVE the certification of Carpenter eligibility list 23-0097-0114 established 12/20/2022	52
26. APPROVE the certification of College & Career Specialist eligibility list 23-0052-5177 established 12/29/2022	52
27. APPROVE the certification of Head Start Instructional Aide eligibility list 23-0112-0657 established 12/23/2022	52
28. APPROVE the certification of Head Start Instructional Aide eligibility list 23-0140-5235 established 12/30/2022	52
29. APPROVE the certification of Instructional Aide - Special eligibility list 23-0160-0448 established 12/30/2022	52
30. APPROVE the certification of Instructional Aide – Special eligibility list 23-0170-0448 established 01/10/2023	52
31. APPROVE the certification of Kids’ Club Assistant eligibility list 23-0119-0694 established 12/20/2022	53

32. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 23-0135-0515 established 12/20/2022 53
33. **APPROVE** the certification of Maintenance Team Lead eligibility list 23-0100-5283 established 01/04/2023 53
34. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0146-5068 established 12/22/2022 53
35. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0169-5068 established 01/07/2023 53
36. **APPROVE** the certification of Plumber eligibility list 23-0102-0242 established 12/29/2022 53
37. **APPROVE** the certification of Production Specialist eligibility list 23-0110-5301 established 12/21/2022 53
38. **APPROVE** the certification of Recreation Aide eligibility list 23-0158-5255 established 12/20/2022 53
39. **APPROVE** the certification of Recreation Aide eligibility list 23-0178-5255 established 12/30/2022 53
40. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0143-5257 established 12/20/2022 54
41. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0182-5257 established 01/09/2023 54
42. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0086-5261 established 12/30/2022 54
43. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0060-5262 established 12/30/2022 54
44. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0120-5262 established 12/30/2022 54
45. **APPROVE** the certification of Senior Purchasing Assistant eligibility list 23-0103-5133 established 12/22/2022 54
46. **APPROVE** the certification of Sign Language Interpreter eligibility list 23-0133-5214 established 12/23/2022 54
47. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 23-0098-5085 established 12/28/2022 54

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 44852698 55-71
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49236726 72-86
3. **APPROVE** the Creation of a Classification – Athletic Trainer 87-92
4. **APPROVE** the Revision of a Classification – Computer Support Technician 93-97

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

January 26, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

December 15, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, December 15, 2022 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Linda Vaughan.

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

Present: Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician

GUESTS PRESENT

Leiling Hwang, Director, Nutrition Services; Kellyanna Miller, CSEA Representative; Appellant 19216076, Appellant ID 49531876, and Appellant ID 51642346.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 1, 2022 and the Special Meeting on December 8, 2022.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

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

Amy Van Fossen, Associate Personnel Analyst, reported there are 46 recruitments in various stages. Ms. Van Fossen shared that the unit continues to open recruitments and complete examinations to create eligibility lists for current vacancies.

Lydia Tran, Associate Personnel Analyst, shared that she and staff attended a job fair at Long Beach City College that drew a lot of interest for part time positions. Ms. Tran mentioned that she and Oralia Leyva, Employment Services Supervisor, also participated in a job fair held at Long Beach School for Adults (LBSA), where they were able to distribute informational flyers about open recruitments.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting 50 probationary classified employees, and 23 substitute probationary classified employees were appointed. Mr. Rios thanked Monica Gaytan, Human Resources Assistant, for her work while on a temporary upgrade.

Mindi Ritter, Senior Administrative Secretary, shared about the Wellness Fair which was held at the Monroe Site. Ms. Ritter mentioned that the event had multiple vendor booths of our providers, raffles, and the committee looks forward to more events throughout the year.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Contract Analyst
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction
5. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
6. **RATIFY** job announcement bulletin for Kids' Club Assistant
7. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
8. **RATIFY** job announcement bulletin for School/Community Liaison – BL Spanish
9. **RATIFY** job announcement bulletin for Staff Secretary
10. **APPROVE** the certification of Bus Driver – Catalina Island eligibility list 23-0022-0101 established 12/13/2022
11. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0078-5288 established 12/14/2022
12. **APPROVE** the certification of Campus Staff Assistant (Catalina Island) eligibility list 23-0087-5288 established 12/13/2022
13. **APPROVE** the certification of Groundskeeper eligibility list 23-0136-0172 established 12/15/2022
14. **APPROVE** the certification of Grounds Service Manager eligibility list 23-0111-5166 established 12/13/2022

15. **APPROVE** the certification of Instructional Aide - Educare eligibility list 23-0074-5205 established 12/14/2022
16. **APPROVE** the certification of Instructional Aide – Educare BL Spanish eligibility list 23-0075-5206 established 12/14/2022
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0147-0448 established 12/06/2022
18. **APPROVE** the certification of Network Specialist eligibility list 23-0144-5119 established 12/14/2022
19. **APPROVE** the certification of Recreation Aide (Revised) eligibility list 23-0128-5255 established 11/15/2022
20. **APPROVE** the certification of Recreation Aide eligibility list 23-0156-5255 established 12/07/2022
21. **APPROVE** the certification of Recreation Aide eligibility list 23-0157-5255 established 12/13/2022
22. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0163-5255 established 12/14/2022
23. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0142-5257 established 12/12/2022
24. **APPROVE** the certification of Salary Services Supervisor eligibility list 23-0109-5009 established 12/08/2022
25. **APPROVE** the certification of Translator – Interpreter Bilingual Spanish eligibility list 23-0117-5079 established 12/14/2022

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-9 and approve items 10-25 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 19216076

Following discussion, New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 45527849

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48534030

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49531876

Following discussion, New Business Item 4 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51642346

Following discussion, New Business Item 5 was moved into closed session.

6. **APPROVE** the Revision of a Classification – Senior Nutrition Services Worker.

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those to approve the Revision of a Classification – Senior Nutrition Services Worker.

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

OLD BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 12227654

Old Business Item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 12, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:47 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:05 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 19216076

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 19216076 to be removed from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 45527849

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 45527849 to be removed from the eligibility list.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48534030

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 48534030 to be removed from the eligibility list.

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

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49531876

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 49531876 to be removed from the eligibility list. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51642346

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 51642346 to be removed from the eligibility list.

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

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 12227654

Following discussion a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation Applicant ID 12227654 to be removed from the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:09 a.m.

- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, December 16, 2022

4:30 p.m., Wednesday, January 4, 2023

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

EXPERIENCE:

Four years of financial or statistical record keeping work. Experience in a public agency is desirable.

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.

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:	\$27.25
6 MONTHS:	\$28.74
1 ½ YEARS:	\$30.33
2 ½ YEARS:	\$31.99
3 ½ YEARS:	\$33.75

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.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/
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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0150-0750 AF

LBUSD employees, please see reverse side for
important information.



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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

EXECUTIVE SECRETARY (C)

FINAL FILING DATE:

4:30 p.m., Tuesday, January 10, 2023

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the Office of the Assistant Superintendent of Elementary Schools.

JOB SUMMARY:

Under the direction of an Executive Staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

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) 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: \$32.80
6 MONTHS: \$34.60
1 ½ YEARS: \$36.51
2 ½ YEARS: \$38.52

APPLICATION:

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SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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24 hour job hotline:(562) 491-JOBS
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Maria Lynn Braunstein
LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

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

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 23-0166-5190 JA

RECRUITMENT EXTENDED

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

FACILITIES PROJECT MANAGER - PLANNING

\$105,310 - \$123,656 Annually



www.lbschools.net/jobs

Amy Van der ...

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 Facilities Project Manager - Planning. Under general direction, will perform a variety of administrative and professional duties related to the District's facilities planning and construction program. Will plan and coordinate the improvement, modernization and new construction of District facilities. In addition, will serve as a liaison between District personnel and outside agencies, conduct a variety of analytical studies, prepare reports, as well as, supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities Development and Planning, then Facilities Project Manager – Planning.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable. Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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

SPECIAL REQUIREMENTS

At the time of appointment, 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. 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 the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS

The annual salary for Facilities Project Manager – Planning is \$105,310 to \$123,656 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.

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

Extended Deadline: 4:30 p.m., Friday, January 6, 2023

Application Deadline: 4:30 p.m., Tuesday, December 20, 2022

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
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR I

FINAL FILING DATE:

4:30 p.m., Thursday, January 26, 2023

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including riding mowers, edgers and dump trucks or one year as a Groundskeeper in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) 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. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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

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

SALARY RANGE HOURLY:

START: \$23.54
6 MONTHS: \$24.84
1 ½ YEARS: \$26.21
2 ½ YEARS: \$27.66
3 ½ YEARS: \$29.18

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0214-0175 JA

LBUSD employees, please see reverse side for important information.



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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUND'S EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Thursday, January 26, 2023

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license at time of application. (2) May be required to travel from one location to another. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0215-0176 JA

LBUSD employees, please see reverse side for
important information.



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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR II/DRIVER

FINAL FILING DATE:

4:30 p.m., Thursday, January 26, 2023

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; operate a truck to tow a trailer or heavy equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class A driver's license at time of application. (2) Under federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (3) May be required to travel from one location to another. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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

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

SALARY RANGE HOURLY:

START: \$26.24
6 MONTHS: \$27.69
1 ½ YEARS: \$29.22
2 ½ YEARS: \$30.82
3 ½ YEARS: \$32.51

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0217-5031 JA

LBUSD employees, please see reverse side for important information.



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



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, January 12, 2023

JOB INFORMATION:

Permanent 10 month positions. Position is 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) May be required to travel from one location to another. (5) 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:	\$15.84
6 MONTHS:	\$16.70
1 ½ YEARS:	\$17.63
2 ½ YEARS:	\$18.59
3 ½ YEARS:	\$19.61

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0190-0657 ALT
Dual Exam 23-0191-5235 ALT

LBUSD employees, please see reverse side for important information.

Maria Lynn Braunstein



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, January 27, 2023

JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (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 the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) May be required to travel from one location to another. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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: \$34.42
6 MONTHS: \$36.32
1 ½ YEARS: \$38.31
2 ½ YEARS: \$40.43
3 ½ YEARS: \$42.65

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

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Dual 23-0210-5103 AF

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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

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."

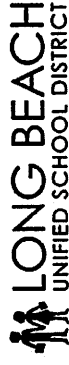
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time 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 23-0155-5305 JA

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

INFORMATION TECHNOLOGY PORTFOLIO MANAGER

\$105,310 - \$123,656 Annually



www.lbschools.net/jobs

A handwritten signature in black ink, appearing to read "Amy Van Dyke".

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 Information Technology Portfolio Manager. Under administrative direction, will plan, manage and oversee the District-wide information technology projects portfolio. Will establish, monitor and control project governance, monitor and evaluate the progress of projects and facilitate communication across various projects and cross-functional teams. In addition, will collect data, conduct studies and prepare a wide variety of reports, as well as, supervise and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Information Services, then Information Technology Portfolio 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 portfolio or project management 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

At the time of appointment, a successful candidate must provide proof of certification as a Project Management Professional (PMP) 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.

SALARY AND BENEFITS

The annual salary for Facilities Project Manager – Planning is \$105,310 to \$123,656 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.

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

Application Deadline: 4:30 p.m. Friday, January 20, 2023

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
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
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CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

INSTRUCTIONAL AIDE – CATALINA ISLAND

FINAL FILING DATE:

12:00 PM, Friday, January 27, 2023

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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

Catalina Island employees receive an additional \$3.56 per hour.

APPLICATION:

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

SELECTION PROCEDURE:

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

THE EXAMINATION FOR THIS POSITION WILL BE HELD AT THE AVALON SCHOOL ON CATALINA ISLAND AND IS TENTATIVELY SCHEDULED FOR JANUARY 26 AND 27, 2023.

PERSONNEL COMMISSION

Long Beach Unified School District
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Dual 23-0195-0436 AA

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Maria Lynn Brannan

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-DEAF/HARD OF HEARING

FINAL FILING DATE:

4:30 p.m., Wednesday, January 18, 2023

JOB INFORMATION:

Permanent 10 month position. Position is 75% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to total communication as used in this class such as, American Sign Language or Signing Exact English. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Six months of experience using total communication, preferably working with children.

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

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:	\$21.12
6 MONTHS:	\$22.29
1 ½ YEARS:	\$23.52
2 ½ YEARS:	\$24.81
3 ½ YEARS:	\$26.17

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 23-0165-3271 AT

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Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, January 6, 2023.

JOB INFORMATION:

Permanent 10-month positions. Positions are 45% FTE (18 hours a week). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. 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 children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$15.84
6 MONTHS:	\$16.70
1 ½ YEARS:	\$17.63
2 ½ YEARS:	\$18.59
3 ½ YEARS:	\$19.61

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
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CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB LEAD ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, January 6, 2023.

JOB INFORMATION:

The current need is for substitutes. Eligibility list may be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) and other Extended Learning Opportunities (ELO) programs which meet the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

OR

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

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and 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.
- (3) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$17.18
6 MONTHS:	\$18.13
1 ½ YEARS:	\$19.12
2 ½ YEARS:	\$20.17
3 ½ YEARS:	\$21.28

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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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual 23-0186-0515 JS

LBUSD employees, please see reverse side for important information.



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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LIBRARY/MEDIA ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, January 12, 2023

JOB INFORMATION:

Permanent 10 month positions. The current vacancies are located at Fremont 50% FTE and Lakewood 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$22.53
6 MONTHS:	\$23.77
1 ½ YEARS:	\$25.08
2 ½ YEARS:	\$26.46
3 ½ YEARS:	\$27.92

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual 23-0189-0465 AF

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Amy Van J

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LOCKSMITH

FINAL FILING DATE:

4:30 p.m., Thursday, January 26, 2023

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, install, repair, adjust, and service locks and related hardware; service and repair safes; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Two years of recent full-time experience as a journey-level locksmith

OR

Four years of recent full-time experience in repairing, maintaining and replacing locks, keys and related equipment.

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:

(1) Possession of a valid California Class C 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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (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: \$31.73
6 MONTHS: \$33.48
1 ½ YEARS: \$35.33
2 ½ YEARS: \$37.27
3 ½ YEARS: \$39.32

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:

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Dual Exam 23-0199-0209 AF

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www.lbschools.net/job34

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PARENT INVOLVEMENT SPECIALIST PARENT INVOLVEMENT SPECIALIST – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, January 18, 2023

JOB INFORMATION:

The current vacancy is a permanent 10 month position. Position is 100% FTE (8 hours per day) in the bilingual Spanish classification. Eligibility lists are also being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, participate in organizing, developing and coordinating activities related to the District's Parent Education Program; prepare for and conduct parent workshops designed to strengthen parent engagement in their children's education; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college level course work in health and human services, social services, counseling, child development or a closely related field.

Workshops, seminars and in-service trainings directly relating to Parent Education are highly desirable.

EXPERIENCE:

Two years of experience working with adults in an educational or vocational training environment including preparing and conducting workshops and trainings, or two years of experience assisting families in a social work environment.

OR

Two years as a School/Community Liaison with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license and use of a personal automobile. (2) Positions in the BL classifications require the ability to communicate effectively, both orally and in writing, in the designated second language to translate materials and interpret for parents and staff. Applicants must successfully pass the District's bilingual/biliterate test. (3) 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. (3) May be required to travel from one school 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: \$23.54
6 MONTHS: \$24.84
1 ½ YEARS: \$26.21
2 ½ YEARS: \$27.66
3 ½ YEARS: \$29.18

APPLICATION:

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

SELECTION PROCEDURE:

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

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Dual Exam 23-0192-5218 AF
Dual Exam 23-0167-5220 AF

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www.lbschools.net/jobs

Maria Lynn Brauastein

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

PLANT SUPERVISOR-AVALON

FINAL FILING DATE:

12:00 PM, Friday, January 27, 2023

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

CURRENT VACANCY IS A 100% FTE (8 hours per day), 12 MONTH POSITION AND IS LOCATED AT AVALON SCHOOL. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at the Avalon school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of custodial experience and two years of general building maintenance experience including carpentry, painting, plumbing and electrical work.

Experience in a lead or supervisory capacity is highly desirable.

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

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Plant Supervisor-Avalon.

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) 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.

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: \$29.43
6 MONTHS: \$31.04
1 ½ YEARS: \$32.76
2 ½ YEARS: \$34.56

Catalina Island employees receive an additional \$3.95 per hour.

APPLICATION:

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SELECTION PROCEDURE:

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THE EXAMINATION FOR THIS POSITION WILL BE HELD AT THE AVALON SCHOOL ON CATALINA ISLAND AND IS TENTATIVELY SCHEDULED FOR JANUARY 26 AND 27, 2023.

PERSONNEL COMMISSION

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*Maria Lynn
Brownstein*

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

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- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL/COMMUNITY LIAISON- BL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, December 23, 2022
4:30 p.m., Friday, January 6, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and educational needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

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 this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) Positions also require proof of current and appropriate auto insurance coverage at time of appointment. (3) 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 the disqualification and/or rejection of the eligible regardless of any other standing. (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.

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SALARY RANGE HOURLY:

START: \$18.64
6 MONTHS: \$19.66
1 ½ YEARS: \$20.74
2 ½ YEARS: \$21.89
3 ½ YEARS: \$23.10

APPLICATION:

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SELECTION PROCEDURE:

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Dual 23-0173-5178 AF

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Dual Continuous

JOB INFORMATION:

Permanent 12-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START: \$31.73
6 MONTHS: \$33.48
1 ½ YEARS: \$35.33
2 ½ YEARS: \$37.27
3 ½ YEARS: \$39.32

PHYSICAL DEMANDS:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5014 JG

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

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

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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.**
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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.

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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR LOCKSMITH

FINAL FILING DATE:

4:30 p.m., Wednesday, January 4, 2023

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, install, modify and repair locks and related door hardware devices at District sites; serve as a lead in the Lock Shop; train and provide work direction and guidance to assigned staff; perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Three years of journey-level locksmith experience. Experience in a lead or supervisory position is preferred.

OR

Three years of experience as a Locksmith with the Long Beach Unified School District.

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:

(1) Possession of a valid California Class C driver's license is required at the time of appointment and evidence of a safe driving record is required. (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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (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: \$32.94
6 MONTHS: \$34.75
1 ½ YEARS: \$36.66
2 ½ YEARS: \$38.69
3 ½ YEARS: \$40.81

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0177-5193 AF

LBUSD employees, please see reverse side for important information.



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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- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR LOCKSMITH

FINAL FILING DATE:

4:30 p.m., Wednesday, January 4, 2023
4:30 p.m., Wednesday, January 11, 2023

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, install, modify and repair locks and related door hardware devices at District sites; serve as a lead in the Lock Shop; train and provide work direction and guidance to assigned staff; perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Three years of journey-level locksmith experience. Experience in a lead or supervisory position is preferred.

OR

Three years of experience as a Locksmith with the Long Beach Unified School District.

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:

(1) Possession of a valid California Class C driver's license is required at the time of appointment and evidence of a safe driving record is required. (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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (4) May be required to travel from one location to another.

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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: \$34.42
6 MONTHS: \$36.32
1 ½ YEARS: \$38.31
2 ½ YEARS: \$40.43
3 ½ YEARS: \$42.65

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0177-5193 AF

LBUSD employees, please see reverse side for
important information.



www.lbschools.net/jobs

ang van joo

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TECHNOLOGY SUPPORT REPRESENTATIVE

FINAL FILING DATE:

4:30 p.m., Thursday, January 19, 2023

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide first-level technical support to end users at District sites and offices; identify and resolve hardware and software operating problems; maintain inventory records of District technology parts and software licenses; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in computer science or a closely related field.

EXPERIENCE:

Two years of experience at a help desk assisting computer users or two years of experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience working with student attendance and information systems software is preferred.

Two years of experience as a School Data Technician with the Long Beach Unified School District may substitute for the required experience.

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 this class require the use of personal automobile and possession of a valid California Class C Driver's License. (2) 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: \$30.06
6 MONTHS: \$31.71
1 ½ YEARS: \$33.46
2 ½ YEARS: \$35.30
3 ½ YEARS: \$37.25

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0211-5113 JA

LBUSD employees, please see reverse side for important information.



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Amy Van Dyke 48

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

VAN DRIVER – CATALINA ISLAND

FINAL FILING DATE:

12:00 PM, Friday, January 27, 2023

Catalina Island employees receive an additional \$3.56 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

CURRENT VACANCY IS A 100% FTE (8 hours per day), 10-MONTH POSITION. The route begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon School and to and from field trips on Catalina Island. Catalina island is located 22 miles southwest of the Los Angeles harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent is desirable.

EXPERIENCE:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus 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) Valid California Class C driver's license. (2) 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 of the applicant regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification. (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:	\$21.12
6 MONTHS:	\$22.29
1 ½ YEARS:	\$23.52
2 ½ YEARS:	\$24.81
3 ½ YEARS:	\$26.17

Catalina Island employees receive an additional \$3.56 per hour.

APPLICATION:

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

SELECTION PROCEDURE:

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

THE EXAMINATION FOR THIS POSITION WILL BE HELD AT THE AVALON SCHOOL ON CATALINA ISLAND AND IS TENTATIVELY SCHEDULED FOR JANUARY 26 AND 27, 2023.

PERSONNEL COMMISSION

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Maria Lynn Brownstein

www.lbschools.net

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 52-54

Date: January 12, 2023

Reason for Consideration: Approval

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS 23-0134-5288

List Valid: 01/10/2023-01/10/2024

Total Applications Received: 58

No. Passed: 8 No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 1 No. Screened Out: 47

CARPENTER

DUAL 23-0097-0114

List Valid: 12/20/2022-12/20/2023

Total Applications Received: 25

No. Passed: 6 No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 3 No. Screened Out: 14

COLLEGE & CAREER SPECIALIST

DUAL 23-0052-5177

List Valid: 12/29/2022-12/29/2023

Total Applications Received: 73

No. Passed: 9 No. Failed: 8

Total Invited to Exam: 27

No. Withdrew: 10 No. Screened Out: 46

HEAD START INSTRUCTIONAL AIDE

DUAL 23-0112-0657

List Valid: 12/23/2022-12/23/2023

Total Applications Received: 9

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 2 No. Screened Out: 7

HEAD START INSTRUCTIONAL AIDE

DUAL 23-0140-5235

List Valid: 12/30/2022-12/30/2023

Total Applications Received: 6

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 1 No. Screened Out: 5

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS 23-0160-0448

List Valid: 12/30/2022-12/30/2023

Total Applications Received: 18

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 14

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS 23-0170-0448

List Valid: 01/10/2023-01/10/2024

Total Applications Received: 22

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 3 No. Screened Out: 17

KIDS' CLUB ASSISTANT**OPEN****23-0119-0694**

List Valid: 12/20/2022-06/20/2023

Total Applications Received: 27

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 15

No. Withdrew: 10 No. Screened Out: 12

KIDS' CLUB LEAD ASSISTANT**DUAL****23-0135-0515**

List Valid: 12/20/2022-06/20/2023

Total Applications Received: 13

No. Passed: 3 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 3 No. Screened Out: 6

MAINTENANCE TEAM LEAD**DUAL****23-0100-5283**

List Valid: 01/04/2023-01/04/2024

Total Applications Received: 27

No. Passed: 10 No. Failed: 8

Total Invited to Exam: 20

No. Withdrew: 2 No. Screened Out: 7

NUTRITION SERVICES WORKER**OPEN****23-0146-5068**

List Valid: 12/22/2022-06/22/2023

Total Applications Received: 82

No. Passed: 19 No. Failed: 14

Total Invited to Exam: 64

No. Withdrew: 31 No. Screened Out: 18

NUTRITION SERVICES WORKER**OPEN****23-0169-5068**

List Valid: 01/07/2022-07/07/2023

Total Applications Received: 33

No. Passed: 8 No. Failed: 3

Total Invited to Exam: 21

No. Withdrew: 10 No. Screened Out: 12

PLUMBER**DUAL****23-0102-0242**

List Valid: 12/29/2022-12/29//2023

Total Applications Received: 32

No. Passed: 2 No. Failed: 13

Total Invited to Exam: 21

No. Withdrew: 6 No. Screened Out: 11

PRODUCTION SPECIALIST**DUAL****23-0110-5301**

List Valid: 12/21/2022-12/21/2023

Total Applications Received: 37

No. Passed: 14 No. Failed: 4

Total Invited to Exam: 25

No. Withdrew: 7 No. Screened Out: 12

RECREATION AIDE**OPEN CONTINUOUS****23-0158-5255**

List Valid: 12/20/2022-06/20/2023

Total Applications Received: 13

No. Passed: 12 No. Failed: 0

Total Invited to Exam: 12

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE**OPEN CONTINUOUS****23-0178-5255**

List Valid: 12/30/2022-06/30/2023

Total Applications Received: 14

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – KIDS’ CLUB**OPEN CONTINUOUS 23-0143-5257**

List Valid: 12/20/2022-06/20/2023
 Total Applications Received: 5
 No. Passed: 4 No. Failed: 0

Total Invited to Exam: 4
 No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE – KIDS’ CLUB**OPEN CONTINUOUS 23-0182-5257**

01/09/2023-07/09/2023
 Total Applications Received: 1
 No. Passed: 1 No. Failed: 0

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

RECREATION AIDE – WRAP EXPANDED LEARNING**OPEN CONTINUOUS 23-0086-5261**

List Valid: 12/30/2022-06/30/2023
 Total Applications Received: 16
 No. Passed: 2 No. Failed: 0

Total Invited to Exam: 15
 No. Withdrew: 13 No. Screened Out: 1

RECREATION LEADER – WRAP**DUAL CONTINUOUS 23-0060-5262**

List Valid: 12/30/2022-06/30/2023
 Total Applications Received: 24
 No. Passed: 4 No. Failed: 0

Total Invited to Exam: 16
 No. Withdrew: 12 No. Screened Out: 8

RECREATION LEADER – WRAP**DUAL CONTINUOUS 23-0120-5262**

List Valid: 12/30/2022-06/30/2023
 Total Applications Received: 8
 No. Passed: 1 No. Failed: 0

Total Invited to Exam: 4
 No. Withdrew: 3 No. Screened Out: 4

SENIOR PURCHASING ASSISTANT**DUAL 23-0103-5133**

List Valid: 12/22/2022-12/22/2023
 Total Applications Received: 23
 No. Passed: 4 No. Failed: 3

Total Invited to Exam: 13
 No. Withdrew: 6 No. Screened Out: 10

SIGN LANGUAGE INTERPRETER**DUAL 23-0133-5214**

List Valid: 12/23/2022-12/23/2023
 Total Applications Received: 2
 No. Passed: 1 No. Failed: 0

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

STAFF SECRETARY – BILINGUAL SPANISH**DUAL 23-0098-5085**

List Valid: 12/28/2022-12/28/2023
 Total Applications Received: 91
 No. Passed: 6 No. Failed: 28

Total Invited to Exam: 66
 No. Withdrew: 32 No. Screened Out: 25

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: January 12, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 44852698 PAGES: 55-71

Date: January 12, 2023

Reason for Consideration: Restricted Action

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

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 49236726 PAGES: 72-86

Date: January 12, 2023

Reason for Consideration: Restricted Action

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

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

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

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

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

PERSONNEL COMMISSION



January 12, 2023

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

Background and Findings

The Deputy Superintendent of Schools and the Coordinator of District Athletics requested staff create a new classification of Athletic Trainer to support high school athletic programs. An incumbent will participate in the organization and implementation of athletic training programs and activities including prevention, treatment and rehabilitation of student athlete injuries at an assigned high school site. Staff worked with the Coordinator of District Athletics to develop the new classification and identify the essential duties of the class.

Salary Placement

Staff conducted a compensation study of the proposed class of Athletic Trainer. Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with eight agencies to support a compensation recommendation. The survey median of the eight agencies is \$7,018. This median is closest to LBUSD's salary range 32 (C1) with a maximum step of \$7,003 per month (following Board approval of a 4.5% raise effective 7/1/21).

The Deputy Superintendent of Schools is in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification of Athletic Trainer
2. Allocate the classification of Athletic Trainer to 32 (C1)

Prepared by:

Handwritten signature of Susan Leaming in black ink.

Susan Leaming
Personnel Analyst

Approved and Recommended:

Handwritten signature of Kenneth Kato in blue ink.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 32 (C1)
DRAFT

ATHLETIC TRAINER

JOB SUMMARY

Under general direction, provide preventive and rehabilitative services and treatment to student athletes engaged in a variety of high school sports in accordance with instructions from coaching staff and authorized physicians; attend athletic practices, home games and specified away games; fit uniforms and protective gear and equipment prior to practices and games; prepare and maintain a variety of records and files related to assigned activities; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Participate in the organization and implementation of athletic training programs and activities including prevention, treatment and rehabilitation of student athlete injuries at an assigned high school site; assure compliance with applicable laws, codes, rules and regulations. **E**
- Provide preventive and rehabilitative services and treatment to student athletes engaged in a variety of high school sports in accordance with medical protocols and instructions from coaching staff and authorized physicians; fit uniforms and protective gear and equipment prior to practices and games. **E**
- Attend athletic practices, home games and specified away games; inspect facilities, fields and equipment for safety hazards; eliminate or report hazards to appropriate personnel. **E**
- Evaluate and treat student athlete injuries sustained during sporting events and practices; administer first aid and emergency care; evaluate concussions; arrange for physician or emergency services; document injuries, evaluations and treatments. **E**
- Arrange for injured athletes to be accompanied or monitored when leaving sporting events and practices; discuss treatments and follow-up evaluations with parents/guardians; provide take-home information as appropriate. **E**
- Design and implement individualized rehabilitation programs; recommend and fit braces, splints and other assistive devices to facilitate recovery; document progression and discuss rehabilitation plans and results with physicians, District staff, coaches and parents/guardians in accordance with established procedures. **E**
- Provide guidance to students regarding return-to-play protocols; certify medical eligibility of students to return to full or partial participation in the athletic program in accordance with return-to-play guidelines and protocols. **E**

- Develop and implement injury prevention programs in and off-season; advise coaching staff and students regarding the care and prevention of athletic injuries including proper nutrition and diet, conditioning programs and warm-up exercises. *E*
- Assist in the planning of and participate in health screenings and physical examinations for student athletes; conduct annual preseason baseline concussion screening for student athletes in contact sports utilizing approved diagnostic tools. *E*
- Communicate with District staff, parents/guardians, physicians, and outside agencies to coordinate and schedule activities, resolve issues and exchange information regarding assigned activities; maintain confidentiality of sensitive and privileged information. *E*
- Prepare, and maintain a variety of records and files related to assigned activities; prepare a variety of narrative and statistical reports related to program activities and individual students. *E*
- Maintain orderly, sanitary and safe athletic training facilities; conduct regular inventory and order supplies and equipment in accordance with established procedures; assist in the development of budgets related to athletic training supplies and equipment. *E*
- Organize and arrange for the transportation of athletic equipment, uniforms and supplies for home and away sporting events. *E*
- Operate a variety of athletic, therapeutic and exercise gear and equipment; assure gear and equipment is maintained in a safe and serviceable condition; clean equipment and arrange for repairs as needed. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Train and provide work direction and guidance to assigned staff, interns and student workers; assign, schedule and review the work of staff. *E*
- Attend a variety of workshops, meetings, trainings and conferences; prepare and make presentations; conduct in-service trainings for athletic program personnel and others; serve on assigned committees. *E*
- Provide medical services to visiting team members as needed.
- May assist in reviewing, revising, and implementing the school Emergency Action Plan (EAP) regarding athletic events.
- 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

An Athletic Trainer is an active participant in the District's athletic training program at an assigned high school site and assists in building a positive school climate and promoting the physical, social and emotional well-being of student athletes. Incumbents provide high-quality preventive and rehabilitative treatment to student athletes engaged in a variety of high school sports in accordance with specific instructions from coaching staff and authorized physicians.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, practices and procedures used in athletic training activities including conditioning, injury prevention, injury assessment and rehabilitation.

Principles and techniques of therapeutic treatments including exercise, protective gear, taping, wrapping and bandaging.

Principles and practices of physical fitness training, exercise and proper nutrition.

Symptoms of athletic injuries and assessment techniques.

Concussion recognition and evaluation assessment tools and protocols.

Athletic, therapeutic and exercise gear and equipment.

Board of Certification (BOC) Standards of Professional Practice.

Applicable laws, codes, rules and regulations related to assigned activities.

General principles of adolescent behavior and development.

Interpersonal skills using tact, patience and courtesy.

First aid and CPR procedures.

Universal hygiene precautions used in patient care.

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

Oral and written communication skills.

Principles and practices of training and providing work direction and guidance to others.

Research methods and report writing techniques.

Record-keeping and filing techniques.

Ability to:

Provide preventive and rehabilitative athletic training services and treatment to student athletes.

Perform clinical and sideline evaluations of athletic injuries and render immediate care.

Assess injuries, respond calmly, and exercise sound judgement in stressful situations.

Understand and follow medical instructions as issued by physicians.

Develop and implement injury treatment programs independently and in consultation with physicians.

Operate a wide variety of athletic, therapeutic and exercise gear and equipment.

Fit uniforms and protective gear and equipment.

Prepare and maintain accurate and concise evaluations and treatment records and files.

Work collaboratively as an educational team member.

Understand adolescent behavior and be a positive role model to adolescents.

Demonstrate understanding and patience toward students.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Interpret, apply, and explain applicable laws, codes, rules and regulations.

Maintain confidentiality of sensitive and privileged information.

Understand and work within scope of authority.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Train and provide work direction and guidance to others.

Work independently with little direction.

Plan, prioritize, and organize work.
Maintain current knowledge of advances in the field.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Athletic Trainer Certified (ATC®) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC).

Experience:

One year of athletic training experience working with high school athletes 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

Incumbents in this classification must possess a valid Athletic Trainer Certified (ATC®) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC) at the time of application and maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT

Indoor and outdoor environment.
School athletic facilities and sporting events.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.
Potential for contact with bloodborne pathogens and communicable diseases.
Incumbents in this classification may work irregular schedules such as evenings and weekends.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate athletic training equipment and treat injuries.
Hearing and speaking to exchange information.
Standing or walking for extended periods of time and occasional running.
Walking over rough or uneven surfaces.
Seeing to read a variety of materials and evaluate injuries.
Bending at the waist, kneeling, squatting, stooping or crouching.
Reaching overhead, above the shoulders, and horizontally.
Lifting, carrying, pushing or pulling heavy objects weighing up to approximately 50 pounds, and moving non-ambulatory students with assistance.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

January 12, 2023

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

Background and Findings

The Administrator, Technology Support Services reviewed the Computer Support Technician (salary range 38 C1) classification specification in anticipation of upcoming recruitment activities. The classification of Computer Support Technician was created in 2007 and was last revised in 2011.

Specifically, the Education and Training of the classification was updated to provide the option for candidates to have the Associate of Arts degree including course work in computer science, electronic technology or a closely related field or possession of the A+ certification. The department explained that for employees in this classification, the A+ certification demonstrates the appropriate knowledge of computer technology in the absence of the degree.

The Administrator, Technology Support Services has reviewed and is in support of the proposed revisions. Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Computer Support Technician.

Prepared, Approved and Recommended:



Kenneth Kato
Executive Officer



COMPUTER SUPPORT TECHNICIAN

JOB SUMMARY

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; 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.

- Configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment to assure proper operation and prevent service interruptions. **E**
- Set up and configure computers and peripheral equipment in a classroom, individual workstation or learning laboratory; load operating systems and applications. **E**
- Perform on-site troubleshooting and repairs; run diagnostic programs; upgrade equipment and software; verify software licensing; order and install replacement components; assure District-wide standards are upheld. **E**
- Perform a variety of administration activities on Novell and Apple operating systems such as creating email accounts, adding and changing user ID's, passwords and printers; troubleshoot network cabling and equipment to provide user connectivity. **E**
- Detect and repair or remove viruses, adware, spyware and other malicious software using anti-virus and spyware removal software and techniques. **E**
- Retrieve and recover data from crashed or damaged hard drives using data recovery software or other tools. **E**
- Provide training and technical user support assistance to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows and Apple operating systems; provide technical information and perform demonstrations as requested. **E**
- Perform office systems and software analysis; audit and examine data resulting from computer operations and software performance to determine if current operations and software meet changing user needs. **E**
- Create backup and restore procedures for end users; instruct users on how to perform file server backups to disk or tape in accordance with applicable procedures; perform file server backups as needed; monitor disk space. **E**

- Participate in the evaluation and testing of hardware and software for purchase by the District; provide recommendations to administrators regarding replacement of computers and peripheral equipment; prepare related purchasing documents as assigned by the position. *E*
- Communicate with administrators, District staff and vendors to coordinate activities, exchange information and resolve issues and concerns; provide advice regarding proper placement and infrastructure needs for new equipment installation and the movement of existing equipment. *E*
- Prepare and maintain records of assigned work orders and work performed; enter and update computerized service tickets; prepare routine reports related to assigned activities. *E*
- Operate a variety of testing equipment and hand tools used in the maintenance, diagnosis and repair of computer equipment. *E*
- Drive a District-issued or personal vehicle to various District sites to conduct work; transport computers and peripheral equipment from site to site as necessary. *E*
- Attend and participate in meetings, conferences and seminars related to computer technology to maintain current knowledge of technological advances in the field. *E*
- Train and provide work direction and guidance to support staff and student workers as assigned by the position.
- Create, update and troubleshoot web pages as assigned by the position.
- Work with mainframe emulation software as needed.

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

An incumbent in the Computer Support Technician classification will be in continuous contact with the user community conveying information regarding District software, hardware, computers and peripheral equipment. Incumbents provide a variety of technical services in the installation, configuration, diagnosis and repair of computer hardware, software, local and wide area networks and peripheral equipment. Incumbents may be assigned to the Information Services department or provide dedicated support to a school site or District department. Incumbents in these positions are expected to maintain a level of expertise in evolving technologies via ongoing training.

EMPLOYMENT STANDARDS

Knowledge of:

Operation, maintenance, troubleshooting, diagnosis and repair of computer hardware, software and peripheral equipment.

Materials, methods and tools used in the operation, maintenance and repair of computer hardware, software and peripherals.

Software applications and operating systems utilized by the District including Windows or Apple.

Network server systems such as Novell and Apple.
Standard local and wide area network operations and maintenance.
General components and capabilities of network switches, routers, Wi-Fi, servers and cabling.
General principles and techniques of troubleshooting and systems analysis.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Record-keeping and basic report preparation techniques.

Ability to:

Troubleshoot and resolve problems with computer hardware, software, networks and peripherals.
Provide training and technical assistance to District personnel in the proper operation and care of hardware, software and peripheral equipment.
Understand and apply technical instructions, materials and resource publications to pragmatic problem solving.
Operate a variety of tools and equipment utilized in the operation and repair of computer systems.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Exercise independent judgment and initiative within established guidelines.
Meet schedules and time lines.
Prioritize and complete work with many interruptions.
Work independently to complete daily work assignments.
Maintain records and prepare routine reports.

Education and Training:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

OR

A+ certification.

Experience:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

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

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Indoor work environment.
Driving a vehicle to conduct work.
Working in a cramped or restrictive work chamber.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate hand tools, computer keyboards and other specialized equipment.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Good visual acuity.
Climbing ladders and working from heights.

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: 6/14/2007
Revised: 11/10/11