

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, California 90813  
REGULAR MEETING AGENDA

Regular Meeting  
February 25, 2021

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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 February 11, 2021 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Fleet Maintenance Manager 4-5
2. **RATIFY** job announcement bulletin for Interim Director, Long Beach College Promise 6-7
3. **RATIFY** job announcement bulletin for Painter 8-9
4. **APPROVE** the certification of Carpenter eligibility list 21-0038-0114 established 02/19/2021 10
5. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0053-0657 established 02/15/2021 10
6. **APPROVE** the certification of Head Start Instructional Aide - Bilingual Spanish eligibility list 21-0024-5235 established 02/18/2021 10
7. **APPROVE** the certification of Instructional Aide Educare eligibility list 21-0055-5205 established 02/15/2021 10
8. **APPROVE** the certification of Instructional Aide Educare - Bilingual Spanish eligibility list 21-0022-5206 established 02/18/2021 10
9. **APPROVE** the certification of Recreation Aide eligibility list 21-0083-5255 established 02/26/2021 10

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the extension of Intermediate Office Assistant 19-0121-0673 eligibility list established 09/04/2019 11
2. **APPROVE** the extension of Intermediate Office Assistant 19-0123-3354 eligibility list established 09/04/2019 11
3. **APPROVE** the extension of Office Assistant – Bilingual Spanish 20-0117-5158 eligibility list established 12/23/2019 11
4. **APPROVE** the creation of a classification: Interim Director, Long Beach College Promise 12-17
5. **APPROVE** the Permanent Ban of Disqualified Candidate 45586101 18-29

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

March 11, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel\_Commission/.

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  
880 Locust Ave.  
Long Beach, CA 90813

MINUTES  
Regular Meeting

February 11, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, February 11, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF  
ALLEGIANCE

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

ROLL

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

Present:                Sheryl Bender  
                              Terence Ulaszewski  
                              Linda Vaughan

STAFF MEMBERS  
TELEPHONICALLY  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician, Mindi Ritter, Senior Administrative Secretary, Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant and Aisha Alex, Human Resources Assistant.

GUESTS  
TELEPHONICALLY  
PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President–Unit A; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of January 28, 2021.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced Mindi Ritter as the new Senior Administrative Secretary for the Personnel Commission. Mr. Kato recognized staff

members Judith Alonso, Human Resources Technician, Ashleigh Fernando, Human Resources Assistant, and the management team for their assistance at the secretary desk while the position was vacant.

Mr. Kato reported on February 1, 2021, a training was conducted for Personnel Commission staff on COVID-19 procedures and the office is in compliance with District protocols. Mr. Kato informed the Commission that the District ended the alternative work location program on February 8, 2021 and staff is now working in the office full-time. Mr. Kato explained that all available rooms at the Personnel Commission are being utilized as temporary offices to allow for proper social distancing and minimize the number of employees in each room.

Greggory Robinson, Personnel Analyst, reported 49 recruitments are in various stages of the examination process. Twenty-three (23) recruitments are accepting applications, 14 are in exam development, nine exams are in the process of being scored, and three recruitments are in the testing stage. Mr. Robinson shared that panel raters from other agencies have provided positive feedback on the ease of using the remote video interviewing system and appreciate the flexibility to rate candidates on their own schedule.

Jesus Rios Jr., Employment Services Supervisor, reported 418 applications have been received for summer school and thanked Human Resources Assistants, Ashleigh Fernando and Aisha Alex, for their efforts assisting applicants. Mr. Rios Jr., reported the online Vacancy Assignment (VA) training presented by Personnel Commission, Human Resources Services, and Fiscal Services was a success and the feedback from the school sites has been positive.

Susan Leaming, Personnel Analyst, provided an update on the School Safety job family study and informed the Commission that focus group meetings are currently being held with employees in the School Safety job family classifications.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver
3. **RATIFY** job announcement bulletin for Executive Secretary (C)
4. **RATIFY** job announcement bulletin for Executive Secretary (C) (Revised)
5. **RATIFY** job announcement bulletin for Heavy Truck-Bus-Automotive Mechanic
6. **RATIFY** job announcement bulletin for Systems Analyst – Oracle
7. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW9-5258 established 02/02/2021
8. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 21-0048-5245 established 02/09/2021

9. **APPROVE** the certification of Custodian eligibility list 21-0046-0139 established 02/04/2021

10. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0074-5257 established 02/05/2021

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-10 on the Consent Agenda.

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

OLD BUSINESS                      None

NEW BUSINESS                    None

OTHER ITEMS                      None

NEXT REGULAR MEETING      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 25, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION                The Personnel Commission retired into closed session at 8:27 a.m.

OPEN SESSION                  The Personnel Commission returned to open session at 9:33 a.m. and no reportable actions were taken.

ADJOURNMENT                  The Regular Meeting of the Personnel Commission was declared adjourned at 9:34 a.m.

## 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 also is a five-time finalist for the prize.

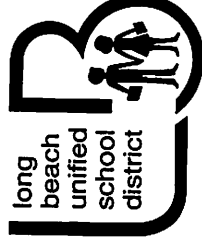
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 72,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school 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.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

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 leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0069-0516 ALT



## An Exciting Career Opportunity Awaits You at

### LONG BEACH UNIFIED SCHOOL DISTRICT

## RECRUITMENT EXTENDED

### FLEET MAINTENANCE MANAGER

**\$87,778 - \$103,068 ANNUALLY**

A handwritten signature in black ink, appearing to read 'Gregory R. ...', located at the bottom right of the page.

### **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 Fleet Maintenance Manager. Under the general direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Fleet Maintenance Manager.

### **THE IDEAL CANDIDATE**

Successful candidates will have an Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

Additionally, candidates will have five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

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

### **SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

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.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

### **SALARY AND BENEFITS**

The annual salary for Staffing Analyst - Human Resource Services is \$87,778 to \$103,068, 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/>

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

**Extended Deadline: 4:30 p.m. Friday, March 12, 2021**

Application Deadline: 4:30 p.m. Thursday, February 11, 2021

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 two years working with 30 children or more in an extended day care or similar recreation program. 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 VII/MERIT SYSTEM EMPLOYER**

**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 also is a five-time finalist for the prize.

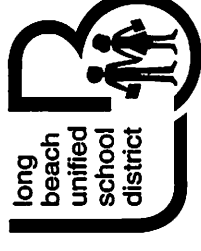
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third 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.

The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

Key to the district's success is its work with business people, volunteers, colleges and universities. The Long Beach Unified School District, California State University Long Beach and Long Beach City College have worked in collaboration with local, regional and national partners to create seamless, pre-kindergarten to postgraduate-school education. This partnership aligns academic standards, teaching methods and student assessment from preschool through masters and doctoral degree. The partnership also includes the Long Beach College Promise, which provides additional support to help more students prepare for and succeed in college. LBUSD has also established educational partnerships with more than 1,300 local business, which recognize the district's role in developing a well-educated, highly skilled work force.

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 leader in preparing young men and women for success.

Promotional Exam 21-0085-0582 JA *Maria Lynn Braunstein*



# **An Exciting PROMOTIONAL Career Opportunity Awaits You At**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

### **INTERIM DIRECTOR, LONG BEACH COLLEGE PROMISE\***

**\$60.03 - \$70.50  
Hourly Salary**

(\*Pending Personnel Commission Approval on 2/25/2021)



## **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 Interim Director, Long Beach College Promise. Under administrative direction, plan, organize, control and direct leadership efforts among the Long Beach (LB) College Promise partners which include the Long Beach Unified School District, Long Beach City College, California State University Long Beach, City of Long Beach and the Port of Long Beach; perform related duties as assigned. The Interim Director, Long Beach College Promise will work closely with the LB College Promise Steering Committee comprised of leadership from each of the LB College Promise partners to drive initiatives and innovations for the LB College Promise with a focus on equity. This position is currently funded through March 31, 2023.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Interim Director, Long Beach College Promise.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Master's degree in education, higher education or a related field.

Additionally, candidates will have three years of experience and/or higher education leadership.

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.

## **SALARY AND BENEFITS**

The annual salary for Interim Director, Long Beach College Promise is \$60.03 to \$70.50, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

This is a promotional recruitment open to 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 are eligible to apply. The examination process for this recruitment may be comprised of one or any combination of the following: screening and scored evaluation of the applicant's training, background, and experience; scored evaluation of responses on a supplemental application and materials; 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/>. A letter of interest and a current resume/CV must be attached to the application for consideration.

Completed application and requested documents must be received no later than:

**Application Deadline: 4:30 p.m. Monday, March 8, 2021**

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 VI/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## PAINTER

### FINAL FILING DATE:

4:30 p.m., Tuesday, March 9, 2021

### JOB INFORMATION:

Permanent 12 month position is located at Maintenance. 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, to perform journey-level surface preparation and painting of District facilities, furniture and equipment; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to completion of high school.

Completion of a recognized apprentice training program of at least three years duration.

OR

#### EXPERIENCE:

At least three years of experience in a wide variety of painting assignments, two years of which must have been at the journey level.

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 class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by the law. (4) May be required to travel from one location to another.

### WORKING ENVIRONMENT

Outdoors occasionally in inclement weather; indoors in classrooms, hallways, offices, auditoriums, restrooms and gymnasiums; occasionally in tight spaces, attics, and air shafts; dust, fumes, vapors, odors; work with paints, epoxies, solvents and related materials; work from ladders, scaffolding and lifts; paint shop spray booth.

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

### SALARY RANGE HOURLY:

START:	\$27.17
6 MONTHS:	\$28.67
1 ½ YEARS:	\$30.25
2 ½ YEARS:	\$31.91
3 ½ YEARS:	\$33.65

### PHYSICAL DEMANDS:

Pushing and pulling; carrying and lifting up to 60 pounds; ascend and descend ladders and scaffolding; standing, walking, stooping, bending, and kneeling for extended periods; reaching overhead above the shoulders; dexterity of fingers and hands to operate hand and power tools and equipment.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

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

Dual Examination 21-0084-0113 JA

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.*

*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.*

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10

Date: February 25, 2021

Reason for Consideration: Approval

**CARPENTER**

**DUAL**

**21-0038-0114**

List Valid: 02/19/2021-02/19/2022

Total Applications Received: 23

No. Passed: 2 No. Failed: 3

Total Invited to Exam: 8

No. Withdrew: 3 No. Screened Out: 15

**HEAD START INSTRUCTIONAL AIDE**

**DUAL**

**21-0053-0657**

List Valid: 02/15/2021-02/15/2022

Total Applications Received: 13

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 8

**HEAD START INSTRUCTIONAL AIDE –  
BILINGUAL SPANISH**

**DUAL**

**21-0024-5235**

List Valid: 02/18/2021-02/18/2022

Total Applications Received: 16

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 7

No. Withdrew: 3 No. Screened Out: 9

**INSTRUCTIONAL AIDE – EDUCARE**

**DUAL**

**21-0055-5205**

List Valid: 02/15/2021-02/15/2022

Total Applications Received: 14

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 10

**INSTRUCTIONAL AIDE – EDUCARE –  
BILINGUAL SPANISH**

**DUAL**

**21-0022-5206**

List Valid: 02/18/2021-02/18/2022

Total Applications Received: 16

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 13

**RECREATION AIDE**

**OPEN - CONTINUOUS**

**21-0083-5255**

List Valid: 02/26/2021-02/26/2022

Total Applications Received: 7

No. Passed: 6 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 1

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Extended Eligibility Lists

PAGE: 11

Date: February 25, 2021

Reason for Consideration: Approval

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**INTERMEDIATE OFFICE ASSISTANT**

**DUAL**

**19-0121-0673**

Extended list expiration date: 09/04/2021  
Total applicants on list: 64  
No. of current eligible: 50

Extended List Period: 6 months  
No. of waivers or removals: 7

**INTERMEDIATE OFFICE ASSISTANT**

**DUAL**

**19-0123-3354**

Extended list expiration date: 09/04/2021  
Total applicants on list: 62  
No. of current eligible: 3

Extended List Period: 6 months  
No. of waivers or removals: 59

**OFFICE ASSISTANT – BILINGUAL SPANISH**

**OPEN**

**20-0117-5158**

Extended list expiration date: 09/20/2021  
Total applicants on list: 27  
No. of current eligible: 18

Extended List Period: 6 months  
No. of waivers or removals: 2

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# PERSONNEL COMMISSION

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February 12, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classification – Interim Director, Long Beach College Promise

## Background and Findings

In 2008, the Long Beach Unified School District, Long Beach City College, California State University Long Beach, Port of Long Beach, and City of Long Beach created a partnership called the Long Beach College Promise to make higher education an attainable goal for every student. The Long Beach College Promise Steering Committee has requested each partner agency internally recruit for a new position of Interim Director, Long Beach College Promise. This position will be funded by the partner agencies for a period of two years and may be extended. The selected candidate will remain employed with their partner agency.

Staff was asked by Lucy Salazar, Director of Community Partnerships, to create a new Interim Director classification written specifically for the Long Beach College Promise. The minimum qualifications in the proposed class description reflect the Long Beach College Promise Steering Committee's selection criteria.

## Salary Placement

In accordance with the monies provided by the partner agencies, the position will be paid approximately \$147,000 per year plus benefits. After consultation with the Director of Community Engagement, staff is recommending placement at salary range 55 (M2) which will assure the position will be paid at the required level without going over the allotted funding.

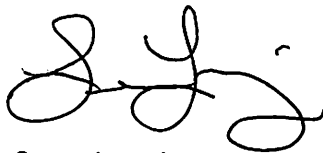
## Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Interim Director, Long Beach College Promise
2. Allocate the Interim Director, Long Beach College Promise classification to salary range 55 (M2)

Attached is a copy of the proposed class specification.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0582**  
**Salary Range: 55 (M2)**

### **INTERIM DIRECTOR, LONG BEACH COLLEGE PROMISE**

#### **JOB SUMMARY**

Under administrative direction, plan, organize, control and direct leadership efforts among the Long Beach (LB) College Promise partners which include the Long Beach Unified School District, Long Beach City College, California State University Long Beach, City of Long Beach, and the Port of Long Beach; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan, organize, control and direct leadership efforts among the Long Beach (LB) College Promise partners which include the Long Beach Unified School District, Long Beach City College, California State University Long Beach, City of Long Beach, and the Port of Long Beach. **E**
- Work closely with the LB College Promise Steering Committee comprised of leadership from each of the LB College Promise partners to drive initiatives and innovations for the LB College Promise with a focus on equity. **E**
- Establish priorities and strengthen operations through organizational strategic planning and development; oversee institutional knowledge management for each partner and create an historical archive of the LB College Promise. **E**
- Serve as the primary spokesperson and point of contact with the media and general public; coordinate with partner communication offices to assure cohesive messaging; update partner websites to convey cohesive messaging while allowing for the focus of each individual partner. **E**
- Plan, coordinate and direct a variety of internal and external public and private events including fundraising activities; identify grant and foundation opportunities; collaborate with grant writers. **E**
- Research other collaborative organizations to assure LB College Promise is on the leading edge of advancements in fields such as technology and equity. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the LB College Promise; prepare and conduct presentations to a wide variety of audiences. **E**
- Develop and direct the implementation of policies, procedures and standards; advise the partner agencies of unusual trends or issues and recommend appropriate corrective action. **E**



- Develop and monitor assigned budgets; provide operating analyses to various groups; assure compliance with applicable laws, codes, rules and regulations. *E*
- Collaborate with research and evaluation departments at each partner agency to collect and synthesize data across the institutions; identify data gaps; develop templates for annual report and data reporting. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; generate reports as requested. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; establish onboarding processes for new steering committee members. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

The Interim Director, Long Beach College Promise will work closely with the LB College Promise Steering Committee comprised of leadership from each of the LB College Promise partners to drive initiatives and innovations for the LB College Promise with a focus on equity. This position is currently funded through March 31, 2023.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Collaborative leadership theory and techniques.  
Public education concerns, issues and legislation.  
Strategic planning and project management techniques.  
Fundraising activities and grant acquisition methods.  
Marketing techniques and strategies including online resources.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Assessment and data management techniques.  
Budget preparation and control.  
Public speaking techniques.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**Ability to:**

Serve as a collaborative leader and work across the LB College Promise partners.  
Strengthen LB College Promise partnerships and build external partnerships in order to support programming and initiatives.  
Interweave core values of social justice, social mobility and inclusivity into the LB College Promise programming and initiatives.  
Work successfully with a diverse student population and serve students of color and other historically underrepresented students.  
Work with a variety of partner constituents including academic leadership, faculty and staff.  
Develop and monitor budgets.  
Prepare and deliver effective oral presentations.  
Establish and maintain effective working relationships.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Assure compliance with applicable laws, codes, rules and regulations.  
Supervise and evaluate the performance of assigned staff.  
Develop and implement long-term strategic plans.  
Accept and carry out responsibility for direction, control and planning.  
Maintain current knowledge of educational reforms, initiatives and trends.  
Communicate effectively both orally and in writing.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Operate a computer and assigned software.

**Education and Training:**

Master's degree in education, higher education or a related field.

**Experience:**

Three years of experience in education and/or higher education leadership.

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Office environment.  
Continuous visits to sites and other agencies.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and deliver oral presentations.

Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

Pending Personnel Commission approval on 2/25/2021

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Permanent Ban of Disqualified Candidate      PAGES: 18-29

Date: February 25, 2021

Reason for Consideration: Approval

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

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

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

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

It is recommended the Commission act to approve this recommendation.

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.