

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

REGULAR MEETING AGENDA

Regular Meeting  
February 23, 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 4<sup>th</sup> 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.*

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of February 9, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 5-6
2. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 7-8
3. **APPROVE** the certification of Accounting Technician eligibility list 23-0150-0750 established 02/24/2023 9
4. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0139-0657 established 02/23/2023 9
5. **APPROVE** the certification of Instructional Aide – Deaf/Hard of Hearing eligibility list 23-0165-3271 established 02/24/2023 9
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0220-0448 established 02/24/2023 9
7. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0185-0694 established 02/15/2023 9

8.	<b>APPROVE</b> the certification of Library/Media Assistant eligibility list 23-0189-0465 established 02/23/2023	9
9.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 23-0187-5068 established 02/17/2023	9
10.	<b>APPROVE</b> the certification of Nutrition Services Worker (Catalina Island) eligibility list 23-0219-5068 established 02/21/2023	10
11.	<b>APPROVE</b> the certification of Painter eligibility list 23-0152-0113 established 02/21/2023	10
12.	<b>APPROVE</b> the certification of Recreation Aide eligibility list 23-0223-5255 established 02/21/2023	10
13.	<b>APPROVE</b> the certification of Recreation Aide – WRAP eligibility list 23-0159-5261 established 02/15/2023	10
14.	<b>APPROVE</b> the certification of Recreation Leader - WRAP eligibility list 23-0161-5262 established 02/15/2023	10
15.	<b>APPROVE</b> the certification of School/Community Liaison – Bilingual Spanish eligibility list 23-0173-5178 established 02/15/2023	10
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the Creation of a New Classification – Chief Technology Officer	11-17
2.	<b>APPROVE</b> the Creation of a New Classification – Senior Associate General Counsel	18-23
3.	<b>APPEAL</b> of a Disqualified Applicant ID 46685158	24-33
4.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List - Applicant ID CCW-QT	34-44
5.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List - Applicant ID 48165963	45-59
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	March 9, 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  
And  
531 E Lionshead Circle #204  
Vail, CO 86157

MINUTES  
Regular Meeting

February 9, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, February 9, 2023 at 8:19 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California and 531 E Lionshead Circle #204, Vail, CO 86157.

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:                Sheryl Bender  
                              Terence Ulaszewski  
                              Linda Vaughan

ROLL  
STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; William Ewing, Acting Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralía Leyva, Employment Services Supervisor; Joanna Guzman, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS PRESENT

Stacey Lewis, Val Faar, Appellant 52185112

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Terence Ulaszewski, 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 26, 2023.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced and welcomed William Ewing, who is an Interim Personnel Analyst assisting in the Classification unit. Mr. Kato shared that

Proposition 28 has moved forward bringing in the arts into the classroom which will create possible new classified positions

Lydia Tran, Associate Personnel Analyst, reported there are 75 recruitments in varying stages of completion with 28 open and accepting applications. Ms. Tran shared that she, Maria Braunstein, Personnel Analyst, and Andrea Armas, Human Resources Technician, recently went to Avalon on Catalina Island to recruit and give examinations for the specific site vacancies. Ms. Tran mentioned that there was an applicant for every recruitment at Avalon.

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 a total of 50 probationary and 17 substitute employees were appointed in the classified service. Mr. Rios recognized Mari Rojas, Human Resources Technician, for her work in sending out 491 evaluations for Classified employees this month. Mr. Rios thanked the front desk staff for their assistance with summer school applications. Mr. Rios mentioned that 300 applications have been submitted and the deadline to submit is in March.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
2. **RATIFY** job announcement bulletin for Instructional Aide – Special
3. **APPROVE** the certification of District Security Officer eligibility list 23-0175-5202 established 02/10/2023
4. **APPROVE** the certification of Food Production Utility Worker eligibility list 23-0138-0477 established 02/03/2023
5. **APPROVE** the certification of High School Office Supervisor eligibility list 23-0149-3349 established 02/09/2023
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0218-0448 established 02/08/2023
7. **APPROVE** the certification of Instructional Assistant – School for Adults eligibility list 23-0145-0766 established 02/09/2023
8. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 23-0186-0515 established 02/09/2023
9. **APPROVE** the certification of Recreation Aide eligibility list 23-0181-5255 established 02/08/2023
10. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0184-5257 established 02/07/2023
11. **APPROVE** the certification of School Safety Officer eligibility list 23-0077-5014 established 02/03/2023

12. **APPROVE** the certification of Senior Locksmith eligibility list 23-0177-5193 established 02/07/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-12 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		

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 15783145

New Business item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52185112

New Business item 2 was moved into closed session.

OLD BUSINESS

None

OTHER ITEMS

Mr. Terence Ulaszewski mentioned that the City of Long Beach has approximately 1,200 vacancies, which equates to 20% of the organization. Mr. Ulaszewski reported the unemployment rate is 3.2% which is a 50-year low.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 23, 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 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 12:01 p.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 15783145

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 15783145 to remain on the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52185112

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 52185112 to remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 12:03 p.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INTERMEDIATE NUTRITION SERVICES WORKER

### FINAL FILING DATE:

4:30 p.m., Wednesday, March 1, 2023

Tentative Written Exam Dates: March 15, 2023 through March 17, 2023.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

#### SPECIAL REQUIREMENTS:

- (1) Valid Food Safety Manager certificate is desirable.
- (2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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) 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:	\$17.00
6 MONTHS:	\$17.94
1 ½ YEARS:	\$18.92
2 ½ YEARS:	\$19.96
3 ½ YEARS:	\$21.06

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0224-5058 VO

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.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR NUTRITION SERVICES WORKER

### FINAL FILING DATE:

4:30 p.m., Wednesday, March 1, 2023

Tentative Written Exam Dates: March 13, 2023 through March 14, 2023.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START: \$18.45  
 6 MONTHS: \$19.46  
 1 ½ YEARS: \$20.53  
 2 ½ YEARS: \$21.66  
 3 ½ YEARS: \$22.85

### 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 VII/MERIT SYSTEM EMPLOYER**

Dual Exam 23-0225-5071 VO

LBUSD employees, please see reverse side for important information.



7  
*Signature*

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*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: 9-10

Date: February 23, 2023

Reason for Consideration: Approval

**ACCOUNTING TECHNICIAN**

**DUAL**

**23-0150-0750**

List Valid: 02/24/2023-02/24/2024

Total Applications Received: 40

No. Passed: 8                      No. Failed: 5

Total Invited to Exam: 15

No. Withdrew: 2                      No. Screened Out: 25

**HEAD START INSTRUCTIONAL AIDE**

**DUAL**

**23-0139-0657**

List Valid: 02/23/2023-02/23/2024

Total Applications Received: 12

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 2                      No. Screened Out: 8

**INSTRUCTIONAL AIDE – DEAF/HARD OF HEARING**

**DUAL**

**23-0165-3271**

List Valid: 02/24/2023-02/24/2024

Total Applications Received: 10

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0                      No. Screened Out: 8

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**23-0220-0448**

List Valid: 02/24/2023-02/24/2024

Total Applications Received: 21

No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 0                      No. Screened Out: 17

**KIDS' CLUB ASSISTANT**

**OPEN**

**23-0185-0694**

List Valid: 02/15/2023-08/15/2023

Total Applications Received: 12

No. Passed: 0                      No. Failed: 3

Total Invited to Exam: 9

No. Withdrew: 5                      No. Screened Out: 4

**LIBRARY/MEDIA ASSISTANT**

**DUAL**

**23-0189-0465**

List Valid: 02/23/2023-02/23/2024

Total Applications Received: 148

No. Passed: 8                      No. Failed: 6

Total Invited to Exam: 16

No. Withdrew: 2                      No. Screened Out: 132

**NUTRITION SERVICES WORKER**

**OPEN**

**23-0187-5068**

List Valid: 02/17/2023-08/17/2023

Total Applications Received: 26

No. Passed: 8                      No. Failed: 1

Total Invited to Exam: 23

No. Withdrew: 13                      No. Screened Out: 4

**NUTRITION SERVICES WORKER (CATALINA ISLAND)**

**OPEN**

**23-0219-5068**

List Valid: 02/21/2023-02/21/2024

Total Applications Received: 2

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0                      No. Screened Out: 0

**PAINTER**

**DUAL**

**23-0152-0113**

List Valid: 02/21/2023-02/21/2024

Total Applications Received: 42

No. Passed: 3                      No. Failed: 10

Total Invited to Exam: 18

No. Withdrew: 5                      No. Screened Out: 24

**RECREATION AIDE**

**OPEN CONTINUOUS**

**23-0223-5255**

List Valid: 02/21/2023-008/21/2023

Total Applications Received: 19

No. Passed: 15                      No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 0                      No. Screened Out: 4

**RECREATION AIDE – WRAP**

**OPEN CONTINUOUS**

**23-0159-5261**

List Valid: 02/15/2023-08/15/2023

Total Applications Received: 8

No. Passed: 1                      No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 5                      No. Screened Out: 2

**RECREATION LEADER – WRAP**

**DUAL CONTINUOUS**

**23-0161-5262**

List Valid: 02/15/2023-08/15/2023

Total Applications Received: 11

No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 5                      No. Screened Out: 3

**SCHOOL/COMMUNITY LIAISON - BILINGUAL SPANISH**

**DUAL**

**23-0173-5178**

List Valid: 02/15/2023-02/15/2024

Total Applications Received: 38

No. Passed: 7                      No. Failed: 4

Total Invited to Exam: 19

No. Withdrew: 8                      No. Screened Out: 19

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: February 23, 2023

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

February 23, 2023

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

## Background and Findings

The Executive Officer received a request from District administration to create a new Chief Technology Officer classification for the Technology and Information Systems Branch of the District. Staff worked with the Chief Business and Financial Officer to develop the new classification of Chief Technology Officer and identify the essential duties of the class.

## Salary Placement

For salary comparison purposes, school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Staff also looked at internal relationships between the proposed classification and the existing classified executive officer. Placement at salary range 66 (M2) is appropriate based on the internal relationship with these classifications.

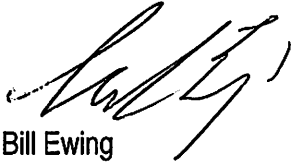
The Chief Business and Financial Officer agrees with the proposed classification specification and recommended salary placement.

## Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Chief Technology Officer
2. Allocate the class of Chief Technology Officer Executive Director to salary range 66 (M2)

Prepared by:



Bill Ewing  
Acting Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5307**  
**Salary Range: 66 (M2)**

### CHIEF TECHNOLOGY OFFICER

#### JOB SUMMARY

Under the direction of the Superintendent of Schools or designee, serve as a principal advisor and provide visionary, collaborative and proactive leadership in the development, implementation and direction of the District's technology and information services including educational technology, student information management and business systems; assure technology solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools; supervise and evaluate the performance of assigned staff; 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 administer the District's technology and information services including educational technology, student information management and business systems; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a principal advisor to the Superintendent of Schools, Board of Education and administration regarding District-wide technology and information services initiatives, goals and priorities with a focus on visionary strategic planning including legacy modernization and enterprise resource planning. **E**
- Develop the vision of the District's technology and information services; assure technology solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools. **E**
- Provide leadership and direct the daily operations and processes of the department including networks, data security, telecommunications, application development, end user support, cloud services and project portfolio management; assure appropriate resources are available to meet educational and administrative technology needs. **E**
- Coordinate and direct communications, personnel and resources to assure smooth and efficient delivery of services and proper levels of technical support; communicate with administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**
- Collaborate with administrators, schools and offices to determine educational and administrative technology needs and solutions; identify and evaluate potential products and services; assure compliance with established District objectives, priorities and resources. **E**
- Develop strategic relationships with technology vendors and partners; direct the acquisition, installation, maintenance and refreshing of technology equipment; direct the



development of specifications, evaluation of vendor proposals and contract negotiations. ***E***

- Direct the architecture, implementation and management of the District's technology infrastructure and information systems; assure the cross-functional support of educational and administrative technology services District-wide. ***E***
- Direct the development and maintenance of the District's networked systems including feasibility studies, systems analysis and design, data security, programming, conversion of data and data storage, retrieval and recovery procedures. ***E***
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Promote the development of staff to assure the perpetuation of a professional and talented work force; provide for planned development of successors for department positions; encourage staff participation in educational and training programs. ***E***
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Develop and direct the implementation of District-wide technology policies, procedures and standards; advise the Superintendent of Schools and administrators of unusual trends or issues and recommend appropriate corrective action. ***E***
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed statistical and narrative reports regarding assigned activities; develop newsletters and other communication tools. ***E***
- Attend, participate in and facilitate a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging industry trends and best practices; make presentations regarding District technology objectives, plans and achievements to groups and committees. ***E***
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. ***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 Chief Technology Officer provides visionary, collaborative and proactive leadership, direction, consultation and technical expertise to the Superintendent of Schools, Board of Education, and administration in clarifying and formulating objectives and requirements of technology and information services into a comprehensive and integrated District strategic plan. The Chief Technology Officer directs the daily operations and processes of the department to assure optimum security and support for educational technology, student information management and business systems with a focus on collaboration, best practices, modernization and innovation.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Planning, organization and direction of technology and information services and activities including networks, data security, telecommunications, application development, end user support, cloud services and project portfolio management.

Technology related to education and business operations including networks, hardware, software and operating systems.

Computer systems, hardware, software, databases and applications utilized by the District including Microsoft 365 suite products and capabilities.

Techniques and strategies for enterprise resource planning and implementation in large organizations.

Methods and techniques of developing business process models and determining best practices.

Principles and practices of system technology, application requirements and design, and system architecture and integration.

Information technology data security issues, trends and compliance requirements.

Principles and practices of project portfolio management.

Issues and challenges facing large, diverse, urban school districts.

Structure and operations of public schools.

Strategic planning methodologies.

Research methods and statistical analysis techniques.

Principles and practices of administration, leadership, supervision and training.

Principles and practices of government purchasing and contract administration.

Fiscal accountability and budget preparation and control.

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

Record-keeping and report preparation techniques.

Oral and written communication skills.

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

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

### **Ability to:**

Plan, organize, control and administer the District's technology and information services.

Provide visionary leadership and develop innovative strategic plans and solutions to the technology and information services needs of the District.

Encourage a forward-thinking, strategic and open departmental mindset to accelerate change and reach creative, leading-edge solutions.

Develop, articulate, and build buy-in to a clear vision and mission.

Collaborate continually to refine objectives and align current and future initiatives to drive strategic plans and goals forward.

Oversee the architecture, implementation, security and management of the District's infrastructure, networks, data, and telecommunication systems.

Direct the District-wide information technology projects portfolio.  
Serve as a technical resource and direct technical support District-wide.  
Prioritize the use of resources to maximize organizational effectiveness.  
Accept and carry out responsibility for direction, control and planning.  
Analyze situations accurately and adopt an effective course of action.  
Present and clearly convey complex information to a variety of audiences.  
Maintain current knowledge of industry trends and technological advances in the field.  
Establish and maintain cooperative and effective working relationships with others.  
Supervise and evaluate the performance of assigned personnel.  
Foster a culture of customer-focus, service delivery, innovation, and continual learning.  
Interpret, apply, explain and assure compliance with applicable laws, codes, rules and regulations.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Develop and monitor departmental budgets.  
Direct the establishment and maintenance of records and files.  
Prepare and deliver oral presentations.  
Communicate effectively both orally and in writing.  
Operate a variety of office equipment including a computer and assigned software.

### **Education and Training:**

Bachelor's degree in computer science, information technology, business administration, education or a related field. A Master's degree in one of the above-mentioned fields is desirable.

Certification as a Chief Technology Officer is highly preferred.

### **Experience:**

Seven years of management experience in a school district, institution of higher education, or similar public agency involving the development of strategic technology plans and the direction of educational technology, student data management, and business systems.

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

### **SPECIAL REQUIREMENTS**

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

### **WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

## **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and deliver presentations.

Sitting for extended periods of time.

Seeing to read a variety of materials.

## ***AMERICANS WITH DISABILITIES ACT***

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

## **APPOINTMENT**

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

PCA:

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# PERSONNEL COMMISSION

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

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

### Background and Findings

The Executive Officer received a request from General Counsel to create a new classification for the District to provide additional legal services for District departments and staff. Staff worked with the General Counsel to develop the new classification of Senior Associate General Counsel and identify the essential duties of the class.

This new classification will serve as lead counsel to other legal and support staff in the District and will serve as the lead counsel for special education hearings and related matters. The General Counsel plans to develop a legal department with additional staff in the future.

As a result of development of the Senior Associate General Counsel classification, the legal counsel for the District in special education legal matters shall be assigned to this new classification. Therefore, the vacant classification of General Counsel-Special Education is recommended for abolishment.

### Salary Placement

For salary comparison purposes, school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Staff also looked at internal relationships between the proposed classification and the existing classified executive officer. Placement at salary range 66 (M2) is appropriate based on the internal relationship with these classifications.


The General Counsel agrees with the proposed classification specification and recommended salary placement.

### Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Senior Associate General Counsel.
2. Allocate the class of Senior Associate General Counsel to salary range 66 (M2)
3. Abolish classification of General Counsel-Special Education salary range 59 (M2)

Prepared by:



Bill Ewing  
Acting Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5308**  
**Salary Range: 68 (M2)**

### SENIOR ASSOCIATE GENERAL COUNSEL

#### JOB SUMMARY

Under the direction of General Counsel, serve as Lead Counsel and provide professional legal services and counsel to the School Support Services division in matters related to special education including compliance, resolution, mediation and due process; represent the District before a variety of administrative and legislative bodies; provide staff training and advice related to District's legal procedures and related matters; 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.*

- Serve as Lead Counsel and perform a variety of professional duties involved in providing a full range of legal services related to special education; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Confer with, advise, and render legal opinions for the District on areas of the law including, but not limited to, special education, student rights and responsibilities, student discipline, litigation and administrative hearings, federal appeals, the Americans with Disabilities Act, issues related to the Office of Civil Rights and Section 504 of the Rehabilitation Act, and other legal matters. **E**
- Coordinate and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings; develop related policies and procedures. **E**
- Represent the District and assure compliance with applicable laws, codes, rules, and regulations; review and interpret laws, regulations, legislation, and other guidelines,
- Analyze proposed and existing legislative bills and subsequent amendments relating to special education; report recommendations to District administration;
- Consult with and advise on legal matters and participate in the development of changes in administrative policy; anticipate legal effects of emerging programs and projects; assist special education administration with drafting rules, regulations, resolutions, agreements, legal forms, and other documents. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving policies, programs, and projects related to special education; review, revise, and draft Board policies, agreements, and contracts as needed, and prepare a variety of legal documents. **E**

- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. **E**
- Serve as a resource and communicate with administrators, District personnel, and outside agencies to coordinate activities, resolve issues, and exchange information; discuss special education program needs with administrators, teachers and other appropriate staff;
- Respond to filings, subpoenas and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other related documents. **E**
- Attend and participate in a variety of meetings, conferences and trainings. **E**
- Maintain current knowledge of laws and regulations governing special education;
- Develop and conduct staff development training workshops related to assigned activities for District personnel; conduct presentations as requested. **E**
- Evaluate cases as necessary, recommend and manage outside counsel when necessary. **E**  
Serve as legal advisor and representative for District staff in special legal matters arising out of the course and scope of their employment.; evaluate claims, provide legal advice, and participate in the negotiations of settlements as requested. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. **E**
- Perform related duties as assigned.

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

## **DISTINGUISHING CHARACTERISTICS**

The Senior Associate General Counsel will serve as Lead Counsel and provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process. An incumbent will coordinate the delivery of legal services related to special education and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Legal concepts, terminology, principles and procedures.

Alternative Dispute Resolution (ADR) processes.

Rules of evidence and conduct of court proceedings.

Applicable legislation relating to public and special education including Individuals with Disabilities Education Act (IDEA), California Education Code, and Elementary and Secondary Education Act (ESEA).

State Bar of California Rules of Professional Conduct.

Methods and practices of legal research.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.

Principles of administration, supervision and training.



Public speaking techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Perform a variety of professional duties involved in providing a full range of legal services related to special education.  
Coordinate and represent the District in due process proceedings and other legal hearings.  
Develop administrative policies, procedures, rules, and regulations related to special education.  
Process and file due process claims and other litigation  
Provide legal advice to staff  
Present statements of law, fact, and argument clearly and logically  
Research legal issues and prepare sound legal opinions.  
Communicate effectively both orally and in writing  
Prepare and deliver oral presentations.  
Compile and verify data and prepare reports.  
Compose a variety of legal correspondence and documents  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Direct the establishment and maintenance of records and files.  
Prepare and deliver oral presentations.  
Plan and organize work.  
Maintain confidentiality of sensitive and privileged information.  
Understand and work within scope of authority.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships.

**Education and Training**

Juris Doctorate degree from an accredited law school.

**Experience**

Seven (7) years of experience practicing law including some experience providing legal counsel to school districts, educational institutions, or public agencies.

Legal experience working or interning at a California school district is desired.

Experience as a teacher and/or administrator in a public school is desired.

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

## **SPECIAL REQUIREMENTS**

Active membership and good standing in the State Bar of California 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**

Office environment.

Driving a vehicle to conduct work.

## **PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

## ***AMERICANS WITH DISABILITIES ACT***

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

## **APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of Disqualified Applicant ID 46685158      PAGES: 24-33

Date: February 23, 2023

Reason for Consideration: Restricted Action

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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.12 – “dismissal from a previous employment for cause, if the cause would have subjected the applicant to dismissal from the district.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed 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.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID CCW-QT PAGES: 34-44

Date: February 23, 2023

Reason for Consideration: Restricted Action

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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

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SUBJECT:      Removal from Eligibility List ID 48165963      PAGES: 45-59

Date:              February 23, 2023                                      Reason for Consideration: Restricted Action

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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.