

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

Regular Meeting
May 19, 2022

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 May 5, 2022 1-8
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Purchasing and Contracts Director 9-10
2. **RATIFY** job announcement bulletin for Contract Analyst 11-12
3. **RATIFY** job announcement bulletin for Custodian 13
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 14-15
5. **RATIFY** job announcement bulletin for Groundskeeper 16-17
6. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island 18-19
7. **RATIFY** job announcement bulletin for HVAC Technician 20-21
8. **RATIFY** job announcement bulletin for Instructional Aide - Special 22-23
9. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant BL - Spanish 24-25
10. **RATIFY** job announcement bulletin for Maintenance Laborer 26-27
11. **RATIFY** job announcement bulletin for Middle School Office Supervisor 28-29

12. RATIFY job announcement bulletin for Recreation Aide – Catalina Island	30
13. RATIFY job announcement bulletin for Salary Services Supervisor	31-32
14. RATIFY job announcement bulletin for Technology Field Operations Supervisor	33-34
15. RATIFY job announcement bulletin for Transportations Supervisor	35-36
16. RATIFY job announcement bulletin for School Safety Officer	37-38
17. RATIFY job announcement bulletin for Senior Office Assistant	39-40
18. RATIFY job announcement bulletin for Stage Technician	41-42
19. RATIFY job announcement bulletin for Textbook/Library Services Supervisor	43-44
20. RATIFY job announcement bulletin for Water/Boiler Treatment Specialist	45-46
21. APPROVE the certification of General Counsel eligibility list 22-0128-5294 established 05/05/2022	47
22. APPROVE the certification of Library Media Assistant eligibility list 22-0210-0465 established 05/10/2022	47
23. APPROVE the certification of Nutrition Services Worker eligibility list 22-0238-5068 established 05/13/2022	47
24. APPROVE the certification of Nutrition Services Worker eligibility list 22-0239-5068 established 05/13/2022	47
25. APPROVE the certification of Recreation Aide eligibility list 22-0250-5255 established 05/19/2022	47
26. APPROVE the certification of Senior Nutrition Services Worker eligibility list 22-0213-5071 established 05/17/2022	47
III. OLD BUSINESS	
1. APPROVE the Request for Hearing in Disciplinary Matter Employee E 00483834	48-105
IV. NEW BUSINESS	
1. APPROVE the Media Services Job Family Review	106-160
2. APPROVE the Recommendation to Remove from Eligibility List ID 28406021	161-178
V. OTHER ITEMS	
None	
VI. NEXT REGULAR MEETING	
June 2, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

May 5, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, May 5, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Anne Follett, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Steve Bui, Business Services Director; Dyaisha Yarber, Transportation Supervisor; and Appellant 45375841.

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 April 7, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that Lakewood High School students will be on campus at Monroe taking Advanced Placement (AP) exams for the next two weeks. Mr. Kato also informed the Commission that on Friday, May 13, room 29 at Monroe will be open for CSEA membership to vote on the proposed contract. Mr. Kato also mentioned that the annual Classified Employee Celebration

will be held on May 20th at the Teacher Resource Center (TRC) and the District Classified Employee of the Year will be announced at the event. Mr. Kato thanked Mindi Ritter, Senior Administrative Secretary, and Ashleigh Fernando, Human Resources Technician, for their work on the decorations to make the celebration event a success.

Mr. Kato reported that he and Maria Braunstein, Personnel Analyst, met with a group of students at Long Beach City College to talk about the jobs available at Long Beach Unified School District. Mr. Kato also reported that he and Amy Van Fossen, Personnel Analyst, attended a recent Foundations of Classified Leadership Program meeting to discuss employment processes at the Personnel Commission and respond to questions from aspiring District leaders.

Mr. Kato mentioned that Special Education administrators were conducting Instructional Aide – Special hiring interviews for the past week at the Personnel Commission.

Jesus Rios Jr., Associate Personnel Analyst, reported that there are 87 ongoing recruitments in progress with 14 pending and provided an overview of the positions available. Mr. Rios Jr. mentioned that a job fair will be held on Thursday, May 12, 2022 at Long Beach City College. Mr. Kato explained that Ms. Braunstein is the lead for the job fair and that she has invited departments to have tables at the job fair so they can directly meet and talk with potential employment candidates.

Dale Culton, Certification Services Manager, introduced Oralia Leyva, Human Resources Technician, and congratulated her on her recent promotion to Employment Services Supervisor at the Personnel Commission. Ms. Leyva thanked the Commission for the opportunity.

Susan Leaming, Personnel Analyst, introduced Steve Bui, Business Services Director, and Dyaisha Yarber, Transportation Supervisor, and explained they were here in support of New Business Item 1.

Commissioner Bender arrived at 8:34 a.m.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Electronics Technician
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
5. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island
6. **RATIFY** job announcement bulletin for Instructional Assistant – School for Adults
7. **RATIFY** job announcement bulletin for Kids' Club Assistant

8. **RATIFY** job announcement bulletin for Laborer
9. **RATIFY** job announcement bulletin for Locker Room Attendant
10. **RATIFY** job announcement bulletin for Plant Supervisor I
11. **RATIFY** job announcement bulletin for Plant Supervisor II
12. **RATIFY** job announcement bulletin for Plant Utilities Operator
13. **RATIFY** job announcement bulletin for School Safety Officer
14. **RATIFY** job announcement bulletin for Site Specialist – Student Engagement
15. **RATIFY** job announcement bulletin for Speech – Language Pathology Assistant
16. **RATIFY** job announcement bulletin for Stage Technician
17. **RATIFY** job announcement bulletin for Truck Driver
18. **APPROVE** the certification of Accompanist eligibility list 22-0221-5213 established 05/05/2022
19. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0215-5288 established 05/05/2022
20. **APPROVE** the certification of Electronics Technician eligibility list 22-0120-0110 established 05/02/2022
21. **APPROVE** the certification of Executive Secretary (C) eligibility list 22-0057-0678 established 04/14/2022
22. **APPROVE** the certification of General Counsel eligibility list 22-0128-5294 established 05/05/2022
23. **APPROVE** the certification of Groundskeeper eligibility list 22-0173-0172 established 05/03/2022
24. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 22-0172-0175 established 04/29/2022
25. **APPROVE** the certification of Head Start Nutrition Assistant eligibility list 22-0147-3297 established 04/12/2022
26. **APPROVE** the certification of HVAC Technician eligibility list 22-0155-5103 established 04/12/2022
27. **APPROVE** the certification of Instructional Aide – Instrumental Music eligibility list 22-0047-0447 established 04/22/2022

- 28. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0217-0448 established 04/21/2022
- 29. **APPROVE** the certification of Library Media Assistant eligibility list 22-0174-0465 established 04/12/2022
- 30. **APPROVE** the certification of Maintenance Team Lead eligibility list 22-0186-5283 established 04/22/2022
- 31. **APPROVE** the certification of Management Analyst eligibility list 22-0209-5284 established 05/04/2022
- 32. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0208-5068 established 04/08/2022
- 33. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0214-5068 established 04/12/2022
- 34. **APPROVE** the certification of Physician Services Technician eligibility list 22-0192-5139 established 04/25/2022
- 35. **APPROVE** the certification of Recreation Aide eligibility list 22-0216-5255 established 04/20/2022
- 36. **APPROVE** the certification of Recreation Aide eligibility list 22-0242-5255 established 05/03/2022
- 37. **APPROVE** the certification of School Support Secretary eligibility list 22-0152-3361 established 04/26/2022
- 38. **APPROVE** the certification of School Support Secretary BL - Spanish eligibility list 22-0153-5159 established 04/26/2022

Following discussion, 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 item 1-17 and approve items 18-38 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

- 1. **APPROVE** the Revision of a Classification – Transportation Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

- OPEN** the public hearing on the 2022-2023 proposed Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2022-2023.

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

- CLOSE** the public hearing on the 2022-2023 Peronnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2022-2023.

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

- ADOPT** the 2022-2023 Personnel Commission Budget

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan and the motion was carried with a unanimous vote of those present to adopt the 2022-2023 Personnel Commission Budget. Commissioner Ulaszewski thanked Kaopoo Chao, Fiscal Services Analyst, for his ongoing assistance with the Personnel Commission budget.

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

- APPROVE** the Adoption of Resolution regarding Classified School Employee Week

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion and a correction to the document, the motion was carried with a unanimous vote of those present to approve New Business Item 5.

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

6. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

Terence Ulaszewski nominated Linda Vaughan as Chairperson and Linda Vaughan nominated Sheryl Bender as Vice-Chairperson. The nominations carried with a unanimous vote of those present to elect Linda Vaughan as Chairperson and Sheryl Bender as Vice-Chairperson.

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

7. **APPROVE** the Letter of Support for AB2045 with amendments

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 7 without amendments.

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

8. **APPROVE** the Recommendation to Remove from Eligibility List ID 43295881

Appellant ID 43295881 was not in attendance and the Commission moved New Business Item 8 into closed session.

9. **APPROVE** the Recommendation to Remove from Eligibility List ID 45375841

Appellant ID 45375841 was in attendance and the Commission moved New Business Item 9 into closed session.

10. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Employee E 00483834 was not in attendance and the Commission moved New Business Item 10 into closed session.

11. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00675712

Employee E 00675712 was not in attendance and the Commission moved New Business Item 11 into closed session.

OTHER ITEMS

Commissioner Ulaszewski invited the audience to attend a celebration in honor of his late wife, Dr. Anna Ulaszewski, at Larry Curtis Park (formerly Marine Stadium Park) on Sunday, May 15, 2022 from 5 p.m to 7 p.m. A Fleetwood Mac tribute band, Stevie Nicks Illusion, will play a concert, food trucks will be on site, and donations for two of his wife’s favorite charities will be collected in her memory.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 19, 2022 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 9:06 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:45 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from Eligibility List ID 43295881

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff’s recommendation to remove Applicant ID 43295881 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

<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 ID 45375841

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff’s recommendation to remove Applicant ID 45375841 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

3. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Employee E 00483834 arrived to the meeting during closed session. A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to table the item for the next regular meeting.

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

4. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00675712

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve the request for hearing with a hearing officer.

<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 10:47 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 is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Exam 22-0270-0777 JA

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSISTANT PURCHASING and CONTRACTS DIRECTOR

\$100,776 - \$118,331 Annually



A handwritten signature in blue ink, appearing to read "Amy van der ..." with a flourish at the end.

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Assistant Purchasing and Contracts Director. Under the direction of the Purchasing and Contracts Director, will assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographic services, bidding and preparation of contracts and civic facilities use. In addition, will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Purchasing, Stores and Reprographics, then Assistant Purchasing and Contracts Director.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public administration, business administration or a closely related field. Additionally, candidates will have four years of experience in purchasing, warehousing and contract administration in a large organization including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

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

SPECIAL REQUIREMENTS:

At the time of appointment, a successful candidate must be in possession of a valid California Class C driver's license, as the position requires the use of a personal automobile.

SALARY AND BENEFITS:

The annual salary for Assistant Purchasing and Contracts Director is \$100,776 to \$118,331 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 p.m. Thursday, May 26, 2022

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

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

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

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

CONTRACT ANALYST

FINAL FILING DATE:

4:30 p.m., Thursday, May 26, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform a variety of analytical duties in support of District contract administration activities; analyze, write and review District contracts for goods and services, leasing and real estate documentation; prepare and maintain a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in contract management, public administration, business administration or a related field.

EXPERIENCE:

Two years of experience involving the writing of specifications and the processing of contracts, leases, real estate and purchasing documents. Experience within an educational or governmental agency is preferred.

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

SPECIAL REQUIREMENTS:

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

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: \$33.76
6 MONTHS: \$35.62
1 ½ YEARS: \$37.58
2 ½ YEARS: \$39.64
3 ½ YEARS: \$41.82

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0271-0624 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

Ammy Van Der

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

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, May 25, 2022.
Applications Accepted May 12 – May 25, 2022.

JOB INFORMATION:

Current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

START: \$18.59
 6 MONTHS: \$19.61
 1 ½ YEARS: \$20.68
 2 ½ YEARS: \$21.82
 3 ½ YEARS: \$23.02

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 22-0272-0139 JG

LBUSD employees, please see reverse side for important information.



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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

ELEMENTARY SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, May 26, 2022

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

W L J

SALARY RANGE HOURLY:

START: \$25.27
6 MONTHS: \$26.65
1 ½ YEARS: \$28.12
2 ½ YEARS: \$29.67

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Promo Exam 22-0265-3345 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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Wednesday, June 1, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

Note: Before being considered for employment, once an applicant meets the minimur qualifications, all applicants who have prior convictions will be required to provide a certifie copy of all relevant records including, but not limited to, conviction reports, probatio 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: \$19.62
6 MONTHS: \$20.70
1 ½ YEARS: \$21.84
2 ½ YEARS: \$23.04
3 ½ YEARS: \$24.31

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 22-0283-0172 ALT

LBUSD employees, please see reverse side for important information.



Handwritten signature

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

GROUNDKEEPER – CATALINA ISLAND

FINAL FILING DATE:

4:30 p.m., Friday, May 27, 2022

Catalina Island employees receive an additional \$3.46 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

Catalina Island is located 22 miles southwest of the Los Angeles Harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

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

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: \$19.62
6 MONTHS: \$20.70
1 ½ YEARS: \$21.84
2 ½ YEARS: \$23.04
3 ½ YEARS: \$24.31

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 22-0260-0172 JA

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, June, 1, 2022

JOB INFORMATION:

Permanent 12-month and 10-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

OR

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) May be required to travel from one location to another. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START: \$31.97
6 MONTHS: \$33.74
1 ½ YEARS: \$35.59
2 ½ YEARS: \$37.56
3 ½ YEARS: \$39.62

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0282-5103 ALT

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) and full time (6 hours). Substitute positions are also available.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

*Verification will be required for high school graduation, college units & degrees.

*Official transcripts of units must be attached at time of application or submitted electronically. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

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

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

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

Maria Braunstein

SALARY RANGE HOURLY:

START: \$17.61
 6 MONTHS: \$18.57
 1 ½ YEARS: \$19.60
 2 ½ YEARS: \$20.67
 3 ½ YEARS: \$21.81

SPECIAL REQUIREMENTS:

1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

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 will be comprised of an evaluation of responses on a supplemental application; and an occupational written examination (100%). **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/)

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LBUSD employees, please see reverse side for important information. 22

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

INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT-BL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, May 24, 2022

JOB INFORMATION:

Eligibility list is being created to fill current and future 10 or 12 month vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

- (1) Positions in the Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) May be required to travel from one location to another.
- (4) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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:	\$19.09
6 MONTHS:	\$20.15
1 ½ YEARS:	\$21.26
2 ½ YEARS:	\$22.42
3 ½ YEARS:	\$23.65

APPLICATION:

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

SELECTION PROCEDURE:

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

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Dual Exam 22-0261-0673 ALT
22-0262-5050

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE LABORER

FINAL FILING DATE:

4:30 p.m. Thursday, May 26, 2022

Applications Accepted from May 12, 2022 – May 26, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property; safely operate a variety of hand and power tools and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Equivalent to completion of eighth grade.

TRAINING:

Six months of general maintenance, custodial or grounds experience involving heavy physical labor.

Any combination of training and experience that could likely provide the desired skills, knowledge or 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. (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 positions in this classification may require valid Forklift Operator Certification within six months of employment. Certification will be provided by the District. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (5) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions. Walking on rough and uneven surfaces. Exposure to fumes, dust and odors.

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

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

SALARY RANGE HOURLY:

START: \$20.72
 6 MONTHS: \$21.86
 1 ½ YEARS: \$23.06
 2 ½ YEARS: \$24.33
 3 ½ YEARS: \$25.67

APPLICATION:

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

SELECTION PROCEDURE:

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

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Dual Exam 22-0273-5275 ALT

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **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.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MIDDLE SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, May 26, 2022

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START: \$26.67
6 MONTHS: \$28.14
1 ½ YEARS: \$29.69
2 ½ YEARS: \$31.32

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 22-0264-3357 JA

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

RECREATION AIDE – CATALINA ISLAND

FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

List may be used for substitutes and to fill future vacancies as they occur.

Catalina Island is located 22 miles southwest of the Los Angeles Harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

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

SPECIAL REQUIREMENTS:

May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Lifting and carrying light objects weighing up to ten pounds. Reaching overhead, above the shoulders and horizontally. Twisting and turning to monitor student activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate playground equipment. Seeing to monitor student activities.

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

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

SALARY RANGE HOURLY:

START: \$15.85

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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Open Continuous Exam 5255 JA

LBUSD employees, please see reverse side for important information.



Amy Vandy 30



CLASSIFIED EMPLOYMENT OPPORTUNITY

SALARY SERVICES SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Wednesday, June 1, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located in Human Resources Services. This position may be designated as "confidential", which will result in a 2 range salary increase.

JOB SUMMARY:

Under general direction, to plan, oversee and supervise the processes, personnel and documents relating to the salary placement of certificated staff; monitor certificated assignment salary placement and progression levels; approve and audit on-line certificated staff salary transactions; train and evaluate the performance of assigned staff; and to perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with course work in finance, business administration, human resources management or a related field is required.

EXPERIENCE:

Candidates will meet the Experience requirement by fulfilling one of the following criteria: Three years of human resources experience and one year of experience performing detailed fiscal analysis and audits
Or

One year of directly related experience in a school district, college or university performing duties primarily devoted to assigning, approving and auditing certificated employee salary placements and/or transcript materials.
Or

One year of experience at the level of LBUSD Human Resources Supervisor. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one school location to another. (3) This classification requires the incumbents to be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START: \$ 29.73
6 MONTHS: \$ 31.37
1 ½ YEARS: \$ 33.09
2 ½ YEARS: \$ 34.91

APPLICATION:

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SELECTION PROCEDURE:

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Dual Exam 22- 0285-5009 AV

LBUSD employees, please see reverse side for important information.



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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START: \$29.48
6 MONTHS: \$31.10
1 ½ YEARS: \$32.81
2 ½ YEARS: \$34.62
3 ½ YEARS: \$36.52

PHYSICAL DEMANDS:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
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**WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER**

Dual Continuous 5014 JG

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

Maria Braunstein

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

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

Guidelines:

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR OFFICE ASSISTANT

FINAL FILING DATE

4:30 p.m. Tuesday, May 24, 2022

JOB INFORMATION:

Permanent 10 and 12 month positions, 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one 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.

2022

SALARY RANGE HOURLY:

START: \$21.29
6 MONTHS: \$22.45
1 ½ YEARS: \$23.70
2 ½ YEARS: \$25.00
3 ½ YEARS: \$26.37

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 22-0263-0677 AA

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Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

STAGE TECHNICIAN

FINAL FILING DATE:

Friday, May 20, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

EXPERIENCE:

Two years of experience in stage design and operation.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.36
1 ½ YEARS:	\$25.70
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0259-0379 JG

LBUSD employees, please see reverse side for
important information.

Classified Employment



Long Beach Unified School District

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

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Guidelines:

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

TECHNOLOGY FIELD OPERATIONS SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Tuesday, May 31, 2022

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general direction, plan, oversee and participate in the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology, business administration or a closely related field.

EXPERIENCE:

Four years of experience involving installation, maintenance and repair in one or more of the following areas including some experience in a lead or supervisory capacity:

- Computers and peripherals
- Digital audio/visual equipment and systems
- Voice-over-IP (VoIP) and telecommunications
- Systems such as fire, clock, bell and security systems in a networked environment.

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START:	\$43.47
6 MONTHS:	\$45.86
1 ½ YEARS:	\$48.38
2 ½ YEARS:	\$51.04

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 22-0276-5249 AV

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **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.**

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

TEXTBOOK / LIBRARY SERVICES SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, May 26, 2022

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, plan, organize and participate in ordering, receipt, storage, circulation and accounting of textbooks, library books, and related instructional materials; train, supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. Completion of college-level coursework in library science, business administration, accounting or a related field is desirable.

EXPERIENCE:

Three years of computerized clerical, secretarial or warehousing experience involving the receipt, documentation, issuance, and storage of supplies or equipment. Experience working with textbooks and library materials or serving in a lead or supervisory capacity is preferred.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$28.93
6 MONTHS:	\$30.53
1 ½ YEARS:	\$32.21
2 ½ YEARS:	\$33.97

APPLICATION:

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

SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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Promo Exam 22-0266-5197 AF

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

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Guidelines:

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- ❖ **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

TRANSPORTATION SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, June 2, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located in Transportation Department.

JOB SUMMARY:

Under general direction, plan, coordinate and oversee the routing, scheduling and daily transportation services of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. An Associate's degree with coursework in business administration, management or a related field is desired.

EXPERIENCE:

Three years of student or commercial transportation experience including experience dispatching school buses or commercial vehicles on fixed and variable route assignments. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements, a valid unrestricted California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment. (3) May be required to travel from one school location to another. (4) Applicant 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 record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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: \$ 35.95
6 MONTHS: \$ 37.93
1 ½ YEARS: \$ 40.02
2 ½ YEARS: \$ 42.21

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 Exam 22-0275-0886 AV

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

WATER/BOILER TREATMENT SPECIALIST

FINAL FILING DATE:

4:30 p.m., Friday, May 20, 2022.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, inspect and maintain boilers and cooling towers and related auxiliary equipment at District sites; instruct custodial and other site personnel in the safe operation and maintenance of boilers and cooling towers at District sites; conduct daily testing and treatment of pool water; conduct daily inspections of pools and related equipment at assigned sites; perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Three years operating and maintaining automatic low-pressure boilers and auxiliary equipment. Experience in the maintenance of public swimming pools is desirable.

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. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents must obtain and maintain a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification within six months of hire. Initial and renewal certification training for employees is at the District's expense. (5) Incumbents must obtain and maintain a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate within six months of hire. Initial and renewal certification training for employees is at the District's expense. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, cleaning chemicals, disinfection materials, and biologic materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT:

Outside in inclement weather. Inside in high temperatures of boiler rooms. Cooling towers. Exposure to fumes and dust. Exposure to chemicals used for pool water and boiler treatment. Drive a District vehicle from site to site. May include evening, weekend and varied hours.

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

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

SALARY RANGE HOURLY:

START:	\$26.45
6 MONTHS:	\$27.90
1 ½ YEARS:	\$29.44
2 ½ YEARS:	\$31.05
3 ½ YEARS:	\$32.76

PHYSICAL DEMANDS:

See well enough to read gauges, thermometers, sight glasses, floats, steam and water leaks. Distinguish different colors when testing water and chemicals. Hear well enough to detect steam and air leaks. Stooping, crawling, kneeling, pushing, bending and walking, climbing ladders and step stools. Dexterity of fingers and hands to operate hand and power tools and equipment. Strength to push or pull objects up to 50 pounds.

APPLICATION:

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0224-3299 AA

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.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 47

Date: May 19, 2022

Reason for Consideration: Approval

GENERAL COUNSEL

DUAL

22-0128-5294

List Valid: 05/05/2022-05/05/2023

Total Applications Received: 13

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 8

LIBRARY MEDIA ASSISTANT

DUAL

22-0210-0465

List Valid: 05/10/2022-05/10/2023

Total Applications Received: 58

No. Passed: 5 No. Failed: 3

Total Invited to Exam: 10

No. Withdrew: 2 No. Screened Out: 48

NUTRITION SERVICES WORKER

OPEN

22-0238-5068

List Valid: 05/13/2022-11/13/2022

Total Applications Received: 32

No. Passed: 7 No. Failed: 4

Total Invited to Exam: 20

No. Withdrew: 8 No. Screened Out: 13

NUTRITION SERVICES WORKER

OPEN

22-0239-5068

List Valid: 05/13/2022-11/13/2022

Total Applications Received: 48

No. Passed: 4 No. Failed: 6

Total Invited to Exam: 20

No. Withdrew: 10 No. Screened Out: 28

RECREATION AIDE

OPEN CONTINUOUS

22-0250-5255

List Valid: 05/19/2022-05/19/2023

Total Applications Received: 53

No. Passed: 37 No. Failed: 0

Total Invited to Exam: 53

No. Withdrew: 0 No. Screened Out: 16

SENIOR NUTRITION SERVICES WORKER

DUAL

22-0213-5071

List Valid: 05/17/2022-05/17/2023

Total Applications Received: 38

No. Passed: 6 No. Failed: 4

Total Invited to Exam: 12

No. Withdrew: 2 No. Screened Out: 26

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 19, 2022

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in Disciplinary Matter E 00483834 PAGES: 48-105

Date: May 19, 2022

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

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



May 12, 2022

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Media Services Job Family Review

Background and Findings

The Media Services job family was last studied as a whole in 2010. The Assistant Director of Marketing and Media Services requested staff review the classifications and update the duties and class titles to reflect changes in assigned duties, technologies, and industry trends.

The chart below provides an overview of the current classifications and the proposed classification titles:

<u>CURRENT CLASS TITLE</u>	<u>SALARY RANGE/UNIT</u>	<u>PROPOSED CLASS TITLE</u>
Production Specialist/Editor	19 C1	Production Specialist
Graphic Designer	29 C1	Graphic Designer
Associate Producer/Digital Animator	30 C1	Associate Producer
Associate Producer/Production Designer	30 C1	
Broadcast Engineer	34 C1	ABOLISH
Graphic Design Supervisor	34 S1	Graphic Design Supervisor
Multimedia Technology Supervisor	36 S1	Media Technology and Production Supervisor
Creative Writer/Producer/Director	40 M2	Media Technology and Integrations Manager

For classifications where the revisions were extensive, copies of the existing class descriptions and proposed drafts are attached for review. Copies of the revised Graphic Designer and Graphic Design Supervisor are attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Affected staff have reviewed and approved the proposed titles and revised descriptions. Attached is an allocation listing of staff and title changes. The classification of Production Specialist/Editor has been vacant since 2015 and the classification of Graphic Designer has been vacant since 2010. The classification of Broadcast Engineer has been vacant since 2015 and there is no reemployment list in place.

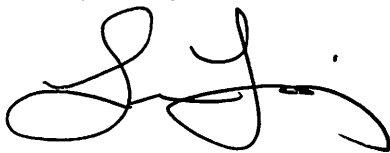
The Assistant Director of Marketing and Media Services is in agreement with the classification recommendations.

Recommendations

Staff recommends the Personnel Commission:

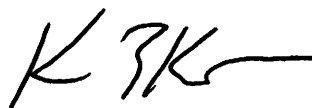
1. Abolish the classification of:
 - Broadcast Engineer
2. Approve the revised classifications of:
 - Graphic Designer
 - Graphic Design Supervisor
3. Approve the revised classifications and titles of the following classifications, and direct all positions and employment lists be reclassified for the purpose of title change only:
 - Production Specialist
 - Associate Producer
 - Media Technology and Production Supervisor
 - Media Technology and Integrations Manager

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5148
Salary Range: 34 (C1)

BROADCAST ENGINEER

JOB SUMMARY

Under general supervision, perform a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; engineer, install, test, operate and maintain a variety of audio, video, lighting and other technical production equipment; 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.

- Perform a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; assist in assuring uninterrupted high-quality broadcasting of planned programming. **E**
- Engineer, install, test, operate and maintain a variety of audio, video, lighting and other technical production equipment such as cameras, projection systems, video servers, antennas, audio and video editing equipment, schedulers, microphones, and switchers. **E**
- Utilize operational manuals, technical diagrams, schematic drawings and diagnostic equipment to locate equipment malfunctions and diagnose engineering issues. **E**
- Participate in the planning and preparation for studio, field and live production assignments in streaming, broadcast, multimedia and other technical programs. **E**
- Perform a variety of pre- and post-production activities including calibration, troubleshooting, set-up and operation of audio, video, lighting and other technical equipment; provide technical assistance and run video and mix sound during productions; set up studio sets and move furniture and equipment. **E**
- Integrate new equipment with existing systems and fabricate parts as needed; assist in arranging for major maintenance and repairs with vendors; assist in overseeing or oversee vendor installations and projects. **E**
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and exchange information. **E**
- Maintain and drive a mobile production vehicle; repair and maintain documentation of video and audio equipment within the vehicle. **E**
- Maintain and repair a five channel video server playback system; assist in the scheduling and distribution of video content to schools. **E**

- Prepare and maintain schematics, specifications, instructions, diagrams and documentation of equipment and systems; prepare written reports as requested. *E*
- Participate in the research, evaluation and development of recommendations regarding the purchase or modification of multi-media equipment; make recommendations to improve operational effectiveness and minimize costs. *E*
- Assist schools and offices with the purchase and implementation of media-related technology and systems; conduct training for staff, student workers and interns in the operation of media technology and related systems. *E*
- Operate a variety of office equipment including a computer and assigned software such as Computer-Aided Design (CAD); drive a District vehicle to conduct work. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
- May serve as the Chief Broadcast Engineer as needed in the absence of the Chief Broadcast Engineer.

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

A Broadcast Engineer performs a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities to assure uninterrupted high-quality broadcasting of planned programming. Incumbents work as a team member on studio, field and live television productions, providing technical assistance and assuring proper operation of audio and video equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Television production studio operations including 24/7 broadcasting with live broadcast components.

Installation, operation and maintenance of a wide variety of audio and video production equipment.

Television and cablecast programming, equipment and operational techniques.

Applicable laws, codes, rules and regulations.

Multimedia projections, routing and display techniques.

Record-keeping and report preparation techniques.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Audio editing and noise elimination techniques.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Shop math applicable to electronic equipment and repair.

Proper methods of storing equipment, materials and supplies.

Operation of a variety of office equipment including a computer and assigned software such as Computer-Aided Design (CAD).

Ability to:

Perform a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities.

Engineer, install, test, set up, operate and maintain a variety of audio, video, lighting and technical production equipment.

Read and interpret technical instructions from manuals, schematics and diagrams.

Learn and apply new technologies in a production studio and classroom learning environment.

Observe health and safety regulations related to assigned activities.

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

Document and clarify various wiring documents utilizing CAD software.

Maintain records and prepare reports.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Education and Training:

Associate's degree in broadcast technology, electronics or a closely related field, or certification as a Certified Broadcast Technologist or higher from the Society of Broadcast Engineers.

A bachelor's degree in television, film or electronic engineering is desirable.

Experience:

Three years of experience in a broadcast cable or production facility with responsibility for the maintenance of audio, video and other technical equipment used in the production, recording, maintenance and transmission of a multiple television channel system.

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.

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

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location, in confined spaces, at heights and on rooftops.
Driving a vehicle to conduct work.
Evening or variable hours.
Seasonal heat and cold or adverse weather conditions.
Electrical power supply and high voltage.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate specialized equipment.
Seeing to read a variety of materials.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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



PERSONNEL COMMISSION

Class Code: 5152
Salary Range: 29 (C1)

GRAPHIC DESIGNER

JOB SUMMARY

Under general supervision, ~~create and design~~ and produce a variety of ~~artistic creative~~ print ~~materials and multimedia graphics~~ digital media assets to meet the communication needs of schools and offices; consult with clients to discuss their ~~graphic art needs~~ print and digital media, goals, budgetary requirements and target audiences; 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.

- Create and design a variety of ~~artistic creative~~ print ~~materials and multimedia graphics~~ digital media assets to meet the communication needs of schools and offices including ~~print ready digital and printed~~ brochures, booklets, posters, flyers, programs, handbooks, logos, certificates, business cards, ads, mascots, banners, maps, charts, infographics, and t-shirt designs; assure adherence to graphic ~~arts~~ design professional standards. **E**
- Consult with clients to discuss ~~graphic art needs~~ print and digital media goals, budgetary requirements and target audiences; provide creative and artistic ideas to clients and explain proper aesthetic, artistic and graphic techniques and processes. **E**
- Explore creative graphic concepts by interpreting client needs and conceptualizing methods to effectively communicate client messages to target audiences; provide innovative and creative design solutions while adhering to time and cost restraints. **E**
- Design and layout projects; implement design elements such as balance and composition; select and modify colors, artwork, photography, type style, illustrations and other visual elements to best convey the message of the client. **E**
- Present designs to client for proofing and approval; adjust and refine designs in accordance with client feedback until final product is approved by client; prepare and release artwork for printing or posting via electronic digital files. **E**
- Communicate with internal and external printers vendors and supply finalized, digital artwork and arrange for file pick up or delivery; proof projects for accuracy before final printing. **E**
- Maintain and archive digital records and files of purchased stock art, royalty-free photography, completed projects and computer-generated imagery; Maintain

- ~~computerized records and files of clip art, finished jobs, photography, logos and electronic signatures~~; assure files are properly backed up to server. *E*
- Participate in photoshoots with freelance photographers on location or in-house as needed; drive a vehicle to conduct work. *E*
 - Operate a variety of office equipment including an Apple –Macintosh– computer utilizing the current macOS, and peripheral equipment such as a printer and scanner, and a wide range of specialized graphic design and publishing software. *E*
 - Design and create visual images for video productions and broadcasts using graphics hardware and software as needed. *E*
 - Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information; answer telephones and respond to questions about the design process and timelines. *E*
 - Participate in the research, evaluation and development of recommendations regarding the purchase of graphic arts–design equipment and software; make recommendations to improve operational effectiveness and minimize costs. *E*
 - ~~Operate a variety of office equipment including a copier and fax machine; drive a vehicle to conduct work.~~ *E*
 - Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
 - Provide trainings and conduct workshops for students and District staff regarding the field of Graphic Design Arts and graphic arts–design services provided by the Marketing and Media Services. Office of Multimedia Services (OMS). *E*
 - Create and produce signs, illustrations and other graphics by hand as needed; utilize sharp blades and mat cutters on mat board, and foam-core and cardboard. *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

A Graphic Designer creates and designs a variety of artistic–creative print materials and multimedia–graphicsdigital media assets ~~utilizing a computer and specialized software~~ to meet the communication needs of schools and offices. Incumbents are expected to provide excellent customer service, develop effective working relationships with all levels of District staff and work independently to assure priorities and deadlines are met.

EMPLOYMENT STANDARDS

Knowledge of:

Graphic design techniques, equipment and principles.

Design elements such as aesthetics, typography, composition, color theory, value, balance, line and space.

Operation of a variety of office equipment including ~~an Apple Macintosh~~ computer utilizing the current macOS, peripheral equipment and specialized graphic design and publishing software.

~~General-Basic~~ copyright laws.

Computerized record-keeping and filimg-archiving techniques.

Proofreading techniques.

General practices of cost estimating graphic arts jobs.

Digital photo manipulation techniques.

Commercial printing standards and processes.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Create and design a variety of ~~artistic-creative~~ print materials and ~~digital media assetsmultimedia-graphics~~.

Operate a variety of office equipment including ~~an Apple Macintosh~~ computer utilizing the current macOS, peripheral equipment and specialized graphic design and publishing software.

Consult with clients to discuss graphic art needs, goals, budgetary requirements and target audiences.

Interpret, apply and explain applicable copyright laws.

Communicate effectively both orally and in writing.

Maintain computerized-digital records and files.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Associate's degree in fine arts, graphic design or a closely related field or completion of a recognized Graphic Design certificate program.

Experience:

Two years of professional graphic design experience.

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.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional exposure to fumes from spray mount adhesive and paint.
Occasional use of sharp blades and mat cutters.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Extended viewing of a computer monitor.
Lifting, carrying, pushing or pulling carts or objects weighing up to 25lbs.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching to reach supplies or equipment.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/1/2010
Revised:



PERSONNEL COMMISSION

Class Code: 5153
Salary Range: 34 (S1)

GRAPHIC DESIGN SUPERVISOR

JOB SUMMARY

Under general direction, plan, coordinate, oversee and participate in the production creation and design of a variety of artistic-creative print materials and multimedia graphicsdigital media assets to meet the communication needs of schools and offices; consult with clients to discuss their graphic arts needs, print and digital media goals, budgetary requirements and target audiences; train and supervise the performance of assigned personnel; 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, coordinate, oversee and participate in the creation and designproduction of a variety of artistic-creative print materials and multimedia-graphicsdigital media assets to meet the communication needs of schools and offices including digital and print-readyprinted brochures, booklets, posters, flyers, programs, handbooks, logos, certificates, business cards, mascots, advertisements, ads, banners, trade-show displays, maps, charts, promotional items, infographics, and t-shirt designs; assure adherence to graphic arts-design professional standards. **E**
- Consult with clients to discuss graphic arts needs, print and digital media goals, budgetary requirements and target audiences; provide creative and artistic ideas to clients and explain proper aesthetic, artistic and graphic techniques and processes. **E**
- Explore creative-original graphic concepts by interpreting client needs and conceptualizing-methods to effectively communicate client messages to-target audiences through design and art direction; provide innovative and creative design solutions while adhering to time and cost restraints. **E**
- Oversee and participate in the design and layout-of projects from conceptualization to finished product; implement design elements such as balance and composition; select and modify colors, artwork, photography, type style, illustrations and other visual elements to best convey the message of the client; direct photo shoots with professional photographers. **E**
- Proofread, review and approve projects created by staff; present designs to client for proofing and approval; refine designs in accordance with client feedback until final product is approved by client; prepare and release artwork for printing via electronic digital files. **E**

- Communicate with internal and external printers vendors including digital, offset and specialty; obtain price quotes; prepare and upload digital files; approve printer proofs; attend press checks as requires and arrange for file pick-up or product delivery; proof projects for accuracy before final printing. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- ~~Oversee and maintain computerized records and files of clip art, finished jobs, photography, logos and electronic signatures; assure files are properly backed up to server; prepare reports related to assigned activities as directed.~~ **E**
- Manage, maintain and archive digital records and files of purchased stock art, royalty-free photography, completed projects and computer-generated imagery; assure files are properly backed up to server; prepare reports related to assigned activities as directed. **E**
- Organize and direct photoshoots with freelance professional photographers on location or in-house as needed; drive a vehicle to conduct work. **E**
- Design and create visuals for video productions and broadcasts using graphics hardware and software as needed. **E**
- Monitor and maintain inventory levels of supplies and equipment; estimate and order appropriate amounts of supplies necessary for daily operations. **E**
- Operate an Macintosh Apple computer utilizing the current macOS and peripheral equipment such as a printer and scanner and a wide range of specialized graphic design and publishing software. **E**
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Research, evaluate and develop recommendations regarding the purchase of graphic arts equipment, software, vendor proposals and service contracts; prepare recommendations to improve operational effectiveness and minimize costs. **E**
- Participate in the development of the unit's preliminary annual budget; monitor and control expenditures in accordance with established limitations. **E**
- ~~Operate a variety of office equipment including a copier and fax machine; drive a vehicle to conduct work.~~ **E**
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. **E**
- Provide trainings and conduct workshops for students and District staff regarding the field of Graphic Arts-Design and graphic arts-design services provided by the Office of Multimedia-Marketing and Media Services-(OMS). **E**
- Assist in pre- and post-production activities including set-up and operation of audio, video and lighting and other studio equipment as needed; provide graphic arts and set design assistance during productions; assist in the design, set up and construction of studio sets and moving furniture and equipment. **E**
- Create and produce signs, illustrations and other graphics by hand as needed; utilize sharp blades and mat cutters on mat board and; foam-core and cardboard. **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

A Graphic Design Supervisor plans, coordinates, oversees and participates in the creation and design of a variety of ~~artistic-creative~~ print ~~materials~~ and ~~multimedia graphics~~ digital media assets to meet the communication needs of schools and offices. Incumbents are expected to provide excellent customer service, develop effective working relationships with all levels of District staff and train and supervise the performance of assigned staff. Incumbents also work as a team member on studio, field and live television productions as needed, providing general production assistance and graphic arts and set design assistance. The Graphic Design Supervisor has final approval authority for graphic ~~arts~~ design projects to be released to clients.

EMPLOYMENT STANDARDS

Knowledge of:

Graphic design techniques, equipment and principles.

Design elements such as aesthetics, typography, composition, color theory, value, balance, line and space.

Principles and practices of supervision and training.

Operation of a variety of office equipment including an ~~Apple-Macintosh~~ computer utilizing the current macOS, peripheral equipment and specialized graphic design and multimedia software.

Image resolution standards and differences.

Basic ~~C~~copyright laws.

Proofreading techniques.

Practices of cost estimating graphic arts jobs.

Digital photo manipulation techniques.

Commercial printing standards and processes.

Basic budgeting practices regarding monitoring and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Plan, coordinate, oversee and participate in the creation and design of a variety of ~~artistic-creative~~ print materials and ~~multimedia graphics~~ digital media assets.

Operate a variety of office equipment including an ~~an Apple Macintosh~~ computer utilizing the current macOS, peripheral equipment and specialized graphic design and multimedia publishing software.

Consult with clients to discuss ~~graphic art needs, print and digital media~~ goals, budgetary requirements and target audiences.

Interpret, apply and explain applicable copyright laws.

Supervise and evaluate the performance of assigned staff.

Monitor and control expenditures.

Understand and resolve issues, complaints or problems.

Communicate effectively both orally and in writing.

Maintain computerized-digital records and files.

Learn to operate a variety of audio, video, lighting and technical production equipment.

Prepare reports.

Plan and organize work.

Prioritize and schedule work.

Maintain current knowledge of technological advances in the field.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Bachelor's degree in fine arts, graphic design or a closely related field.

Experience:

Four years of professional graphic design experience. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

~~Television s~~Studio and office environment.

Working outdoors on location.

Driving a vehicle to conduct work.

Occasional exposure to fumes from spray mount adhesive and paint.

Occasional use of sharp blades and mat cutters.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Extended viewing of a computer monitor.
Lifting, carrying, pushing or pulling carts or objects weighing up to 50lbs.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching to reach supplies or equipment.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/1/2010

Revised:



PERSONNEL COMMISSION

Class Code: 5155
Salary Range: 19 (C1)

PRODUCTION SPECIALIST/EDITOR

JOB SUMMARY

Under general direction, participate in a variety of pre- and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical production equipment; perform creative editing of video productions on non-linear, digital editing systems; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Participate in a variety of pre- and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical production equipment. **E**
- Assist in set up and construction of studio sets and moving furniture and equipment including risers, cameras and cables; connect microphones to talent and apply makeup to talent as needed; provide voice-over narrations and act in productions as requested. **E**
- Operate a teleprompter during shoots; load scripts; prepare and test teleprompter; practice use of teleprompter with talent; edit scripts as directed. **E**
- Operate a camera for single and multi-camera productions; connect cables, mount camera on tripods, check angles, focus, zoom and white balance levels; properly dismantle and store equipment. **E**
- Perform creative editing of video productions on non-linear, digital editing systems; capture video; select and sequence scenes on timeline; select and insert background music and narration; design and create original graphics and animation. **E**
- Create finished DVD's and programs including menus and labels; create copies of DVD's for clients and for Office of Multimedia Services (OMS) library. **E**
- Serve as a reporter to cover events for District cable channel broadcasts; research stories and develop interview questions; set up and operate camera, microphone and other necessary equipment; capture video and edit footage. **E**
- Create and import images for video productions and broadcasts using a professional-level character generator. **E**
- Operate a variety of office equipment including a computer and a variety of specialized video editing and publishing software; drive a District vehicle to conduct work. **E**

- Maintain computerized database records and files of clip art, animation, photography and master copies of finished projects; assure files are properly backed up to server. *E*
- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
- Troubleshoot, perform routine maintenance and make adjustments to a wide variety of production equipment. *E*
- Assist in the checkout of multimedia materials by school sites; receive, process, inventory and circulate multi-media requests from schools maintain related records and update circulation catalogs.

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

A Production Specialist/Editor participates in and works as a team member on a variety of pre- and post-production activities for studio, field and live television productions including set-up and operation of audio, video, lighting and other technical production equipment. In addition, an incumbent edits captured video segments on non-linear, digital editing systems to create clips and complete programs.

EMPLOYMENT STANDARDS

Knowledge of:

General operation of audio, video, lighting and other technical production equipment in the studio and field.

Operation of a variety of office equipment including a computer and a variety of specialized video editing and publishing software.

Basic creative video editing techniques and operation of non-linear editing software.

DVD creation and production techniques including menus, chapters, special features and case covers and disc labels.

Proper methods of storing equipment, materials and supplies.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Basic copyright laws.

Digital photo manipulation techniques.

Computerized database record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Participate in a variety of pre- and post-production activities for studio, field and live production shoots.

Operate a variety of audio, video, lighting and technical production equipment.

Perform creative editing of video productions on non-linear, digital editing systems.

Create DVD program menus, chapter markers, labels and storage case covers.

Observe health and safety regulations related to assigned activities.

Operate a variety of office equipment including a computer and a variety of specialized video editing and publishing software.

Complete work with many interruptions.

Maintain computerized records and files.

Maintain current knowledge of technological advances in the field.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Associate's degree in television production, video editing or a closely related field or completion of the LBUSD's Regional Occupational Program (ROP) courses in Television/Media Production.

Experience:

One year of experience or as an intern in television station production and video editing.

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.

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

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/1/2010



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 19 (C1)
****DRAFT****

PRODUCTION SPECIALIST

JOB SUMMARY

Under immediate supervision, participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment; create and publish a wide variety of social media content; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment. **E**
- Assist in the set-up of studio equipment, cameras and cables; connect microphones to talent; provide voice-over narrations as requested. **E**
- Operate a teleprompter during shoots; load scripts; prepare and test teleprompter; practice use of teleprompter with talent; edit scripts as directed. **E**
- Operate video cameras for single and multi-camera productions; connect cables, mount camera on tripods, check angles, focus, zoom and white balance levels; properly dismantle and store equipment. **E**
- Participate in social media and web content management activities; create and publish a wide variety of social media content; tag social media posts; assist in the development of marketing campaigns; analyze related data research. **E**
- Maintain a variety of records and files related to assigned activities; prepare reports and special projects as assigned. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work and transport equipment. **E**
- Troubleshoot, perform routine maintenance and make adjustments to a wide variety of production equipment as directed; assist in the maintenance of studio facilities to assure a safe and orderly working environment. **E**
- Perform creative editing of video productions on non-linear editing software as assigned. **E**

- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *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

A Production Specialist participates in and works as a team member on a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment. Incumbents are exposed to a variety of marketing and media activities so their knowledge and abilities can grow via on-the-job training.

EMPLOYMENT STANDARDS

Knowledge of:

General operation of audio, video, lighting and other technical production equipment in the studio and field.

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

Basic creative video editing techniques.

Basic principles of social media content creation.

Proper methods of storing equipment, materials and supplies.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Basic copyright laws.

Digital photo manipulation techniques.

Computerized database record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Participate in a variety of pre- and post-production activities for studio, field and live event productions.

Operate a variety of audio, video, lighting and technical production equipment.

Observe health and safety regulations related to assigned activities.

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

Complete work with many interruptions.

Maintain computerized records and files and prepare reports.

Maintain current knowledge of technological advances in the field.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Graduation from high school supplemented by college-level course work in film, video production or a closely related field.

Experience:

One year of experience in digital film or video production. Experience creating and publishing social media content is desirable.

Completion of an internship with the Long Beach Unified School District's Marketing and Media Services department will substitute for the required college-level course work and experience.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license.

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

WORKING ENVIRONMENT

Studio and office environment.

Working outdoors on location and at heights.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



PERSONNEL COMMISSION

Class Code: 5146
Salary Range: 30 (C1)

ASSOCIATE PRODUCER/DIGITAL ANIMATOR

JOB SUMMARY

Under general supervision, participate in or independently create, write, produce, direct and edit assigned educational, instructional and informational videos and other multimedia productions; create video-ready graphics and animation sequences for video productions and for use on the web; participate in a variety of pre- and post-production activities for studio, field and live television productions; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Participate in or independently create, write, produce, direct and edit assigned educational, instructional and informational videos and other multimedia productions; conceive and write original scripts for video production including action, dialogue, graphics, narrations and animation sequences. **E**
- Operate and direct video cameras for single and multi-camera productions; assure visually appealing composition and proper video exposure levels; assure proper audio control from on-board and attached microphones. **E**
- Consult with clients to ascertain production needs, goals, budgetary requirements and target audiences; schedule, coordinate, produce assigned studio, field and live productions; determine production technique and location; coordinate and oversee pre-production meetings with clients and assigned production staff. **E**
- Create graphics and full motion animation for video productions and use on the web including visual effects, opening title sequences, animated characters, graphs, charts and logos. **E**
- Perform creative editing of video productions on non-linear, digital editing systems; capture video; select and sequence scenes on timeline; select and insert background music and narration; design and create original graphics and animation. **E**
- Create finished DVD's and programs including menus and labels; design artwork for DVD covers; create copies of DVD's for clients and for Office of Multimedia Services (OMS) library. **E**
- Participate in a variety of pre- and post-production activities for studio, field and live television productions including set-up and operation of audio, video, lighting and other technical production equipment; drive a District vehicle to conduct work. **E**

- Participate in or oversee the set up and construction of studio sets and moving furniture and equipment including risers, cameras and cables; connect microphones to talent as needed; provide voice-over narrations and act in productions as requested. *E*
- Operate a variety of office equipment including a Macintosh computer and a wide range of specialized video editing, animation and publishing software such as Lightwave 3D. *E*
- Maintain computerized database records, logs and files of clip art, animation, photography and master copies of finished projects; assure files are properly backed up to server. *E*
- Design, publish and update new and existing web pages for the department's web site; create and assure the functionality of web page links, forms and scripts running behind the web site. *E*
- Research, evaluate and develop recommendations regarding the purchase of animation software and other multimedia equipment as requested; prepare recommendations to improve operational effectiveness and minimize costs as requested. *E*
- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*

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

DISTINGUISHING CHARACTERISTICS

An Associate Producer/Digital Animator provides leadership or works as a team member on a variety of pre- and post-production activities for studio, field and live television productions including set-up and operation of audio, video, lighting and other technical production equipment and also independently creates, writes, produces, directs and edits educational, instructional and informational videos and other multimedia productions as assigned. Incumbents create video-ready graphics and animation sequences for Office of Multimedia Services (OMS) video productions and for use on the web in addition to maintaining the OMS department website.

EMPLOYMENT STANDARDS

Knowledge of:

Techniques and operation of equipment used in the production of television and video productions.

Animation techniques such as stop motion, cell and digital.

General principles and various production formats for television scripts.

Creative videography techniques.

Creative video editing techniques and operation of non-linear editing software.

Operation of a variety of office equipment including a Macintosh computer, peripheral equipment and specialized video editing, animation and publishing software such as Lightwave 3D.

Web authoring tools including current web languages.

DVD creation and production techniques including menus, chapters, special features and case covers and disc labels.

Computerized record-keeping and filing techniques.

Health and safety practices related to the operation of audio, video, lighting and other technical production equipment in the studio and field.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Ability to:

Create, write, produce, direct and edit educational, instructional and informational videos, television shows and other multimedia productions.

Create graphics and full motion animation for video productions and use on the web.

Operate and direct video cameras for single and multi-camera productions.

Consult with clients to ascertain production needs, goals, budgetary requirements and target audiences.

Operate a variety of audio, video, lighting and technical production equipment.

Operate a variety of office equipment including a Macintosh computer and a wide range of specialized video editing, animation and publishing software such as Lightwave 3D.

Design, publish and update new and existing web pages for the department's web site.

Perform creative editing of video productions on non-linear, digital editing systems.

Create DVD program menus, chapter markers, labels and storage case covers.

Observe health and safety regulations related to assigned activities.

Maintain computerized records and files.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Education and Training:

Associate's degree in television production, computer animation or a closely related field.

Experience:

Three years of professional experience in video production and creating full motion animation.

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.

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

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/1/2010



PERSONNEL COMMISSION

Class Code: 5147
Salary Range: 30 (C1)

ASSOCIATE PRODUCER/PRODUCTION DESIGNER

JOB SUMMARY

Under general supervision, assume a creative position in the print, multimedia and television production divisions of the Office of Multimedia Services (OMS); participate in or independently create, write, produce, direct and edit assigned educational, instructional and informational videos and other multimedia productions; create and design print-ready materials and multimedia graphics for video productions; participate in a variety of pre-, production and post-production activities for studio, field and live television productions; 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.

- Create and design a variety of artistic print materials and multimedia graphics to meet the communication needs of schools and offices including print-ready brochures, booklets, posters, flyers, handbooks, logos, certificates, business cards, ads, banners, maps, charts and t-shirt designs; assure adherence to graphic arts professional standards. **E**
- Participate in or independently create, write, produce, direct and edit assigned educational, instructional and informational videos and other multimedia productions; conceive and write original scripts for video production including action, dialogue, graphics, narrations and animation sequences. **E**
- Explore creative concepts by interpreting client needs and conceptualizing methods to effectively communicate client messages to target audiences; provide innovative and creative design and production solutions while adhering to time and cost restraints. **E**
- Operate and direct video cameras for single and multi-camera productions; assure visually appealing composition and proper video exposure levels; assure proper audio control from on-board and attached microphones. **E**
- Consult with clients to ascertain production and graphic needs, goals, budgetary requirements and target audiences; schedule, coordinate, produce assigned studio, field and live productions; determine production technique and location; coordinate and oversee pre-production meetings with clients and assigned production staff. **E**

- Perform creative editing of video productions on non-linear, digital editing systems; capture video; select and sequence scenes on timeline; select and insert background music and narration; design and create original graphics. *E*
- Create finished DVD's and programs including menus and labels; design artwork for DVD covers; create copies of DVD's for clients and for Office of Multimedia Services (OMS) library. *E*
- Participate in a variety of pre-, production and post-production activities for studio, field and live television productions including set-up and operation of audio, video, lighting and other technical production equipment; drive a District vehicle to conduct work. *E*
- Participate in or oversee the set up and construction of studio sets and moving furniture and equipment including risers, cameras and cables; connect microphones to talent as needed; provide voice-over narrations and act in productions as requested. *E*
- Create print-ready materials and multimedia graphics for video productions and broadcasts using graphics hardware and software; design and create studio sets and props. *E*
- Operate a variety of office equipment including a Macintosh computer and a wide range of specialized video editing, graphic design and publishing software. *E*
- Maintain computerized database records, logs and files of clip art, animation, photography and master copies of finished projects; assure files are properly backed up to server. *E*
- Research, evaluate and develop recommendations regarding the purchase of graphic design software and other multimedia equipment as requested; prepare recommendations to improve operational effectiveness and minimize costs as requested. *E*
- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*

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

DISTINGUISHING CHARACTERISTICS

An Associate Producer/Production Designer will assume a creative position in the print, multimedia and television production divisions of the Office of Multimedia Services (OMS). This involves participation and leadership on a variety of pre-, production and post-production activities for studio, field and live television productions including set-up and operation of audio, video, lighting and other technical production equipment. An incumbent will participate in or independently create, write, produce, direct and edit assigned educational, instructional and informational videos and other multimedia

productions. Incumbents create print-ready graphics for OMS video productions and for use on the web in addition designing studio sets and props.

EMPLOYMENT STANDARDS

Knowledge of:

Techniques and operation of equipment used in the production of television and video productions.

General principles and various production formats for television scripts.

Graphic design techniques, equipment and principles.

Creative videography techniques.

Creative video editing techniques and operation of non-linear editing software.

Operation of a variety of office equipment including a Macintosh computer, peripheral equipment and specialized video editing, graphic design and publishing software.

General copyright laws.

DVD creation and production techniques including menus, chapters, special features and case covers and disc labels.

Computerized record-keeping and filing techniques.

Health and safety practices related to the operation of audio, video, lighting and other technical production equipment in the studio and field.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Ability to:

Create, write, produce, direct and edit educational, instructional and informational videos, television shows and other multimedia productions.

Create print-ready graphics for video productions and use on the web.

Operate and direct video cameras for single and multi-camera productions.

Consult with clients to ascertain production and graphic design needs, goals, budgetary requirements and target audiences.

Operate a variety of audio, video, lighting and technical production equipment.

Operate a variety of office equipment including a Macintosh computer and a wide range of specialized video editing, graphic design and publishing software.

Perform creative editing of video productions on non-linear, digital editing systems.

Create DVD program menus, chapter markers, labels and storage case covers.

Observe health and safety regulations related to assigned activities.

Maintain computerized records and files.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Associate's degree in television production, graphic design or a closely related field.

Experience:

Three years of professional experience in video production and/or creating print-ready materials and multimedia graphics.

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.

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

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.
Occasional exposure to fumes from spray mount adhesive and paint.
Occasional use of sharp blades and mat cutters.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 30lbs.
Reaching overhead, above the shoulders and horizontally.

Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/1/2010



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 30 (C1)
****DRAFT****

ASSOCIATE PRODUCER

JOB SUMMARY

Under general supervision, independently produce or participate in the production of assigned educational, instructional and informational videos and other media productions; lead and participate in a variety of pre- and post-production activities for studio, field and live event productions; 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.

- Independently produce or participate in the production of educational, instructional and informational videos and other media productions. **E**
- Consult with clients to ascertain production needs, goals and target audiences; schedule, coordinate, and produce assigned studio, field and live-streaming productions; coordinate pre-production meetings with clients and production staff. **E**
- Lead and participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment; drive a District vehicle to conduct work. **E**
- Operate video cameras for single and multi-camera productions; assure visually appealing composition and proper video exposure levels; assure proper audio recording. **E**
- Perform creative editing of video productions on non-linear editing software; assure final deliverables are properly backed up to servers. **E**
- Lead and participate in the set-up of studio equipment, cameras and cables; connect microphones to talent as needed; provide voice-over narrations as requested. **E**
- Troubleshoot, perform routine maintenance, and make adjustments to a wide variety of production equipment as needed; assist in the maintenance of studio facilities to assure a safe and orderly working environment. **E**
- Serve as a lead and train and provide work direction to assigned staff; review the work of staff. **E**
- Participate in social media and web content management activities; create and publish a wide variety of social media content; tag social media posts; assist in the development of marketing campaigns; analyze related data research. **E**

- Operate a variety of office equipment including a computer and a wide range of specialized video editing software. *E*
- Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Research and develop recommendations regarding the improvement of operational effectiveness and purchase of media equipment as requested. *E*
- Prepare a variety of records and files related to assigned activities; prepare reports and special projects as assigned. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *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

An Associate Producer independently produces or participates in the production of educational, instructional and informational videos and other media productions. Incumbents will lead and participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Creative videography techniques and operation of equipment used in digital video production.

Creative video editing techniques and operation of non-linear editing software.

Operation of a variety of office equipment including a computer and a variety of specialized video editing software.

Health and safety practices related to the operation of audio, video, lighting and other technical production equipment in the studio and field.

Principles and practices of social media content creation.

Computerized database record-keeping and filing techniques.

General principles of training and providing work direction.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Ability to:

Produce educational, instructional and informational videos and other media productions.

Perform creative editing of video productions on non-linear editing software.

Operate video cameras for single and multi-camera productions.

Consult with clients to ascertain production needs, goals, and target audiences.
Operate a variety of audio, video, lighting and technical production equipment.
Operate a variety of office equipment including a computer and a wide variety of specialized video editing software.
Observe health and safety regulations related to assigned activities.
Train and provide work direction and guidance to others.
Establish and maintain cooperative and effective working relationships with others.
Maintain computerized records and files and prepare reports.
Maintain current knowledge of technological advances in the field.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Associate's degree in film, video production or a closely related field.

Experience:

Three years of experience in digital film or video production.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license.

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

WORKING ENVIRONMENT

Studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



MULTIMEDIA TECHNOLOGY SUPERVISOR

JOB SUMMARY

Under general direction, plan, oversee and implement technology and related systems for the Office of Multimedia Services (OMS); plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots; train and supervise the performance of assigned personnel; 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, oversee and implement technology and related systems for the Office of Multimedia Services (OMS) including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video production needs are met. **E**
- Oversee and participate in the configuration of application/file sharing and file conversion across applications and platforms within the OMS. **E**
- Effect the sharing across platforms and conversion of images, animation and sound files by means of digital technology for video productions, graphic arts and animation; coordinate the integration of digital photography, video and computer technologies. **E**
- Identify and troubleshoot incompatibilities and technical issues between computer, video and network hardware, software and peripherals; assure proper server backup of data; provide first-level technical support to end users at OMS. **E**
- Coordinate the acquisition and installation of new hardware and software on computer workstations and instruct OMS users in their proper operation. **E**
- Plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical equipment. **E**
- Provide technical oversight and assistance before, during and after productions; assist in set up and construction of studio sets and moving furniture and equipment. **E**
- Oversee and perform creative editing of video productions on non-linear, digital editing systems to create video clips and programs; capture video and edit footage. **E**
- Serve as a field producer to cover events for District cable channel broadcasts; research stories and develop interview questions; set up and operate cameras, microphones, teleprompters and other equipment. **E**

- Maintain a variety of records, files and logs regarding video productions, media library circulation and hardware and software acquisitions; assure software is licensed and registered with the District's Information Services department. *E*
- Coordinate and participate in the creation and conversion of print and computer generated images such as graphics and animation for use in video, internet or other print and electronic media; import images for video productions and broadcasts. *E*
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information. *E*
- Participate in organizing and developing broadcast schedules for the District's cable channels; prepare recording dubs and video transfers for television use. *E*
- Oversee and participate in the conversion of video programs to DVD and other digital formats from video tape or via electronic editing; create DVD program menus, chapter markers, labels and storage case covers; create copies of DVD's. *E*
- Connect computers and other media equipment to projectors and audio amplifications systems for video and multimedia presentations; troubleshoot, perform routine maintenance and make arrangements for equipment repairs. *E*
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Research, evaluate and develop recommendations regarding the purchase of multimedia hardware and software technology; prepare recommendations to improve operational effectiveness and minimize costs. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*

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

A Multimedia Technology Supervisor plans, oversees and implements technology and related systems for the OMS including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video production needs are met. An incumbent works as a team member on studio, field and live television productions providing technical oversight and assistance and assuring proper operation of audio, video, lighting and other production equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.

Computer operating systems, hardware and specialized software applications utilized for video, graphics and multimedia creation and production including digital editing, graphics and animation software.

Capabilities of network server systems.

Techniques and operation of equipment used in the production of television and video productions.

Creative video editing techniques and operation of non-linear editing software.

DVD creation and production techniques including menus, chapters, special features, case covers and labels.

General copyright laws.

Operation of office equipment including a computer and assigned software.

Operation of hand and power tools.

Record keeping and report preparation techniques.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, oversee and implement technology and related systems for the OMS including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment.

Provide assistance to department staff regarding computers, software applications and networking issues.

Identify and troubleshoot incompatibilities and technical problems between computer, video and network hardware, software and peripherals.

Plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots.

Oversee and perform creative editing of video productions on non-linear, digital editing systems to create video clips and programs.

Operate a variety of audio, video, lighting and technical production equipment.

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

Operate hand and power tools.

Analyze complex technical problems accurately, logically and quickly.

Evaluate user needs and advise on appropriate hardware and software configurations.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Supervise and evaluate the performance of assigned staff.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Associate's degree in computer science, communications, video editing, video production or a closely related field.

Experience:

Three years of experience in audio, video and multimedia production including digital video/graphics, video editing and production technology systems and software.

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.

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

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location, in confined spaces and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/1/2010

Revised: 10/29/15



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 36 (S1)
****DRAFT****

MEDIA TECHNOLOGY AND PRODUCTION SUPERVISOR

JOB SUMMARY

Under general direction, plan, oversee, participate in and provide technical support for media productions in video, audio, graphic and live-stream formats; research, develop, oversee and implement new technologies, systems and processes for live-streaming, video production and media distribution; train and supervise the performance of assigned personnel; 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, oversee, participate in and provide technical support for media productions in video, audio, graphic and live-stream formats; serve as a resource and provide technical oversight and assistance before, during and after productions. **E**
- Research, evaluate and develop recommendations regarding the purchase of media hardware and software technology; prepare recommendations to improve operational effectiveness and minimize costs; oversee the implementation of new production technologies, systems and processes. **E**
- Identify and troubleshoot incompatibilities and technical issues between computer, video and network hardware, software and peripherals; assure proper server backup of data. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide training to District staff in media production and live-streaming technologies and software; utilize video edition, motion and graphic design software to create instructional training and promotional media. **E**
- Participate in the development and monitoring of department production, workflow and media standards; work with administrators and staff to develop effective media communications and distribution workflow standards and practices. **E**
- Oversee the maintenance of and assure studio facilities, production equipment and infrastructure are maintained and operational; create custom length audiovisual and networking cables commonly used in film, video and audiovisual productions. **E**
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information. **E**

- Participate in the maintenance of the department equipment inventory management system; develop and implement standards for archiving and distributing media; provide support to media production storage systems. *E*
- Operate and maintain a wide variety of video, audio and live-stream production equipment; operate digital cinema and video cameras in Electronic News-Gathering (ENG) single and multi-camera assignments. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *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

A Media Technology and Production Supervisor plans, oversees, participates in and provides technical support for media productions in video, audio, graphic and live-stream formats. An incumbent will research, develop, implement and oversee new technologies, systems and processes for live-streaming, video production and media distribution. An incumbent works as a team member on studio, field and live event productions providing technical oversight and assistance.

EMPLOYMENT STANDARDS

Knowledge of:

Hardware, software and equipment used in digital media production in video, audio, graphic and live-stream formats.

Video codecs, containers and encoding.

Set up and operation of lighting control systems.

Streaming video protocols.

Safety standards and practices in film, video and audiovisual production.

Installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.

Capabilities of network server systems.

General copyright laws.

Operation of office equipment including a computer and assigned software.

Operation of hand and power tools.

Record keeping and report preparation techniques.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, oversee, participate in and provide technical support for media productions in video, audio, graphic and live-stream formats.

Identify and troubleshoot incompatibilities and technical problems between computer, video and network hardware, software and peripherals.

Supervise and perform creative editing of video productions on non-linear editing software.

Operate a variety of audio, video, lighting and technical production equipment and media production software.

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

Operate hand and power tools.

Observe health and safety regulations related to film, video and audiovisual productions.

Analyze complex technical issues accurately, logically and quickly.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Train and supervise the performance of assigned staff.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Bachelor's degree in film or video production or a closely related field.

Experience:

Three years of experience in digital film or video production, editing, audiovisual or live event production. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS

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

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

WORKING ENVIRONMENT

Studio and office environment.
Working outdoors on location, in confined spaces and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



PERSONNEL COMMISSION

Class Code: 5151
Salary Range: 40 (M2)

CREATIVE WRITER/PRODUCER/DIRECTOR

JOB SUMMARY

Under general direction, create, write, produce, direct and edit educational, instructional and informational videos and other multimedia productions which augment the District's use of cable broadcasting, educational programming, and professional development as an effective communication medium; train and supervise 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.

- Create, write, produce, direct and edit educational, instructional and informational videos, television shows and other multimedia productions which augment the District's use of cable broadcasting, educational programming, and professional development as an effective communication medium. **E**
- Consult with clients to ascertain production needs, goals, budgetary requirements and target audiences; conceive and write original scripts for video production including action, dialogue, graphics, narrations and animation sequences; assure appropriateness of content; edit scripts written by others; preview and approve final productions. **E**
- Schedule, coordinate, produce and manage all aspects of studio, field and live productions; determine production technique and location; coordinate and oversee pre-production meetings with clients and production staff. **E**
- Direct multi- and single-camera video productions; select and acquire appropriate production equipment; oversee and participate in the set up of cameras, lighting, microphones and equipment; drive a District vehicle to conduct work. **E**
- Assign production roles to staff; rehearse and direct talent, serve as video switcher and director of camera shots and composition; design custom lighting for studio productions as needed. **E**
- Operate video cameras for single and multi-camera productions; assure visually appealing composition, and proper video exposure levels; assure proper audio control from on-board and attached microphones. **E**
- Design and build or oversee the building of original sets for studio production involving basic carpentry and painting; oversee and participate in the design and creation of graphics for video productions. **E**
- Oversee or perform creative editing of video productions on non-linear, digital editing systems; capture video; select and sequence scenes on timeline; select and

insert background music and narration; design and create original graphics and animation. *E*

- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities and productions, resolve issues and conflicts and exchange information. *E*
- Research, evaluate and develop recommendations regarding the purchase of multi-media equipment; participate in evaluating purchased media appropriate for distribution to school sites and broadcasting on cable channels; prepare recommendations to improve operational effectiveness and minimize costs. *E*
- Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities; operate a computer and assigned software. *E*
- Troubleshoot, perform routine maintenance and make adjustments to a wide variety of production equipment. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
- Conduct trainings for staff, student workers and interns in the operation of media production equipment and related systems. *E*

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 Creative Writer/Producer/Director creates, writes, produces, directs and edits educational, instructional and informational videos, television shows and other multimedia productions which augment the District's use of cable broadcasting, educational programming, and professional development as an effective communication medium. The incumbent, under the direction of the department administrator, has primary responsibility for creating and coordinating productions with District administration, teachers and staff. Primary responsibility involves determining the scope of projects, writing scripts, managing all aspects of the production including lighting, set design and set up of cameras, and editing productions. The incumbent has contact with all levels of District staff and must possess excellent oral and interpersonal communication skills.

EMPLOYMENT STANDARDS

Knowledge of:

General principles and various production formats for television scripts.

Techniques and operation of equipment used in the production of television and video productions.

Creative videography techniques.

Creative video editing techniques and operation of non-linear editing software.
Operation of a computer and assigned software.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Record-keeping and report preparation techniques.
Health and safety practices related to the operation of audio, video, lighting and other technical production equipment in the studio and field.
Interpersonal skills using, tact, patience and courtesy.
Oral and written communication skills.
Proper methods of storing equipment, materials and supplies.

Ability to:

Create, write, produce, direct and edit educational, instructional and informational videos, television shows and other multimedia productions.
Direct multi- and single-camera video productions in the studio and on location.
Consult with clients to ascertain production needs, goals, budgetary requirements and target audiences.
Design, build and paint studio sets.
Operate a variety of audio, video, lighting and technical production equipment.
Perform creative editing of video productions on non-linear, digital editing systems.
Supervise and evaluate the performance of assigned staff.
Observe health and safety regulations related to assigned activities.
Operate a variety of office equipment including a computer and assigned software.
Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of technological advances in the field.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Bachelor's degree in film or video production, television broadcasting, play or screen writing or a closely related field.

Experience:

Three years of video and television production writing, producing and directing experience including some experience in a lead or 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.

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

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

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: 4/1/2010



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 40 (M2)
****DRAFT****

MEDIA TECHNOLOGY AND INTEGRATIONS MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily activities and operations of the District's Marketing and Media Services department including educational content creation, hardware and software support, and technical assistance for media productions in video, audio, graphic and live-stream formats; direct a wide variety of studio, field and live event productions; 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 and manage the daily activities and operations of the District's Marketing and Media Services department including educational content creation, hardware and software support, and technical assistance for media productions in video, audio, graphic and live-stream formats. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Create, produce, direct and edit educational, instructional and informational videos, livestreams, podcasts, and other multimedia productions which augment the District's brand, educational content, and professional development as an effective communication medium. **E**
- Receive project requests; assess project requirements and estimate completion dates; track deliverables and manage requests and schedules through the phases of production. **E**
- Collaborate with District staff and administrators to develop effective video, audio and graphic communications; consult with clients to ascertain production needs, goals, budgetary requirements and target audiences; assure appropriateness of content; edit scripts; preview and approve final productions. **E**
- Schedule, coordinate, produce and manage studio, field and live event productions; determine client needs and location; coordinate and oversee pre-production meetings with clients and production staff. **E**

- Plan, oversee and assure production timelines align with deadlines; collaborate with assigned staff to meet deadlines; troubleshoot potential issues in the production process. *E*
- Direct a wide variety of studio, field and live event productions including simulcasting in different languages, live switching cameras and audio, running lower thirds, and assuring smooth and seamless operation between channels and streams. *E*
- Direct multi- and single-camera video productions; oversee and participate in the setup of cameras, lighting, microphones and equipment; drive a District vehicle to conduct work. *E*
- Coordinate resources and equipment to support an efficient production/livestream pipeline; oversee the planning, setup, and breakdown of production and live stream equipment for District events, programs and podcasts. *E*
- Participate in resolving, and escalating complex service issues; serve as a resource to support live streaming and various computer technologies; provide technical assistance to users; identify and resolve issues with audio and video systems. *E*
- Oversee and manage the podcasting production process including meeting with clients through scriptwriting, recording, mixing, and publishing; assist in building and shaping an expanding portfolio of podcasts within the department. *E*
- Develop, implement, and oversee visual standards and practices for District media; review and provide ongoing, timely feedback on the technical and visual quality of media assets throughout all phases of production. *E*
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities and productions, resolve issues and exchange information. *E*
- Participate in the maintenance of the department's equipment inventory check-out system and the development of media distribution workflow standards and practices. *E*
- Develop and implement standards for archiving media using appropriate codecs and the management of a variety of media production storage systems. *E*
- Research and develop purchase recommendations for new technologies and design equipment systems; prepare recommendations to improve operational effectiveness and minimize costs. *E*
- Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities; operate a computer and assigned software. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *E*
- Conduct trainings for staff, students and others in the operation of media production equipment and related systems. *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 Media Technology and Integrations Manager provides day-to-day management and support for the Marketing and Media Services production specialists and staff. The

incumbent, under the direction of the department administrator, has primary responsibility for creating and coordinating productions with District administration, teachers and staff. Primary responsibility involves coordinating resources, equipment, and elements to support an efficient and smooth video production/livestream process. The incumbent has contact with all levels of District staff and must possess excellent oral and interpersonal communication skills.

EMPLOYMENT STANDARDS

Knowledge of:

Hardware, software and equipment used in digital media production in video, audio, graphic and live-stream formats.

Video and social media content creation.

Creative videography techniques.

Creative video editing techniques and operation of non-linear editing software.

Operation of a computer and assigned software.

Computer repair and troubleshooting techniques.

Principles and practices of supervision and training.

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

Record-keeping and report preparation techniques.

Health and safety practices related to the operation of audio, video, lighting and other technical production equipment in the studio and field.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Proper methods of storing equipment, materials and supplies.

Ability to:

Create, write, produce, direct and edit educational video content, livestreams, podcasts, and other multimedia productions.

Direct multi- and single-camera video productions in the studio and on location.

Consult with clients to ascertain production needs, goals, budgetary requirements, and target audiences.

Operate a variety of audio, video, lighting and technical production equipment.

Oversee and perform creative editing of video productions on non-linear editing software.

Supervise and evaluate the performance of assigned staff.

Observe health and safety regulations related to assigned activities.

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

Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

Complete work with many interruptions.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Bachelor's degree in film or video production or a closely related field.

Experience:

Three years of supervisory or management experience in digital film or video production, editing, audiovisual or live event production.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license.

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

WORKING ENVIRONMENT

Studio and office environment.
Working outdoors on location and at heights.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer and specialized equipment.
Seeing to read a variety of materials and view productions.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

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:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 28406021 PAGES: 161-178

Date: May 19, 2022 Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list 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 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.