

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

REGULAR MEETING AGENDA

Regular Meeting  
September 8, 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 August 25, 2022 1-5
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 Nutrition Services Worker 6-7
2. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island 8-9
3. **RATIFY** job announcement bulletin for School Safety Supervisor 10-11
4. **APPROVE** the certification of Contract Analyst eligibility list 22-0271-0624 established 09/12/2022 12
5. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 22-0126-0139 established 09/09/2022 12
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0019-0448 established 08/26/2022 12
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0033-0448 established 09/12/2022 12
8. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0261-0673 established 09/01/2022 12
9. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 22-0262-5050 established 09/02/2022 12

10. **APPROVE** the certification of Network Specialist eligibility list 23-0005-5119 established 09/12/2022 12
11. **APPROVE** the certification of Plant Supervisor I eligibility list 22-0226-5026 established 09/12/2022 13
12. **APPROVE** the certification of Plant Supervisor II eligibility list 22-0227-5027 established 08/31/2022 13
13. **APPROVE** the certification of Recreation Aide eligibility list 23-0048-5255 established 08/31/2022 13
14. **APPROVE** the certification of Recreation Aide eligibility list 23-0062-5255 established 09/07/2022 13
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0063-5255 established 09/12/2022 13
16. **APPROVE** the certification of Recreation Aide eligibility list 23-0056-5255 established 02/02/2022 13
17. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0028-5255 established 09/08/2022 13
18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0025-5257 established 08/31/2022 13
19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0047-5257 established 09/02/2022 13
20. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0061-5257 established 09/12/2022 14
21. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0290-5060 established 09/12/2022 14
22. **APPROVE** the certification of Stage Technician eligibility list 22-0248-0379 established 09/02/2022 14
23. **APPROVE** the certification of Stage Technician eligibility list 22-0259-0379 established 09/02/2022 14
24. **APPROVE** the certification of Transportation Supervisor eligibility list 22-0275-0886 established 08/16/2022 14
25. **APPROVE** the certification of Truck Driver eligibility list 22-0237-0392 established 09/09/2022 14

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Revision of a Classification – Records Office Assistant 15-22

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 22, 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

August 25, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, August 25, 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, Linda Vaughan.

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      Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; and Anne Follett, Human Resources Technician.

GUESTS PRESENT      Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; D'Yaisha Yarber, Transportation Supervisor; and Applicant ID 50027959.

MINUTES OF REGULAR MEETING APPROVED      A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 11, 2022.

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

RECEIVE CORRESPONDENCE      None

PUBLIC HEARD      None

REPORT FROM EXECUTIVE OFFICER      Kenneth Kato, Executive Officer, reported that he and Jesus Rios Jr., attended the recent Supervising Secretary Institute where Mr. Rios was introduced as the new Certification Services Manager and Oralia Leyva as the new Employment Services Supervisor. Mr. Kato shared that he, Maria Braunstein, Personnel Analyst, and Amy Van Fossen, Associate Personnel Analyst, recently attended the Personnel Testing Council of Southern California (PTC-SC) meeting regarding setting employment examination pass points. Mr. Kato explained that efforts to pass Assembly Bill 2045 have ended as the author has withdrawn the bill for consideration due to concerns brought forward by labor

unions. Commissioner Vaughan spoke regarding CSEA's concerns on how the legislation would potentially impact smaller districts.

Mr. Kato provided the unit report for Recruitment and Testing, stating there are 76 recruitments in progress with 37 accepting applications, 22 being scored, 12 testing, five screening applications and 21 pending.

Jesus Rios Jr., Certification Services Manager, reported that staff has been preparing for the opening of school on August 31, 2022. Mr. Rios shared that at the last Board of Education meeting there were 36 probationary classified employees appointed. Mr. Rios recognized Anne Follett, Human Resources Technician, for her work distributing the Intermediate Office Assistant substitute list.

Susan Leaming, Personnel Analyst, informed the Commission that the Special Education office will continue to share a contract to fund CPR/First Aid classes for classified staff. Ms. Leaming noted the first sessions will be held in October with additional sessions in February and March 2023 (dates to be determined).

Mr. Kato shared that the department managers and supervisors attended the Superintendent's recent kick-off meeting at Jordan High School, Amy Van Fossen, Associate Personnel Analyst; Jesus Rios Jr., Certification Services Manager; and Oralia Leyva, Employment Services Supervisor, were recognized at the event as new and promotional management and supervisory employees.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Manager
2. **RATIFY** job announcement bulletin for Assistant Director Fiscal Services
3. **RATIFY** job announcement bulletin for College and Career Specialist
4. **RATIFY** job announcement bulletin for Credential Services Specialist
5. **RATIFY** job announcement bulletin for Custodian
6. **RATIFY** job announcement bulletin for Educare Family Support Specialist – Bilingual Spanish
7. **RATIFY** job announcement bulletin for Human Resources Assistant
8. **RATIFY** job announcement bulletin for Human Resources Technician
9. **RATIFY** job announcement bulletin for Instructional Aide – Educare
10. **RATIFY** job announcement bulletin for Instructional Aide - Educare Bilingual Spanish
11. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
12. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician

13. **RATIFY** job announcement bulletin for Inventory Control Technician
14. **RATIFY** job announcement bulletin for School Safety Supervisor
15. **RATIFY** job announcement bulletin for Senior Accounting Assistant
16. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
17. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0280-5288 established 08/23/2022
18. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0295-5288 established 08/23/2022
19. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 22-0234-0176 established 08/15/2022
20. **APPROVE** the certification of Head Start Instructional Aide eligibility list 22-0218-0857 established 08/12/2022
21. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 22-0219-5235 established 08/19/2022
22. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0002-0694 established 08/18/2022
23. **APPROVE** the certification of Recreation Aide eligibility list 23-0041-5255 established 08/22/2022
24. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0003-5261 established 08/18/2022
25. **APPROVE** the certification of Recreation Leader – WRAP Expanded Learning eligibility list 23-0004-5262 established 08/18/2022
26. **APPROVE** the certification of Recreation Leader – WRAP Expanded Learning eligibility list 23-0016-5262 established 08/18/2022
27. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0017-5261 established 08/18/2022
28. **APPROVE** the certification of Salary Services Supervisor eligibility list 22-0285-5009 established 08/26/2022
29. **APPROVE** the certification of Translator-Interpreter – BL Spanish eligibility list 23-0001-5079 established 08/23/2022
30. **APPROVE** the certification of Transportation Supervisor eligibility list 22-0275-0886 established 08/16/2022

Following discussion, a motion to approve the consent agenda with the corrections noted by Mr. Kato was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-16 and approve items 17-30 on the Consent Agenda.

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

NEW BUSINESS

1. **APPEAL** of a Disqualified Applicant ID 50027959

New Business Item 1 was moved into closed session.

2. **APPROVE** the Continued Ineligibility of an Applicant (Profiles 15067691 and 10091212)

New Business Item 2 was moved into closed session.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 8, 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 8:29 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:40 a.m. and the following reportable actions were taken:

1. **APPEAL** of a Disqualified Applicant ID 50027959

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 50027959 and allow the applicant to continue in the examination process.

| <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 Continued Ineligibility of an Applicant (Profiles 15067691 and 10091212)

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to continue to bar Applicant ID (Profiles 15067691 and 10091212) from applying.

| <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 9:41 a.m.





# CLASSIFIED EMPLOYMENT OPPORTUNITY

## NUTRITION SERVICES WORKER

### FINAL FILING DATE:

Open Continuous  
SUBSTITUTE SALARY: \$15.00

### JOB INFORMATION:

The current need is substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The eligible list of successful candidates may also be used to fill future vacancies as they occur.

### JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

#### SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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:     | \$15.00 |
| 6 MONTHS:  | \$15.83 |
| 1 ½ YEARS: | \$16.69 |
| 2 ½ YEARS: | \$17.62 |
| 3 ½ YEARS: | \$18.59 |

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER



Open Continuous-5068 - VO

LBUSD employees, please see reverse side for important information.

*Maria Lynn Braustein*

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## NUTRITION SERVICES WORKER- CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

The current need is for substitutes. List may be used to fill vacancies as they occur. Permanent and substitute positions will be located at Avalon school site. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

### JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above:

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

#### SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

**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:     | \$15.00 |
| 6 MONTHS:  | \$15.83 |
| 1 ½ YEARS: | \$16.69 |
| 2 ½ YEARS: | \$17.62 |
| 3 ½ YEARS: | \$18.59 |

### SUBSTITUTE SALARY: \$15.00

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

**THE EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.**

### PERSONNEL COMMISSION

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LBUSD employees, please see reverse side for important information.

*Maria Lynn Braunstein*

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

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

**Guidelines:**

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

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SCHOOL SAFETY SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Thursday, September 8, 2022

### JOB INFORMATION:

Permanent 12 month position. This position is a 100% FTE (8 hours per day). The current vacancy is located at School Safety and Emergency Preparedness.

### JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; train and supervise the performance of assigned personnel; 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 of the program 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:

Three years of security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations including one year in a lead or supervisory capacity. Experience working with adolescents is highly desirable.

OR

Three years as a School Safety Officer in the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C. (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 complete 24 hours of accredited training per calendar year. Training is at the District's expense. (5) 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. (6) 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, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

### SALARY RANGE HOURLY:

START: \$37.57  
6 MONTHS: \$39.64  
1 ½ YEARS: \$41.82  
2 ½ YEARS: \$44.11

### 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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Dual Exam 23-0054-5016 AF

LBUSD employees, please see reverse side for important information.



*Amy Van* 10

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

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

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 12-14

Date: September 8, 2022

Reason for Consideration: Approval

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**CONTRACT ANALYST**

**DUAL**

**22-0271-0624**

List Valid: 09/12/2022-09/12/2023  
Total Applications Received: 34  
No. Passed: 4                      No. Failed: 1

Total Invited to Exam: 7  
No. Withdrew: 2                      No. Screened Out: 27

**CUSTODIAN (CATALINA ISLAND)**

**OPEN CONTINUOUS**

**22-0126-0139**

List Valid: 09/09/2022-09/09/2023  
Total Applications Received: 10  
No. Passed: 0                      No. Failed: 1

Total Invited to Exam: 4  
No. Withdrew: 3                      No. Screened Out: 6

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**23-0019-0448**

List Valid: 08/26/2022-08/26/2023  
Total Applications Received: 37  
No. Passed: 9                      No. Failed: 0

Total Invited to Exam: 11  
No. Withdrew: 2                      No. Screened Out: 26

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**23-0033-0448**

List Valid: 09/12/2022-09/12/2023  
Total Applications Received: 28  
No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 6  
No. Withdrew: 2                      No. Screened Out: 22

**INTERMEDIATE OFFICE ASSISTANT**

**DUAL**

**22-0261-0673**

List Valid: 09/01/2022-09/01/2023  
Total Applications Received: 254  
No. Passed: 66                      No. Failed: 46

Total Invited to Exam: 112  
No. Withdrew: 66                      No. Screened Out: 76

**INTERMEDIATE OFFICE ASSISTANT -  
BILINGUAL SPANISH**

**DUAL**

**22-0262-5050**

List Valid: 09/02/2022-09/02/2023  
Total Applications Received: 108  
No. Passed: 20                      No. Failed: 22

Total Invited to Exam: 83  
No. Withdrew: 41                      No. Screened Out: 25

**NETWORK SPECIALIST**

**DUAL**

**23-0005-5119**

List Valid: 09/12/2022-09/12/2023  
Total Applications Received: 14  
No. Passed: 2                      No. Failed: 1

Total Invited to Exam: 3  
No. Withdrew: 0                      No. Screened Out: 11

**PLANT SUPERVISOR I**

List Valid: 09/12/2022-09/12/2023  
 Total Applications Received: 61  
 No. Passed: 17                      No. Failed: 14

**DUAL****22-0226-5026**

Total Invited to Exam: 48  
 No. Withdrew: 17                      No. Screened Out: 13

**PLANT SUPERVISOR II**

List Valid: 08/31/2022-08/31/2023  
 Total Applications Received: 44  
 No. Passed: 6                          No. Failed: 13

**DUAL****22-0227-5027**

Total Invited to Exam: 23  
 No. Withdrew: 4                        No. Screened Out: 21

**RECREATION AIDE**

List Valid: 08/31/2022-08/31/2023  
 Total Applications Received: 23  
 No. Passed: 19                        No. Failed: 0

**OPEN CONTINUOUS****23-0048-5255**

Total Invited to Exam: 19  
 No. Withdrew: 0                        No. Screened Out: 4

**RECREATION AIDE**

List Valid: 09/07/2022-09/07/2023  
 Total Applications Received: 9  
 No. Passed: 7                         No. Failed: 0

**OPEN CONTINUOUS****23-0062-5255**

Total Invited to Exam: 7  
 No. Withdrew: 0                        No. Screened Out: 2

**RECREATION AIDE**

List Valid: 09/12/2022-09/12/2023  
 Total Applications Received: 10  
 No. Passed: 10                        No. Failed: 0

**OPEN CONTINUOUS****23-0063-5255**

Total Invited to Exam: 10  
 No. Withdrew: 0                        No. Screened Out: 0

**RECREATION AIDE**

List Valid: 02/02/2022-02/02/2023  
 Total Applications Received: 12  
 No. Passed: 12                        No. Failed: 0

**OPEN CONTINUOUS****23-0056-5255**

Total Invited to Exam: 12  
 No. Withdrew: 0                        No. Screened Out: 0

**RECREATION AIDE – CATALINA ISLAND**

List Valid: 09/08/2022-09/08/2023  
 Total Applications Received: 4  
 No. Passed: 2                         No. Failed: 0

**OPEN CONTINUOUS****23-0028-5255**

Total Invited to Exam: 2  
 No. Withdrew: 0                        No. Screened Out: 2

**RECREATION AIDE – KIDS’ CLUB**

List Valid: 08/31/2022-03/03/2023  
 Total Applications Received: 13  
 No. Passed: 12                        No. Failed: 0

**OPEN CONTINUOUS****23-0025-5257**

Total Invited to Exam: 12  
 No. Withdrew: 0                        No. Screened Out: 1

**RECREATION AIDE – KIDS’ CLUB**

List Valid: 09/02/2022-03/02/2023  
 Total Applications Received: 8  
 No. Passed: 7                         No. Failed: 0

**OPEN CONTINUOUS****23-0047-5257**

Total Invited to Exam: 7  
 No. Withdrew: 0                        No. Screened Out: 1



**RECREATION AIDE – KIDS’ CLUB****OPEN CONTINUOUS 23-0061-5257**

List Valid: 09/12/2022-03/12/2023

Total Applications Received: 6

No. Passed: 6 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 0

**SENIOR NUTRITION SERVICES WORKER****DUAL 22-0290-5060**

List Valid: 09/12/2022-09/12/2023

Total Applications Received: 30

No. Passed: 2 No. Failed: 3

Total Invited to Exam: 7

No. Withdrew: 2 No. Screened Out: 23

**STAGE TECHNICIAN****OPEN CONTINUOUS 22-0248-0379**

List Valid: 09/02/2022-09/02/2023

Total Applications Received: 5

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 4

**STAGE TECHNICIAN****OPEN CONTINUOUS 22-0259-0379**

List Valid: 09/02/2022-09/02/2023

Total Applications Received: 6

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 5

**TRANSPORTATION SUPERVISOR****DUAL 22-0275-0886**

List Valid: 08/16/2022-08/16/2023

Total Applications Received: 24

No. Passed: 5 No. Failed: 2

Total Invited to Exam: 9

No. Withdrew: 2 No. Screened Out: 15

**TRUCK DRIVER****DUAL 22-0237-0392**

List Valid: 09/09/2022-09/09/2023

Total Applications Received: 90

No. Passed: 14 No. Failed: 17

Total Invited to Exam: 46

No. Withdrew: 15 No. Screened Out: 44

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: AUGUST 25, 2022

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# PERSONNEL COMMISSION

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August 31, 2022

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

## Background and Findings

The Warehouse Manager and Records Office Supervisor reviewed the Records Office Assistant (salary range 15 C1) classification specification in anticipation of upcoming recruitment activities. The classification of Records Office Assistant was created in 2000 and was last revised in 2010.

Specifically, the job summary of the classification was expanded to reflect that incumbents also handle District administrative records in addition to student records and the duty statements were updated throughout to reflect the change in technology from microfilming or photocopying records to scanning and digitizing records. The physical demands were modified to clarify that incumbents routinely lift and carry boxes of records weighing up to 35lbs and climb ladders and stairs to reach storage shelves in the Records warehouse. In addition, references to outdated office equipment were removed from the description.

The Business Services Director has reviewed and is in support of the proposed revisions. Since the revisions were extensive, copies of the current and revised class specifications are attached for review.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Records Office Assistant

Prepared by:

A handwritten signature in black ink, appearing to be "S. Learning", written in a cursive style.

Susan Learning  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "K. Kato", written in a cursive style.

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0675  
Salary Range: 15 (C1)  
**\*\*REVISED\*\***

### RECORDS OFFICE ASSISTANT

#### JOB SUMMARY

Under general supervision, perform a variety of activities related to the management of District records including administrative and student records; receive, digitize, store and destroy District records from schools and offices; receive, research and process record requests in accordance with established procedures; maintain confidentiality of sensitive and privileged information; 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 activities related to the management of District records including administrative and student records; receive, digitize, store and destroy records; maintain confidentiality of sensitive and privileged information. **E**
- Prepare records to be digitized in accordance with established procedures; review, organize and straighten pages; remove staples, paper clips and other bindings; remove unnecessary documents from records in accordance with established procedures. **E**
- Scan permanent District records; classify, index and assure legibility of documents; upload and archive digitized records into appropriate storage locations including databases, document management systems and files. **E**
- Receive and process departmental record requests for retrieval, storage and destruction; locate, move and prepare records for destruction in accordance with established procedures; assist in maintaining a detailed record location system. **E**
- Receive, research and process requests for student transcripts; provide transcripts to schools and outside agencies according to established procedures; request records from schools; collect record retrieval fees, issue receipts and send fees to Accounting. **E**
- Answer phones and greet and assist visitors; provide information to students, staff and the public regarding records management policies and procedures; assist visitors with completion of forms and documents. **E**
- Receive court subpoenas for District records; research, locate, and provide records in accordance with established procedures; retrieve physical records from the Records warehouse as needed. **E**
- Assist with the periodic destruction of records in the Records warehouse; identify, tag and move boxes eligible for destruction; load and unload boxes of records from warehouse shelves. **E**

- Perform a variety of clerical duties; receive, open and sort mail; file various records and forms; prepare correspondence related to assigned activities. *E*
- Operate a variety of office equipment including a scanner, microfilm reader/printer, and a computer and assigned software; maintain equipment and arrange for repairs as necessary. *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**

Incumbents in the Records Office Assistant classification perform a variety of activities in support of the District records management program including preparing and scanning permanent records in accordance with established procedures. Incumbents receive and process student transcript requests and provide information to students, staff, outside agencies, and the public regarding records requests and retention and storage requirements. A Records Office Assistant is required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional customer service, interpersonal skills and positive public relations in their contacts with the public and District employees.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern office practices and procedures.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of providing high-quality customer service.

Telephone techniques and etiquette.

Correct English usage, spelling, grammar, and punctuation.

Oral and written communication skills.

Filing and record-keeping techniques.

Operation of a variety of office equipment including a scanner, microfilm reader/printer, and a computer and assigned software.

Basic math.

#### **Ability to:**

Perform a variety of activities related to the management of District administrative and student records.

Prepare records for digitization in accordance with established procedures.

Maintain the security and confidentiality of sensitive and privileged information.

Answer telephones and greet visitors courteously.

Maintain records and files.

Meet schedules and time lines.

Complete work with many interruptions.

Determine appropriate action within clearly defined guidelines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Learn laws, codes, rules and regulations regarding release of student information, files and transcripts.

Operate a variety of office equipment including a scanner, microfilm reader/printer, and a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

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

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

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.

**WORKING ENVIRONMENT**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and scanners.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling boxes weighing up to approximately 35 pounds.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to retrieve files and records.

Reaching overhead, above the shoulders or horizontally to retrieve files and records.

Climbing ladders and stairs to retrieve boxes.

*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: 6/22/2000

Revised: 3/18/2010

Revised:



## PERSONNEL COMMISSION

**Class Code: 0675**  
**Salary Range: 15 (C1)**

### RECORDS OFFICE ASSISTANT

#### JOB SUMMARY

Under close supervision, perform a variety of activities related to the management of student records; operate a microfilm camera, reader/printer or scanner to store student records; request, receive and process student transcripts from other schools.

#### 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 activities related to the management of student records; maintain statistical data on related transactions; maintain systematic filing system; maintain confidentiality of student information. ***E***
- Prepare student records for photocopying or microfilming in accordance with established procedures; copy student records utilizing a microfilm camera, reader/printer, scanner and related equipment; maintain equipment and arrange for repairs as necessary. ***E***
- Answer phones and greet and assist visitors; provide information to students, staff and the public regarding records retention and storage requirements; retrieve records from the warehouse; verify information on past and present students as requested. ***E***
- Purge records and prepare records for destruction in accordance with established procedures; operate a shredder to shred records and documents. ***E***
- Operate a variety of office equipment including a copier, calculator, typewriter and computer. ***E***
- Request, receive and process student transcripts from other schools in person or on the telephone; provide transcripts to other schools according to established procedures; issue receipts and send monies to proper departments. ***E***
- Perform a variety of clerical duties; receive, open and sort mail; file various records and forms; prepare and mail correspondence regarding attendance in District schools and graduation from high school; type and proofread letters, memoranda and forms. ***E***
- Provide personal data for court subpoenas. ***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 Records Office Assistant performs general clerical support duties associated with the

District records management program including preparing records for photocopying or microfilming in accordance with established procedures and operating related equipment. Incumbents provide information to students, staff and the public regarding records retention and storage requirements.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Modern office practices and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, spelling, grammar, and punctuation.  
Telephone techniques and etiquette.  
Filing and record-keeping techniques.  
Operation of a computer terminal.

**Ability to:**

Prepare records for photocopying or microfilming in accordance with established procedures.  
Perform a variety of activities related to the management of student records.  
Answer phones and greet visitors courteously.  
Learn to operate a microfilm camera, scanner and reader/printer.  
Learn laws and regulations regarding release of student information, files and transcripts.  
Understand and follow oral and written instructions.  
Maintain and assure the security and confidentiality of student files and records.  
Operate a variety of office equipment including a computer.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Graduation from high school.

**Experience:**

One year of clerical experience involving public contact. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

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



*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

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.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and microfilm equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling moderately heavy objects.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to retrieve files and records.  
Reaching overhead, above the shoulders or horizontally to retrieve files and records.

*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 6/22/2000  
Revised: 3/18/2010

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# PERSONNEL COMMISSION

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August 26, 2022

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

## Background and Findings

A recent recruitment effort for Salary Services Supervisor yielded an inadequate candidate pool of less than three ranks. Staff met with Human Resources Services management to broaden the experience requirements to attract a larger pool of applicants that meet the standards necessary for success on the job.

The experience requirements were modified to capture applicants with human resources experience, financial or statistical record-keeping and analysis experience, or internal experience as a Human Resources Technician or Credentials Services Specialist.

In addition, minor revisions were made throughout the description including removal of the self-certified typing requirement, references to outdated office equipment, and a job hazards section.

The Assistant Superintendent, Human Resource Services has reviewed and approved the revisions to the classification description.

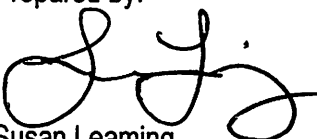
A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Salary Services Supervisor

Prepared by:

  
Susan Leaming  
Personnel Analyst

Approved and Recommended:

  
Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5009  
Salary Range: 28 (S1)

### SALARY SERVICES SUPERVISOR

#### 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.

#### 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 participate in the review and processing of documents relating to the salary placement of certificated personnel; assign and review the work of personnel engaged in salary placement processes. **E**
- Serve as a liaison between individuals, the District, the County Office of Education and the Commission on Teacher Credentialing (CTC) representing the District interests regarding complicated certificated salary policy issues and trends; investigate and resolve the more difficult and complex salary placement issues; approve salary adjustments as needed. **E**
- Review the evaluation of transcripts and records to Aassure the proper salary placement of that certificated personnel ~~hold valid and appropriate credentials for their assignment and are paid at the appropriate level~~; advise administrators and employees of incorrect salary placements; adjust and approve salary placements, adjustments placement and career increments adjustments; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of District salary policies and procedures; advise employees concerning course credit provisions. **E**
- ~~Evaluate transcripts and records to determine salary eligibility; notify employees regarding missing or incomplete items.~~ **E**
- Log, track and monitor certificated staff Sstatutory Lleaves of Aabsence; advise dDistrict management and certificated employees of individual benefits' status, including impending termination of benefit. **E**
- Review and verify college and university transcripts of applicants and current employees to determine salary schedule according to District guidelines and collective bargaining agreements; contact colleges and universities to obtain transcript information as needed, as appropriate; calculate and oversee calculations of employee

salaries; review employment experience and recommend and adjust salary credit as appropriate. *E*

- Review applications and verify information to determine salary eligibility for leadership or administrative positions within the District. *-E*
- Regularly audit and oversee the auditing of personnel files for proper salary placement. *E*
- Assemble confidential and sensitive information related to certificated personnel salaries; prepare and maintain related personnel files, records and folders; maintain records for salary evaluation purposes; conduct salary surveys for certificated positions; prepare and coordinate the preparation of related salary evaluation reports. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed. *E*
- Initiate and receive telephone calls and other inquiries concerning credential and salary placement issues; greet and assist visitors; conduct research as needed to obtain pertinent information; verify receipt of materials from applicants. *E*
- Participate in and oversee the preparation of special projects as directed. *E*
- Operate a variety of office equipment including a typewriter, fax machine, calculator and computer and assigned software. *E*
- ~~Participate in and oversee the preparation of special projects as directed.~~
- ~~Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.~~ *E*
- Attend, conduct and participate in workshops and job fairs related to assigned activities to maintain current knowledge of laws, codes, rules and regulations. *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 incumbent in the Salary Services Supervisor classification is distinguished from the secretarial or personnel clerical classes by the unique requirement to review transcripts and course credit materials, and to audit and approve appropriate salary placement and adjustments for District certificated staff. The incumbent supervises other personnel engaged in salary placement processes while performing complex and difficult work requiring a thorough knowledge of personnel rules, regulations and applicable sections of the Education Code. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Current laws, codes, regulations and rules related to credentialing and compensation.

Elementary-General finance, audit and accounting practices and procedures.  
 Practices and procedures related to certificated personnel.  
 District personnel policies and procedures.  
 Merit system rules and regulations.  
 Organization and functions of the Commission on Teacher Credentialing.  
 Principles and practices of supervision and training.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Oral and written communication skills.  
 Certificated payroll procedures.  
 Bargaining unit contracts and salary schedules.  
 District organization, operations, policies and objectives.  
 Interpersonal skills using tact, patience and courtesy.  
 Record-keeping and report preparation techniques.  
 Modern office practices, procedures and equipment.  
 Operation of a computer and assigned software.  
 Basic math.  
 Telephone techniques and etiquette.

#### **Ability to:**

Plan, oversee and participate in the review and processing of documents relating to the ~~certification and~~ salary placement of certificated personnel.  
 Provide technical information and assistance to others concerning employment policies and personnel transactions related to salary placement and other human resources matters.  
 Prepare ~~basic~~ financial reports and spreadsheets related to certificated salaries, costs and adjustment figures.  
 Investigate and resolve the more difficult and complex credentialing and salary placement issues.  
 Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to credentialing and salary placement.  
 Train, supervise and evaluate personnel.  
 Assign and review work.  
 Monitor salary placement of certificated personnel.  
 Audit and update financial data in manual and computerized records and ~~files~~.  
 Communicate effectively both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Maintain records and prepare reports.  
 Maintain current knowledge of applicable laws, codes, rules and regulations.  
 Understand and follow oral and written instructions.  
 Analyze situations accurately and adopt an effective course of action.  
 Work independently with little direction.  
 Add, subtract, multiply and divide quickly and accurately.  
 Maintain confidentiality of sensitive and privileged information.  
 Complete work with many interruptions.  
 Operate a variety of office equipment including a computer and assigned software.

#### **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 involving processing or reviewing documents for compliance with policies and procedures and including some experience in a lead or supervisory capacity. Experience involving transcript analysis for certificated employees is desired.~~

~~Three years of human resources experience and one year of experience performing detailed fiscal analysis and audits~~

Or

~~Three years of financial or statistical record-keeping and analysis experience including some experience in a lead or supervisory capacity.~~

~~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

~~Three years of experience as a Human Resources Technician or Credential Services Specialist with the Long Beach Unified School District.~~

~~One year of experience at the level of LBUSD Human Resources Supervisor.~~

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**

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

~~***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***~~

~~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.~~

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

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

**HAZARDS:**

~~Potential contact with dissatisfied individuals.~~

**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: 6/22/2000  
Revised: 1/2002  
~~Revised:~~