

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713**

MEETING AGENDA

Regular Meeting
Building B, Room 29
February 4, 2016

8:15 a.m.

**ADDENDUM
PAGE NO.**

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey V. Lewis
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of January 21, 2016 1 – 3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker 4 – 5
2. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant 6 – 7
3. **RATIFY** job announcement bulletin for Senior Accounting Assistant 8 – 9
4. **RATIFY** job announcement bulletin for Staff Secretary and Staff Secretary – Bilingual (Spanish) 10 –11
5. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker and Intermediate Nutrition Services Worker 12 –13
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I, II or III 14 –15
7. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & External Programs 16 –17
8. **APPROVE** the certification of Production Specialist/Editor 16-0045-5155 eligibility list established January 26, 2016 18
9. **APPROVE** the certification of Multimedia Technology Supervisor 16-0051-5154 eligibility list established January 28, 2016 18

**10. APPROVE the certification of Middle School Office Supervisor 16-0047-3357
eligibility list established February 1, 2016**

18

III. OLD BUSINESS

IV. NEW BUSINESS

- 1. APPROVE the abolishment of the following classifications:
Abolish the classification of Nutrition Services Supervisor – Remote Site
Abolish the classification of Cook – Remote Site**

19–27

- 2. APPROVE the revision of the following:
Revise the classification specification for Nutrition Services Director
Revise the classification specification for Nutrition Services Assistant Director
Revise the classification specification for Administrative Dietitian
Revise the classification specification for Nutrition Services Manager
Revise the classification specification for Production Center Manager
Revise the classification specification for Nutrition Services Operations Coordinator
Revise the classification specification for Child Nutrition Specialist
Revise the classification specification for Nutrition Services Operations and Training
Specialist
Revise the classification specification for Production Center Supervisor
Revise the classification specification for Nutrition Services Supervisor III
Revise the classification specification for Nutrition Services Supervisor II
Revise the classification specification for Nutrition Services Supervisor I
Revise the classification specification for Senior Nutrition Services Worker
Revise the classification specification for Intermediate Nutrition Services Worker
Revise the classification specification for Nutrition Services Worker**

28–32

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

February 18, 2016 at 8:15 a.m. in Building B, Room 29

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 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) 1.

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713**

MINUTES
Regular Meeting

January 21, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, January 21, 2016, at 8:18 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 Stacey V. Lewis.

ROLL

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

Present: **Stacey V. Lewis**
 Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Angela Stenberg, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Susan Follmuth, Human Resources Technician; and Rebecca Orozco, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Dan Ewaskey, CSEA Vice President – Unit B; and Juan Garcia, CSEA Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of January 7, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the District has been conducting workshops and trainings in the Personnel Commission computer lab. Mr. Kato reported that Chief Thomas Hickman provided the staff with an Active Shooter Training on Wednesday, January 13, 2016. Mr. Kato also informed the Commission of the LYNX Vacancy Assignment training provided to selected staff members on Friday, January 15, 2016. Mr. Kato

expressed gratitude towards Kaopoo Chao, Fiscal Services Analyst, for reviewing and advising the Commission on their budget. Mr. Kato concluded with informing the Commission that all Commissioners and the Executive Officer are registered for the California School Personnel Commissioners Association (CSPCA) annual conference being held on February 25–28, 2016.

Mary Cates, Human Resources Supervisor, updated the Commission on the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprinting services conducted by the Commission. Ms. Cates informed the Commission that all school sites and departments have received their Classified employee's evaluation list. Ms. Cates concluded with informing the Commission that Dale Culton, Judith Lopez and she attended the K-8, Middle, and High School Office Supervisor meeting held Wednesday, January 20, 2016 where they presented on the usage of the AESOP Substitute System and submitting vacancy assignments through LYNX.

Maria Braunstein, Personnel Analyst, introduced Rebecca Orozco as the new Human Resources Technician in the Recruitment and Testing unit.

Commissioner Linda Vaughn was in attendance at 8:26 a.m.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-5.

1. **RATIFY** job announcement bulletin for School Data Technician
2. **APPROVE** the certification of Instructional Aide – Special 16-0032-0448 eligibility list established December 9, 2015
3. **APPROVE** the certification of Instructional Aide – Special 16-0052-0448 eligibility list established January 6, 2016
4. **APPROVE** the certification of Program Supervisor – Special Projects 16-0037-5056 eligibility list established January 14, 2016
5. **APPROVE** the certification of Site Specialist – Special Projects 16-0038-5055 eligibility list established January 14, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughn	X		

OLD BUSINESS

None

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughn, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the revisions, creation and allocation of the following:
Revise the classification specification and title for High School Equivalency Examiner
Create the classification of High School Equivalency Examiner – BL Spanish

Allocate the classification of High School Equivalency Examiner – BL Spanish to salary range 25 C1

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

OTHER ITEMS

Commissioner Terence Ulaszewski reported that he attended the Board of Education meeting on Tuesday, January 19, 2016, and he was impressed with the presentation provided by the new Student Board Member from Sato Academy of Mathematics and Science.

Commissioner Linda Vaughan updated the Commission on her attendance at Vista Unified School District on Friday, January 15, 2016, where she provided professional development training on the Merit System.

Commissioner Stacey Lewis announced the Port of Long Beach Summer High School Internship Program 2016 and invited interested students and parents to the open house being hosted on February 11, 2016 at 6:30 p.m.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for February 4, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. No reportable actions were taken.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer



Classified Employment Opportunity

APPLY TO:

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/)

BUILDING MAINTENANCE WORKER – 0625

Applications will ONLY be accepted on the following days: February 1, February 2, February 3 and February 4, 2016.
Final Filing Deadline: 4:30 p.m., February 4, 2016.

<u>SALARY RANGE</u>	<u>START</u>	<u>8 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,728	\$3,933	\$4,150	\$4,378	\$4,618
<u>HOURLY:</u>	\$21.51	\$22.69	\$23.94	\$25.26	\$26.65

JOB INFORMATION: The eligibility lists are being created to fill future vacancies as they occur.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/). 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.

JOB SUMMARY: Under general supervision, A Building Maintenance Worker performs work in connection with the repair and maintenance of school district properties or equipment. Incumbents may assist carpenters, painters, plumbers, electricians or other mechanics; perform more simple kinds of repair and maintenance work, and perform related duties as assigned.

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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to graduation from high school.

EXPERIENCE: At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

SPECIAL: (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 incumbents in this class may be required to wear protective clothing, gear or equipment as required by law. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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. Attendance will be at the applicant's expense. 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #18-0068-0625SF
Dual Examination

Maria Braundstein

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

APPLY TO:

Personnel Commission, Long Beach Unified School District
 4440 Ladoga Avenue, Long Beach, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

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

INTERMEDIATE ACCOUNTING ASSISTANT – 0755

Final Filing Date: 4:30 p.m., Wednesday, February 10, 2016.
Online Applications Accepted: February 5 – February 10, 2016.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,345	\$3,528	\$3,723	\$3,927	\$4,143
<u>HOURLY:</u>	\$19.30	\$20.36	\$21.48	\$22.66	\$23.90

JOB INFORMATION: The current vacancy is as follows: 100% FTE, 10-months (Flex) at Nutrition Services

APPLICATION: All applications must be submitted online via the Personnel Commission’s website at www.lbschools.net/Departments/Personnel Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application from:
 Monday – Thursday, 8:00 AM – 4:00 PM.

JOB SUMMARY: Under general supervision, an Intermediate Accounting Assistant performs a variety of accounting work involving basic numeric calculations and clerical work according to prescribed procedures and regulations. An Intermediate Accounting Assistant computes, credits and debits accounts, checks forms and documents, records employee attendance, identifies discrepancies and makes adjustments to accounts.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

EDUCATION AND TRAINING: Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE: Two years of full-time financial or statistical record keeping work.

SPECIAL: Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a “paper screening” of the applicant’s training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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

Exam 18-0072-0755 SF
 Dual Examination

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

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4440 Ladoga Avenue, Long Beach, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

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

SENIOR ACCOUNTING ASSISTANT – 0760

Final Filing Date: 4:30 p.m., Wednesday, February 10, 2016.
Online Applications Accepted: February 5 – February 10, 2016.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,627	\$3,828	\$4,038	\$4,260	\$4,495
HOURLY:	\$20.93	\$22.09	\$23.30	\$24.58	\$25.94

JOB INFORMATION: Permanent 12 month position at Accounting Department.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Departments/Personnel Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application from:
Monday – Thursday, 8:00 AM – 4:00 PM.

JOB SUMMARY: Under general supervision, a Senior Accounting Assistant performs clerical accounting work of moderate difficulty on accounting processes and transactions or on a function of District wide scope. An incumbent consolidates and summarizes data for accounting reports, solves problems on account classifications and codes and inputs corrections and prepares journal vouchers and journal entries. A Senior Accounting Assistant may also serve in a lead capacity with Accounting Assistants or other staff in providing guidance and direction in the accomplishment of accounting work or perform a specialized functional accounting responsibility and performs related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE: Three years of full-time financial or statistical record keeping work, one of which is preferably in a public agency.

SPECIAL REQUIREMENTS: Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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

Exam 16-0073-0760 SF
Dual Examination

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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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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
 4400 Ladoga Avenue, Lakewood, CA 90713 Office: (562)435-5708
www.lbschools.net/Main_Offices/Personnel_Commission/

24 Hour Job Hotline: (562) 491-JOBS

STAFF SECRETARY - 3364 STAFF SECRETARY – BILINGUAL (SPANISH) – 5085

Final Filing Date: 4:30 p.m., Wednesday, February 10, 2016

APPLICATIONS WILL ONLY BE ACCEPTED ONLINE FOR THE FOLLOWING DAYS: FEBRUARY 5 THROUGH FEBRUARY 10, 2016

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$3,345	\$3,528	\$3,723	\$3,927	\$4,143
HOURLY:	\$19.30	\$20.38	\$21.48	\$22.66	\$23.90

JOB INFORMATION:

There are two current Staff Secretary vacancies for 100%, 10 months, 220 day flex positions in the departments of Gifted Supervision Office and Student Placement Services. There is one Staff Secretary vacancy for 100%, 12 month vacancy in the department of Special Education. There are two current Staff Secretary – Bilingual Spanish vacancies for 100%, 10 months, 220 day flex positions in the department of Special Education and Office of Equity, Access, and College & Career Readiness (EACCR).

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate 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:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class driver's license. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee. (3) These classifications require 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. (4) Positions in the Staff Secretary – Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination
 Exam 16-0071-3364

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

APPLY TO:
 Personnel Commission, Long Beach Unified School District
 4400 Ladoga Ave, Lakewood, CA 90713 Office: (562) 496-6708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

SENIOR NUTRITION SERVICES WORKER – 5071 INTERMEDIATE NUTRITION SERVICES WORKER – 5058

Final Filing Date: 4:30 p.m., Thursday, February 18, 2016
APPLICATIONS WILL BE ACCEPTED: February 12 – February 18

JOB INFORMATION: Eligibility lists are being created to fill future vacancies as they occur.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Departments/Personnel_Commission/. 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.

Note: Before being considered for employment, all applicant's 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.

SENIOR NUTRITION SERVICES WORKER:

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,692	\$2,841	\$2,996	\$3,161	\$3,334
HOURLY:	\$15.54	\$16.39	\$17.29	\$18.24	\$19.24

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

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from high school or equivalent.

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

INTERMEDIATE NUTRITION SERVICES WORKER:

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,481	\$2,618	\$2,761	\$2,913	\$3,074
HOURLY:	\$14.31	\$15.11	\$15.93	\$16.81	\$17.74

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

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Completion of the eighth grade.

EXPERIENCE: Six months of food service experience or three months at the level of Nutrition Services Worker.

SPECIAL: (1) Some positions in this classification may require a valid California Class C driver's license. (2) Incumbents in these positions will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Accepting employment in a position in these classifications requires the individual to either, join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment will be comprised of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277)

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0075-5071 OL
 Dual Exam 16-0076-5058 OL

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

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 Personnel Commission, Long Beach Unified School District
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24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

NUTRITION SERVICES SUPERVISOR I, II, or III

Final Filing Date: Each position is open until 4:30 p.m. Thursday, February 18, 2016.

JOB INFORMATION: Eligible lists are being created to fill future vacancies as they occur.

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

Note: Before being considered for employment, 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.

NUTRITION SERVICES SUPERVISOR I - 5064

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/4 YEARS
MONTHLY:	\$3,438	\$3,827	\$3,827	\$4,036
HOURLY:	\$19.83	\$20.92	\$22.08	\$23.28

JOB SUMMARY: Under general supervision, plan, organize, and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary or small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR I INCLUDE:

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

Relevant training and experience would include:

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

DESIRABLE: Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

NUTRITION SERVICES SUPERVISOR II - 5065

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/4 YEARS
MONTHLY:	\$3,833	\$4,042	\$4,265	\$4,500
HOURLY:	\$22.11	\$23.32	\$24.61	\$25.96

JOB SUMMARY: Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR II INCLUDE:

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

Relevant training and experience would include:

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

DESIRABLE: Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

NUTRITION SERVICES SUPERVISOR III - 5066

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/4 YEARS
MONTHLY:	\$4,271	\$4,508	\$4,755	\$5,016
HOURLY:	\$24.84	\$25.99	\$27.43	\$28.93

JOB SUMMARY: Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR III INCLUDE:

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

Relevant training and experience would include:

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

DESIRABLE: Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

SPECIAL REQUIREMENT: Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in these classifications. Some positions in this classification may require possession of a valid California Class C driver's license and the use of a personal automobile.

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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. Attendance will be at the applicant's expense. 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.

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.

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.

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 model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world.

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

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

Long Beach, the International City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

DUAL EXAM 16-0067-3338 RO

Maria Butts



An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

Administrator, K-16 Collaborations & External Programs

\$98,298 – \$115,432 Annually

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 Administrator, K – 16 Collaborations & External Programs. Under general direction, plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District; perform related duties as assigned.

The District offers an excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Administrator, K – 16 Collaborations & External Programs

THE IDEAL CANDIDATE

Successful candidates will have graduation from an accredited four-year college or university with a degree in social science, English, public relations, social work, education, or related field is required. A master's degree in one of these fields is desirable.

Additionally, three years of experience in lobbying, advocacy, public policy, coalition building, and grant writing, for public, non-profit agencies is required. Experience within a public education setting is preferred. To have established a network or resources for partnerships, collaborative and public and private corporations, and agency sponsors is desirable.

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

SPECIAL REQUIREMENTS

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

Positions in this class may routinely require District paid travel throughout the United States, with varied work hours.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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.** Attendance will be at the applicant's expense. 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-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Friday, February 19, 2016

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 18

Date: February 4, 2016

Reason for
Consideration: Approval

Production Specialist/Editor

Dual

16-0045-5155

List Valid: 1/26/16 – 1/26/17

Total applications received: 84

Total invited to exam: 27

No. Passed: 8

No. Failed: 11

No. Withdrew: 8

No. Screened Out: 57

Multimedia Technology Supervisor

Dual

16-0051-5154

List Valid: 1/28/16 – 1/28/17

Total applications received: 29

Total invited to exam: 8

No. Passed: 4

No. Failed: 2

No. Withdrew: 2

No. Screened Out: 21

Middle School Office Supervisor

Promotional

16-0047-3357

List Valid: 2/1/16 – 2/1/17

Total applications received: 28

Total invited to exam: 16

No. Passed: 9

No. Failed: 4

No. Withdrew: 3

No. Screened Out: 12

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: January 28, 2016



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

January 12, 2016

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of Classification Specifications

Background and Findings

From 1948 to 2008, the Long Beach Unified School District operated a natural science education camp (Hi-Hill Outdoor School) in the Angeles National Forest. Fifth graders would spend a week at the camp learning firsthand about the natural sciences. The District staffed Hi-Hill with classified and certificated staff. Nutrition Services operated a kitchen and dining hall and utilized two classifications at the site, Nutrition Services Supervisor – Remote Site (Salary Range 21 S1) and Cook – Remote Site (Salary Range 16 C1).

No employees will be affected by this action as both classifications have been vacant since the closing of Hi-Hill and the reemployment lists have expired (Cook - Remote Site expired in 2014 and Nutrition Services Supervisor - Remote Site in 2012).

The Nutrition Services Director and Financial Services Officer support the abolishment and do not anticipate utilizing these classifications in the future.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Nutrition Services Supervisor – Remote Site
- Cook – Remote Site

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0591
Salary Range: 16 (C1)

COOK-REMOTE SITE

JOB SUMMARY

Under close supervision, prepare, cook, bake, package and serve hot and cold menu items at an assigned remote site; maintain nutrition service facilities and equipment in a clean and sanitary condition; 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.

- Prepare, cook, bake, package and serve hot and cold menu items at an assigned remote site; maintain food quality standards including appearance and menu requirements. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, plates, utensils and serving equipment. **E**
- Cook main dishes, meats, pasta, vegetables and other items; prepare baked goods; follow recipes and menus; adjust, make substitutions and extend recipes; mix ingredients and assemble food items such as main entrees, salads, sandwiches and cakes; inspect food for portion and quality control. **E**
- Assist in determining appropriate quantity of food items for cooking and baking; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures. **E**
- Assure special orders and daily menu items are prepared in a timely manner; wash, cut, measure and scoop food items; mix, slice, grate and chop food items; open cans and other food containers; replenish containers as necessary. **E**
- Package, wrap and reheat food items according to established procedures and portion control standards; prepare sack lunches. **E**
- Prepare food and beverages for family-style service; count and set-up plates, trays and utensils; arrange serving areas; serve food to students and staff. **E**
- Assure proper stock levels are maintained at serving counters, tables and salad bar during meal service periods. **E**
- Count leftover items; prepare related records as assigned. **E**
- Estimate and order food and supplies needed for operation; communicate with Nutrition Center staff regarding orders. **E**

- Operate nutrition service equipment such as slicers, grills, fryers, strainers, mixers, warmers, ovens and can openers; operate a garbage disposal to dispose of leftover items; dispose of trash. *E*
- Pull bulk food and supplies from freezers, refrigerators and storage; receive, stock and rotate food to assure freshness and temperature control; check expiration dates; date food items. *E*
- Participate in site inventories; prepare related records. *E*
- Serve as the Supervisor in the absence of the Supervisor as needed. *E*
- Attend a variety of meetings and in-service trainings.
- Train and provide work direction to student workers 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

Positions in this classification are assigned to remote sites outside of District boundaries such as Hi-Hill Outdoor School. Incumbents assist in the full preparation service and cleaning of food served. Incumbents exercise a considerable degree of independence in completing the activities because work volume requirements do not permit the supervisor to be present at all times during the preparation and service of three meals and snack service each day.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and procedures for preparing and serving food in large quantities.

Standard kitchen utensils and equipment.

Sanitation and safety practices and regulations related to the handling and serving of food in large quantities.

Proper methods of storing equipment, materials and supplies.

Food preparation methods including washing, cutting and assembling food items.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Proper methods of food rotation and storage.

Inventory methods.

Record-keeping techniques.

Proper lifting techniques.

Ability to:

Prepare, cook and serve food in accordance with health and sanitation regulations.

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extend recipes.

Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain a variety of records related to assigned activities.
Meet schedules and time lines.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent.

Experience:

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

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

SPECIAL REQUIREMENTS:

The Hi-Hill Outdoor School site is located in the mountains near Pasadena at an altitude of approximately 4,000 feet. Employees must live at the site or in the vicinity of the site and arrange for their own transportation to and from work. They may be required to work evenings, weekends and holidays. The isolated environment requires employees to maintain a tolerant and understanding attitude toward the students and staff. Employees may be required to perform custodial tasks unique to the mountain environment such as shoveling snow and unclogging frozen pipes.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity.

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.

Revised: 7/1/2004



PERSONNEL COMMISSION

Class Code: 5067
Salary Range: 21 (S1)

NUTRITION SERVICES SUPERVISOR – REMOTE SITE

JOB SUMMARY

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned remote school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train 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 participate in the preparation and serving of hot and cold menu items to students and staff at an assigned remote school site; maintain food quality standards including appearance and menu requirements. **E**
- Train and evaluate the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. **E**
- Open and close site kitchen facilities; set up and turn on and off equipment; lock and secure facilities after daily activities are completed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations. **E**
- Cook main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; adjust, make substitutions and extend recipes; mix ingredients and assemble food items such as main entrees, salads, sandwiches and cakes; inspect food for portion and quality control. **E**
- Assure special orders and daily menu items are prepared in a timely manner; wash, cut, measure and scoop food items; mix, slice, grate and chop food items; open cans and other food containers; replenish containers as necessary. **E**
- Determine appropriate quantity of food items for preparation, heating and serving; make menu substitutions as necessary in accordance with established procedures; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; inspect food for portion and quality control. **E**
- Package, wrap and reheat food items according to established procedures and portion control standards; prepare sack lunches. **E**

- **Oversee and participate in the set up of service line and window food items, trays, condiments and utensils; serve food to students and staff; assure mandated meal components are served; assure proper stock levels are maintained at serving counters during meal service periods. *E***
- **Complete a variety of records and reports related to assigned activities such as daily production records, daily serving reports and food orders. *E***
- **Estimate sales and food needed for production; order meals, special orders and other menu items; receive, date, store and rotate food and supplies; take and record freezer and refrigerator temperatures; conduct periodic and daily inventories. *E***
- **Communicate with administrators, personnel, and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E***
- **Compile payroll for assigned staff and assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information. *E***
- **Operate and make minor adjustments to nutrition service equipment such as slicers, grills, fryers, strainers, mixers, warmers, ovens and can openers; operate a garbage disposal to dispose of leftover items; dispose of trash. *E***
- **Attend a variety of meetings and in-service trainings.**

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

Positions in this classification are assigned to remote sites outside of District boundaries such as Hi-Hill Outdoor School. Incumbents in the Nutrition Services Supervisor – Remote Site classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned remote school site. The scope of service includes breakfast, lunch, snack and dinner service and meals are typically served family-style.

EMPLOYMENT STANDARDS

Knowledge of:

Methods for preparing and serving food in large quantities.

Standard kitchen utensils and equipment.

Principles and practices of training and supervision.

Sanitation and safety practices related to the handling and serving of food in large quantities.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Laws, codes, rules and regulations related to assigned activities.

Food preparation methods including washing, cutting and assembling food items.

Basic math.

Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods and practices.
Record-keeping and report preparation techniques.
Proper lifting techniques.

Ability to:

Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff.
Prepare, heat and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

Experience:

Three years of quantity food preparation and service experience including some experience in a lead or supervisory capacity or one year as a Nutrition Services Supervisor I.

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

SPECIAL REQUIREMENTS

Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

The Hi-Hill Outdoor School site is located in the mountains near Pasadena at an altitude of approximately 4,000 feet. Employees must live at the site or in the vicinity of the site and arrange for their own transportation to and from work. They may be required to work evenings, weekends and holidays. The isolated environment requires employees to maintain a tolerant and understanding attitude toward the students and staff. Employees may be required to perform custodial tasks unique to the mountain environment such as shoveling snow and unclogging frozen pipes.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and count money.

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: 7/1/2004



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

January 26, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Classification Specifications

Background and Findings

The Nutrition Services Director recently requested staff update Nutrition Services management and supervisory classifications to reflect changes to the special requirements of the classes.

When the 2004 Nutrition Services Job Family Study was adopted, most of the supervisory and management classifications required a valid Food Handler's certification by completion of probation. However, the certification standard outlined the California Retail Food Code (CRFC) has since changed to a food safety manager certification. Each facility must have a "person in charge" who has successfully passed an approved food safety certification examination in accordance with §113947 of the CRFC. While in practice Nutrition Services has provided this training to all affected staff, the class descriptions still reflect the Food Handler's certification.

In addition, the statement "Valid Food Handler's certification is desirable" was added to the Senior Nutrition Services Worker, Intermediate Nutrition Services Worker, and Nutrition Services Worker classifications. Food Handler certification programs teach basic food safety practices for preparing, storing and serving food.

Rather than attach full copies of each affected classification description to this report, staff has provided a matrix which shows the current and modified language of the special requirements for each classification.

The Nutrition Services Director and Financial Services Officer have reviewed and approved the recommended changes.

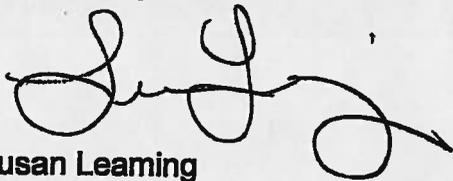
Recommendations

Staff recommends the Personnel Commission:

1. Adopt the following revised class specifications:

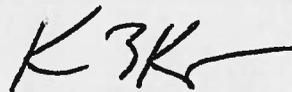
- **Nutrition Services Director**
- **Nutrition Services Assistant Director**
- **Administrative Dietitian**
- **Nutrition Services Manager**
- **Production Center Manager**
- **Nutrition Services Operations Coordinator**
- **Child Nutrition Specialist**
- **Nutrition Services Operations and Training Specialist**
- **Production Center Supervisor**
- **Nutrition Services Supervisor III**
- **Nutrition Services Supervisor II**
- **Nutrition Services Supervisor I**
- **Senior Nutrition Services Worker**
- **Intermediate Nutrition Services Worker**
- **Nutrition Services Worker**

Prepared by:



**Susan Learning
Personnel Analyst**

Approved and Recommended:



**Kenneth Kato
Executive Officer**

Current and Proposed Special Requirements for Food Safety Manager Certification

Title	Current Special Requirement	Proposed Special Requirement
<p>Nutrition Services Director</p>	<p>SELF-CERTIFICATION OF FOOD SAFETY TRAINING:</p> <p>At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.</p>	<p>Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.</p> <p><i>(In addition to Self-Certification of Food Safety Training current requirement)</i></p>
<p>Nutrition Services Assistant Director</p>	<p>SELF-CERTIFICATION OF FOOD SAFETY TRAINING:</p> <p>At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.</p>	<p>Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.</p> <p><i>(In addition to Self-Certification of Food Safety Training current requirement)</i></p>
<p>Administrative Dietitian</p>	<p>Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.</p>	<p>Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.</p>
<p>Nutrition Services Manager</p>	<p>None</p>	<p>Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.</p>

Current and Proposed Special Requirements for Food Safety Manager Certification

Title	Current Special Requirement	Proposed Special Requirement
Production Center Manager	Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.	Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.
Nutrition Services Operations Coordinator	Some positions may require a valid Food Handler's certificate issued from an authorized agency.	Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.
Child Nutrition Specialist	Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.	Positions assigned to the Nutrition Services Branch must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.
Nutrition Services Operations and Training Specialist	Valid Food Handler's certificate issued by an authorized agency.	Valid Food Safety Manager certificate issued by an authorized agency.
Production Center Supervisor	Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.	Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.
Nutrition Services Supervisor III	Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.	Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

Current and Proposed Special Requirements for Food Safety Manager Certification

Title	Current Special Requirement	Proposed Special Requirement
Nutrition Services Supervisor II	Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.	Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.
Nutrition Services Supervisor I	Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.	Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.
Senior Nutrition Services Worker	None	Valid Food Handler's certificate is desirable.
Intermediate Nutrition Services Worker	None	Valid Food Handler's certificate is desirable.
Nutrition Services Worker	None	Valid Food Handler's certificate is desirable.