

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
April 28, 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 April 14, 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 Accounting Manager 4-5
2. **RATIFY** job announcement bulletin for ASB Financial Technician 6-7
3. **RATIFY** job announcement bulletin for High School Equivalency Examiner-Bilingual Spanish 8-9
4. **RATIFY** job announcement bulletin for Instructional Assistant-Intensive Behavioral Treatment 10-11
5. **RATIFY** job announcement bulletin for Instructional Assistant-Male Academy 12-13
6. **RATIFY** job announcement bulletin for Purchasing and Contracts Director 14-15
7. **APPROVE** the certification of Campus Security Officer 16-0050-5011 eligibility list established April 19, 2016 16
8. **APPROVE** the certification of Campus Security Officer 16-0069-5011 eligibility list established April 26, 2016 16
9. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 19, 2016 16
10. **APPROVE** the certification of Nutrition Services Supervisor I 16-0077-5064 eligibility list established April 19, 2016 16

	11. <b>APPROVE</b> the certification of Nutrition Services Supervisor II 16-0078-5065 eligibility list established April 19, 2016	16
	12. <b>APPROVE</b> the certification of Nutrition Services Supervisor III 16-0079-5066 eligibility list established April 19, 2016	16
III.	<b>OLD BUSINESS</b>	
	1. <b>DISCUSS</b> recruitment bulletin format	17-18
IV.	<b>NEW BUSINESS</b>	
	1. <b>REVIEW</b> and <b>APPROVE</b> Personnel Commission Budget for 2016-2017	19-22
	2. <b>APPROVE</b> Meeting Dates for Personnel Commission 2015 – 2016	23
	3. <b>APPROVE</b> the following: Create the classification of Educare Family Support Specialist Create the classification of Educare Family Support Specialist – BL Spanish Create the classification of Instructional Aide – Educare Create the classification of Instructional Aide – Educare BL Spanish Create the classification of Instructional Aide – Educare BL Khmer Allocate the classifications of Educare Family Support Specialist and Educare Family Support Specialist – BL Spanish to salary range 27 C1 Allocate the classifications of Instructional Aide – Educare BL Spanish and BL Khmer to salary range 10 C1	24–35
	4. <b>APPROVE</b> the following: Adopt new classification specification for Nutrition Services Payroll Technician Allocate the classification to salary range 22 C1 Reclassify the incumbent from: Intermediate Accounting Assistant to Nutrition Services Payroll Technician	36–44
	5. <b>APPROVE</b> the following: Revise the classification specification for Campus Security Officer Revise the classification specification for School Safety Communications Operator	45-54
	6. <b>APPROVE</b> the following: Revise the classification specification for Nutrition Services Projects and Equipment Production Manager	55-60
	7. <b>APPROVE</b> the recommendation to remove from eligibility list ID 25495800	61-73
V.	<b>OTHER ITEMS</b>	
VI.	<b>NEXT REGULAR MEETING</b>	
	May 12, 2016 at 8:15 a.m. in Building B, Room 29	
VII.	<b>CLOSED SESSION</b>	
	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

April 14, 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, April 14, 2016, at 8:16 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  
Absent:            Linda Vaughan

**STAFF MEMBERS PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Tom Hickman, Chief of School Safety and Emergency Preparedness; Valeeta Pharr, CSEA Chapter 2 President; and Matt Woods, Executive Director of Information and Technology Systems.

**MINUTES OF REGULAR MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of March 31, 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, updated the Commission of the Leadership Long Beach program he is attending. The program is called the Executive Leadership Series. Mr. Kato will be attending the program through May 2016.

Mr. Kato provided copies to guests and Commissioners of an article written by Chris Ungar, President of the California School Boards Association, regarding classified employees and the Personnel Commissions in California.

Susan Leaming, Personnel Analyst, updated the Commission on the progress of the Childcare and Instructional job family study. The preliminary class descriptions have been distributed and employees have been asked to provide feedback by April 22, 2016. Ms. Leaming also provided an update of the ongoing Personnel Commission technology upgrade project.

Maria Braunstein, Personnel Analyst reported that there are 24 open recruitments, and they are working with subject matter experts for feedback and to establish competencies.

Mary Cates, Human Resources Supervisor reported that March 18, 2016 was the deadline for summer school applications. 897 summer school applications were received and 307 of the 897 applications were incomplete. Notices via email and mail have been sent to the individuals who have submitted incomplete applications.

**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 1-7.

1. **RATIFY** job announcement bulletin for Staffing Analyst – Human Resources
2. **RATIFY** job announcement bulletin for Student Evaluation Technician
3. **APPROVE** the certification of Administrator K-16, Collaborations & External Programs 16-0067-3338 eligibility list established April 11, 2016
4. **APPROVE** the certification of Grounds Service Manager 16-0081-5156 eligibility list established April 5, 2016
5. **APPROVE** the certification of Staff Secretary 16-0070-3364 eligibility list established April 14, 2016
6. **APPROVE** the certification of Staff Secretary-Bilingual 16-0071-5085 eligibility list established April 14, 2016
7. **APPROVE** the certification of HVAC Technician 16-0082-5103 eligibility list established April 18, 2016

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

**OLD BUSINESS**

None

**NEW BUSINESS**

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1. The Public Hearing date for the proposed Personnel Commission Budget for 2016-2017 is scheduled for April 28, 2016. The hearing will be held at 4400 Ladoga Avenue, Lakewood, CA.

- 1. **DISCUSS** a Public Hearing Date for proposed Personnel Commission Budget for 2016-2017

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

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

- 2. **APPROVE** the following:  
Create the classification of District Security Officer  
Allocate the classification of District Security Officer to salary range 24 (C1)  
Designate the classification of District Security Officer as a police class in accordance with California Education Code 45301

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

**OTHER ITEMS**

Mr. Kato stated there was an inquiry regarding our computer systems in terms of information not being updated when an employee's title is changed. Matt Woods, Executive Director of Information and Technology Systems, informed the Commission that the Cloud initiative will begin in September 2016 and that they are working to automate manual forms.

Valeeta Pharr, CSEA Chapter 2 President, requested clarification on the next steps in hiring District Security Officers. Staff responded that they will work with the department and open the recruitment as soon as possible.

Ms. Lewis expressed her gratitude and thanked the guests from the different departments for their attendance and responsiveness to questions.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for April 28, 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 8:48 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:04 a.m. No reportable actions were taken.

**ADJOURMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m. with the consent of the members.

## ABOUT OUR DISTRICT

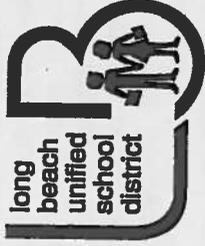
The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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

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

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



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

# ACCOUNTING MANAGER

## \$83,532 - \$98,076 Annually

A handwritten signature or set of initials in dark ink, appearing to be a stylized 'S' or 'B' with a flourish.

## 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 Accounting Manager. An Accounting Manager plans, organizes and manages the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services. Incumbents supervise the performance of professional, technical and clerical staff. An Accounting Manager performs professional-level accounting and financial analyses and is responsible for the compilation and submission of a wide variety of reports and records in compliance with the California Education Code and federal accounting procedure requirements and performs related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Accounting and Budgeting, then select Accounting Manager.

## THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, business administration, finance or a closely related field.

Additionally, candidates are required to have three years of professional-level accounting experience including some experience in a lead or supervisory capacity. Governmental accounting experience is preferred.

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

## SPECIAL REQUIREMENTS

Positions assigned to Nutrition Services require the use of a personal automobile and possession of a valid California Class C driver's license.

## SALARY AND BENEFITS

The annual salary for Accounting Manager is \$83,532 - \$98,076, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, 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 examination 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/](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-Thursdays, 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., Thursday, May 5, 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/](http://www.lbschools.net/Departments/Personnel_Commission/)  
**WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIEMERIT SYSTEM EMPLOYER**



# 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/)

## ASB FINANCIAL TECHNICIAN - 0751

**Final Filing Date: 4:30 p.m., Thursday, April 28, 2016.**  
**Applications Accepted: April 21, 2016 – April 28, 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>
<u>MONTHLY:</u>	\$3,512	\$3,704	\$3,909	\$4,123	\$4,350
<u>HOURLY:</u>	\$20.26	\$21.37	\$22.55	\$23.79	\$25.09

**JOB INFORMATION:** Eligibility list is being created to fill current and 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/](http://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 – 4:00. A resume will not substitute for the required forms.

**JOB SUMMARY:** Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

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

**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. Course work in accounting or finance in an institution of higher education is desirable.

**EXPERIENCE:** Two years of clerical accounting work preferably one of which is in a public agency. Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

**SPECIAL REQUIREMENTS:** (1) Some positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (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.

**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. **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

**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:**  
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 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/)

## HIGH SCHOOL EQUIVALENCY EXAMINER- BILINGUAL SPANISH-5201

**Final Filing Date: 4:30 p.m. Wednesday, May 4, 2016**

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$4,133	\$4,359	\$4,600	\$4,853	\$5,121
HOURLY:	\$23.85	\$25.15	\$26.54	\$28.00	\$29.55

**JOB INFORMATION:** Permanent 10 months position. Position is .475% FTE. The current vacancy is located at Long Beach School for Adults.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://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 – 4:00

**JOB SUMMARY:** A High School Equivalency Examiner conducts registration sessions and administers High School Equivalency Test (HSET) tests at specified District and external locations in accordance with Educational Testing Service (ETS) and California Department of Education requirements. An incumbent in this class serves as an alternate examiner to a Chief Examiner. Incumbents in the High School Equivalency Examiner – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to communicate testing instructions and respond to customer questions.

Employment in this class requires that an incumbent have no affiliation with HSET instructional activities. HSET test administration and instruction are separate functions and High School Equivalency Examiners cannot participate in both activities in accordance with ETS Testing Service policy.

**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:

**EDUCATION and TRAINING**

Associate of Arts degree. Course work in education, counseling or a related field is desired.

A Bachelor's degree is preferred. Course work in education, counseling or a related field is desired.

**EXPERIENCE:**

Three years of experience in teaching, training, counseling or testing.

A Bachelor's degree may be substituted for two years of the required experience.

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

**SPECIAL REQUIREMENTS:**

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

Positions in the High School Equivalency Examiner – BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

Incumbents in this classification must obtain a Certification of HSET Supervisor Training within six months of employment in this classification and are required to attend one annual HSET training each year.

An Incumbent may work irregular schedules, including late afternoon and evenings as needed.

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. **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).

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WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIEMERIT SYSTEM EMPLOYEE

LBUSD Employees, please see reverse side for important information

Dual Exam 16-0101-5201 OL

*Carolina Brantley*

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

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**Guidelines:**

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## INSTRUCTIONAL ASSISTANT-INTENSIVE BEHAVIORAL TREATMENT-5035

**Final Filing Date:** 4:30 p.m. Thursday, April 28, 2016

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 1/2 YEARS</b>	<b>2 1/2 YEARS</b>	<b>3 1/2 YEARS</b>
<b>MONTHLY:</b>	\$3,435	\$3,625	\$3,824	\$4,036	\$4,258
<b>HOURLY:</b>	\$19.62	\$20.91	\$22.07	\$23.28	\$24.57

**JOB INFORMATION:** Eligibility list is being created to fill current and 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/](http://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 – 4:00

**JOB SUMMARY:** An Instructional Assistant-Intensive Behavioral Treatment will, under general supervision, provide one-on-one Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including the home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs; perform related duties as assigned. The Instructional Assistant-Intensive Behavioral Treatment is distinguished from other instructional classifications by the varying locations at which work is performed; absence of immediate supervision, the independent judgement exercised and the special needs of the population served. Positions assigned to this class are further distinguished by the emphasis on knowledge of methodologies found to benefit some children including but not limited to, Discrete Trial Training, Picture Exchange Communication System (PECS) and Pivotal Response and Floor Time. Incumbents drive a personal vehicle to travel to student's homes and other locations including the classroom and community and provide one-on-one intensive behavioral intervention services (Applied Behavioral Analysis).

**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:

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

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

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

Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable.

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

**EXPERIENCE:** One year of experience working with students with autism including some demonstrated experience implementing Applied Behavioral Analysis programs.

OR

One year of experience at the level of LBUSD Instructional Aide-Special, supplemented by District-provided training in the special needs requirements of students with autism.

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

**SPECIAL REQUIREMENTS:**

- (1) Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Driver's license and proof of current and appropriate auto insurance coverage at the time of appointment.
- (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.
- (3) 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 will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational written examination (100%). Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by the occupational written examination.

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

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 EMPLOYEE

LBUSD Employees, please see reverse side for important information

Exam 16-0094-5035 SF  
DUAL

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



# Classified Promotional Opportunity

**APPLY TO:**

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, Long Beach, 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/)

## INSTRUCTIONAL ASSISTANT – MALE ACADEMY 5199

**Final Filing Date: 4:30 p.m., Tuesday, May 3, 2016**  
**Applications Accepted: April 28, 2016 – May 3, 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>
<u>MONTHLY:</u>	\$3,607	\$3,806	\$4,015	\$4,237	\$4,470
<u>HOURLY:</u>	\$20.81	\$21.96	\$23.17	\$24.45	\$25.79

**JOB INFORMATION:** Permanent 10 months position. Position is 100%. The current vacancy is located at Jordan High School.

**PROMOTIONAL:** Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://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 – 4:00.

**JOB SUMMARY:** An Instructional Assistant – Male Academy assists certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school. Incumbents in this class mentor Male Academy students in support of the program mission of improving the graduation rate of underrepresented promising male students and encouraging lifelong learning by preparing them for college and career options. Incumbents serve as a role model to students, encouraging personal development and pursuit of post-secondary options through academics, leadership and cultural awareness. 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:**

**EDUCATION & TRAINING:** Equivalent of graduation from high school.

**EXPERIENCE:** One year of experience working with adolescents or young adults in a structured environment preferably involving working with at-risk youth in an urban environment. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS:** (1) Positions in this classification require use of personal automobile and the possession of a valid California Class C 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.

**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. **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.

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

Form 5-2016 18 0007 5199 DC

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.*

## 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. LBUUSD also has been a five-time finalist for the prize.

LBUUSD educates 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 2,200 Head Start pupils in 25 Head Start centers. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUUSD 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. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

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.



# An Exciting PROMOTIONAL Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

## PURCHASING AND CONTRACTORS DIRECTOR

**\$118,844 – \$139,555**  
**Annually**

A handwritten signature in black ink, appearing to be 'S. J.', is written over the bottom right portion of the page.

## JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Purchasing and Contracts Director. Under administrative direction, to plan, organize, direct and manage the Purchasing Branch in the purchase, storage, and distribution of a wide variety of supplies, furniture and equipment, the negotiation, preparation and administration of contracts, bidding and management of Public Works Contracts, the operation of the district's duplicating services unit, the Civic Center use and rental of district facilities, the operation of the district's furniture replacement program, the coordination of the district's recycling program and to do related work as required.

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

## THE IDEAL CANDIDATE

Successful candidates will have graduated from a recognized four-year college with a major in public or business administration, or a closely related field.

Additionally, candidates will have five years of increasingly responsible experience in contract administration and the purchasing of a wide variety of equipment, furniture and supplies using prepared specifications as a basis for formal bidding, and including at least three years directing employees in diverse and complex purchasing, contractual agreements and warehouse functions.

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

## SPECIAL REQUIREMENTS

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

## SALARY AND BENEFITS

The annual salary for Purchasing and Contracts Director is \$118,844 to \$139,555, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, 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-Thursdays, 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., Thursday, April 28, 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 VI/MIERIT SYSTEM EMPLOYER

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16

Date: April 28, 2016

Reason for  
Consideration: Approval

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<b>Campus Security Officer</b> List Valid: 4/19/16 – 4/19/17 Total applications received: 147 No. Passed: 6      No. Failed: 2	<b>Dual</b>  Total invited to exam: 10 No. Withdrew: 2	<b>16-0050-5011</b>   No. Screened Out: 137
<b>Campus Security Officer</b> List Valid: 4/26/16 – 4/26/17 Total applications received: 128 No. Passed: 6      No. Failed: 0	<b>Dual</b>  Total invited to exam: 7 No. Withdrew: 1	<b>16-0069-5011</b>   No. Screened Out: 121
<b>Instructional Aide - Special</b> List Valid: 4/19/16 – 4/19/17 Total applications received: 103 No. Passed: 22      No. Failed: 5	<b>Open Continuous</b>  Total invited to exam: 57 No. Withdrew: 30	<b>16-0074-0448</b>   No. Screened Out: 46
<b>Nutrition Services Supervisor I</b> List Valid: 4/19/16 – 4/19/17 Total applications received: 69 No. Passed: 19      No. Failed: 19	<b>Dual</b>  Total invited to exam: 43 No. Withdrew: 5	<b>16-0077-5064</b>   No. Screened Out: 26
<b>Nutrition Services Supervisor II</b> List Valid: 4/19/16 – 4/19/17 Total applications received: 41 No. Passed: 10      No. Failed: 15	<b>Dual</b>  Total invited to exam: 29 No. Withdrew: 4	<b>16-0078-5065</b>   No. Screened Out: 12
<b>Nutrition Services Supervisor III</b> List Valid: 4/19/16 – 4/19/17 Total applications received: 24 No. Passed: 4      No. Failed: 11	<b>Dual</b>  Total invited to exam: 17 No. Withdrew: 2	<b>16-0079-5066</b>   No. Screened Out: 7

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: April 22, 2016



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## NUTRITION SERVICES WORKER-5068

### FINAL FILING DATE:

4:30 p.m., Thursday, January 07, 2016

### JOB INFORMATION:

The eligibility lists are being created 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.

### MINIMUM QUALIFICATIONS:

#### TRAINING:

Equivalent to completion of eighth grade.

#### EXPERIENCE:

Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment. Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required. (2) 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.

**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: \$13.20  
6 MONTHS: \$13.93  
1 ½ YEARS: \$14.69  
2 ½ YEARS: \$15.50  
3 ½ YEARS: \$16.36

### 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.

### 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.

#### 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/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER  
Exam 16-0023-5068 Open OL

LBUSD Employees, please see reverse side for important information.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

**PERSONNEL COMMISSION**  
4400 Ladoga Ave, Lakewood, CA 90713

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)  
Phone: (562) 435-5708 24 Hour Job Hotline: (562) 491-JOBS

## Nutrition Services Worker-5068

**FINAL FILING DATE: 4:30 p.m., Thursday, January 8, 2016**

### Salary Range Hourly:

<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
\$13.20	\$13.93	\$14.69	\$15.50	\$16.36

### 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.

### Job Information:

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

### Minimum Qualifications:

Training: Equivalent to completion of eighth grade.

Experience: Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment. Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered.

Special Requirements: (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required. (2) 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.

### 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.

### 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.

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT: Personnel Commission Budget for 2016-2017  
Public Hearing**

**PAGES: 19-22**

**Date: April 28, 2016**

**Reason for Consideration: Action**

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**EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.**

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2016-2017 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.



## **PERSONNEL COMMISSION**

**4400 Ladoga Ave  
Lakewood, CA 90713  
PHONE (562) 435-5708  
FAX (562) 425-1320**

**Commissioners  
Stacey V. Lewis, Chair  
Linda J. Vaughan, Vice Chair  
Terence Ulaszewski, Member**

**Executive Officer  
Kenneth E. Kato**

**April 22, 2016**

**TO: Personnel Commissioners**  
**FROM: Kenneth Kato, Executive Officer**  
**SUBJECT: Proposed 2016-2017 Budget for Personnel Commission**

The 2016-17 proposed budget includes changes to the budget to reflect staffing trends, the absorbing of an increase in all staff salaries, and the conclusion of a technological upgrade for the entire office.

The budget for staffing includes the District negotiated increase of approximately 5% to all classified base salaries for the 2016-17 school year. There was also a change in salary cost for 6 staff positions of various levels due to resignation or retirement. There was an increase in benefits in proportion to the increased number of regular employees that are benefit-eligible. The various actions resulted in a net increase for staff funding of approximately 13%.

There is an overall reduction for general supplies of approximately \$45,000 to return funds to the District following an upgrade of all computer and other technology equipment on the site starting in November of 2015 by authorization of the Superintendent of Schools. The upgrade in equipment has provided the essential support needed to test and process applicants appropriately and efficiently. The new equipment also had the benefit of providing support to the District as a resource for training programs and workshops.

Additional funding has also been reallocated from supplies to the operating expenses in anticipation of leasing a reliable copier for the office and to add the Office Proficiency Assessment Certification (OPAC) computerized testing system to assess computer skills.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for Fiscal Year 2016/2017 in the amount of \$1,855,531.00.



Los Angeles County  
Office of Education

Serving Students • Supporting Communities • Leading Educators

Division of Business Advisory Services

**Annual Budget of Personnel Commission**

**Fiscal Year 2016 - 2017**

**(Education Code Section 45253 [K-12 Districts] or 88073 [CC Districts])**

Long Beach Unified School District School District, Los Angeles County, California.

**Notice of Public Hearing by the Personnel Commission**

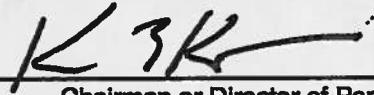
To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

4400 Ladoga Avenue. - Building B, Room 29, Lakewood, CA 90713  
(Place)

on April 28, 2016 at 8:15 o'clock A M.

You are invited to attend and present your views.

Signed   
Chairman or Director of Personnel Commission

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County  
Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting April 28, 20    

Signed \_\_\_\_\_  
Chairman or Director of Personnel Commission

**Approval Annual Budget of Personnel Commission**

To the Governing Board and Personnel Commission:

This report has been examined and approved by Los Angeles County Office of Education

By \_\_\_\_\_, Deputy

Date \_\_\_\_\_, 20

**Long Beach Unified School District  
Personnel Commission  
Annual Budget 2016-17**

	<b>2015 – 2016</b>	<b>2016 – 2017 (Proposed – Revised)</b>	<b>Comments</b>
<b>Salaries</b>	\$1,057,161	\$1,132,663	Reflects a 5% increase in base pay and relevant step advancements and longevity increments.
<b>Benefits</b>	\$500,458	\$631,153	Reflects benefits for all staff.
<b>Operating / Supplies</b>	\$138,586	\$91,715	Reflects return of one-time funds for computer equipment to the District and reallocation of funds for pending copier lease and additional software.
<b>Totals</b>	<b>\$1,557,619</b>	<b>\$1,855,531</b>	

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Meeting Dates of the Personnel Commission PAGE: 23**

**Date: April 28, 2016**

**Reason for  
Consideration: Approval**

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**Staff submits the following dates for the 2016-2017 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.**

**2016**

July 7  
July 21

August 4  
August 18

September 1  
September 15  
September 29

October 13  
October 27

November 10

December 8  
December 22

**2017**

January 5  
January 19

February 2  
February 16

March 2  
March 16  
March 30

April 13  
April 27

May 11  
May 25

June 8  
June 22

**The regular biweekly meeting of the Personnel Commission on November 24 is scheduled on a designated holiday. The Commission may elect to hold this meeting on an alternate date.**



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

April 12, 2016

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Creation of New Classifications

### Background and Findings

The District has partnered with the Educare Foundation to open a Long Beach Educare school at the Barton Elementary school site in 2017. The Head Start Director and Deputy Superintendent of Education Services requested staff create new classifications based on staffing models and job description templates provided by Educare, and recommend appropriate salary range placement.

Educare schools are state-of-the-art, full-day, year-round schools serving children from birth to five years in defined at-risk communities. Building on the program foundations of Early Head Start and Head Start, Educare promotes school readiness by implementing effective programming aimed at preventing an achievement gap in the early education years. Educare schools also serve as a platform for broader change, inspiring better quality programs throughout the community, more effective public policies, and a comprehensive approach to the first five years of life and learning.

Staff has drafted five new classifications based upon the templates provided by Educare:

- Educare Family Support Specialist
- Educare Family Support Specialist – BL Spanish
- Instructional Aide – Educare
- Instructional Aide – Educare BL Spanish
- Instructional Aide – Educare BL Khmer

Incumbents in the Instructional Aide – Educare classifications will assist Educare teachers in providing quality, comprehensive child development services to children and families and assist in instructing children for the purpose of optimizing the development of each child. The Instructional Aide – Educare language specific classifications are necessary due to the population the Educare school will be serving and the need to provide services to those families.

Incumbents in the Educare Family Support Specialist classifications will serve as members of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families and promote Educare’s mission and values.

**Salary Placement**

Educare operates schools in 21 cities in a coast-to-coast network including Tulsa, New Orleans, Omaha, Chicago, Washington D.C. and Atlanta. The first Educare school in California opened this year in San Jose. The school is staffed through the Santa Clara Office of Education and staff reviewed their class descriptions and salaries.

Staff studied the internal relationships among the proposed classification of Instructional Aide - Educare and other Instructional Aide classes which are assigned similar level duties placed at range 10 (C1). Placement at salary range 10 (C1) is appropriate based on the internal relationships with other Instructional Aide classifications at that salary range. Santa Clara Office of Education also employs Educare Instructional Aides at the approximately the same pay rate.

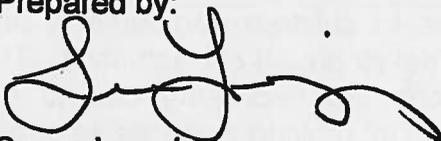
The Family Support Specialist classification requires a bachelor’s degree and two years of experience. The Santa Clara Office of Education Family Support Specialist has similar duties and responsibilities and is paid the equivalent of Long Beach Unified’s salary range 27 (C1). Therefore, placement at salary range 27 (C1) is appropriate.

**Recommendations**

Staff recommends the Personnel Commission:

1. Create the classifications of:
  - Educare Family Support Specialist
  - Educare Family Support Specialist – BL Spanish
  - Instructional Aide – Educare
  - Instructional Aide – Educare BL Spanish
  - Instructional Aide – Educare BL Khmer
2. Allocate the classifications of Educare Family Support Specialist and Educare Family Support Specialist – BL Spanish to salary range 27 (C1)
3. Allocate the classifications of Instructional Aide – Educare BL Spanish, and BL Khmer to salary range 10 (C1)

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer

**PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## PERSONNEL COMMISSION

**Class Specification**  
**Salary Range:**  
**DRAFT**

### CLASS CODE

### TITLE

**XXXX**  
**XXXX**

**EDUCARE FAMILY SUPPORT SPECIALIST**  
**EDUCARE FAMILY SUPPORT SPECIALIST – BL SPANISH**

### JOB SUMMARY

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; perform related duties as assigned.

### EXAMPLES OF DUTIES

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

- Serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families and promote the Educare program's mission and values. **E**
- Promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community. **E**
- Develop and sustain relationships with assigned families and serve as their primary point of contact on behalf of their child and Educare; utilize informal and formal methods to build and maintain productive working relationships with families. **E**
- Participate in the recruitment, enrollment, and orientation of families entering the Educare program; provide a thorough orientation for parents regarding program opportunities and expectations. **E**
- Conduct Family Assessments and facilitate development of Family Partnership Agreements; work with families to identify strengths, areas of need and development of goals that will positively influence parent-child relationships and the child's emotional, social, physical and cognitive growth and development. **E**
- Conduct home visits to contribute to enhancing the parent-child relationship and meeting the developmental needs of the child; support and assist families in addressing their own emotional, physical, educational and employment needs in order to promote and enhance the parent-child relationship; support families in times of crisis. **E**

- **Contribute to the planning and facilitation of family home activities to support classroom activities, family meetings and events, and parent education sessions that focus on child development and self-sufficiency issues identified by parents. *E***
- **Collaborate with the Educare interdisciplinary team to provide educational and support services to families regarding proactive and positive approaches to discipline; work with families to manage child behaviors and their own emotional responses. *E***
- **Collaborate with the Educare interdisciplinary team in a variety of staff meetings and Family Child Reviews; implement protocols to follow up on absenteeism and tardiness to address barriers to regular school attendance. *E***
- **Create and maintain a Family Resource Table that contributes to the emotional, social, physical and cognitive development of children and families. *E***
- **Mentor parents with children with special needs and/or behavioral concerns in the areas of building relationships within the educational system including communication and advocacy with teachers and administration. *E***
- **Make referrals and link children and parents to needed community services as identified during the Family Assessment and Family Partnership Agreement process; follow up on referrals to assure child and family needs are met. *E***
- **Develop relationships with community-based service providers especially targeting pregnant and parenting teen providers; access community resources for the delivery of parent education, information and group services; recruit community volunteers. *E***
- **Assist families in arranging for transportation to Educare activities and community appointments to assure family participation in events and the delivery of services as needed. *E***
- **Encourage families to contribute to the educational activities of Educare including developmental screenings, curriculum, program governance, classroom milieu, and evaluation and research activities; facilitate Parent Committee meetings. *E***
- **Lead the internal planning and involvement of parents in program transitions such as Early Head Start to Head Start and Head Start to kindergarten; develop working relationships with local schools to assist in the successful transition of children and families from Educare to their next school of choice. *E***
- **Assist in the tracking and monitoring of children's health and dental needs; work with parents to assure they are able to meet the medical needs of their children; encourage families to initiate and maintain eligibility for State subsidies. *E***
- **Provide or assist with the provision of health screenings, immunization verifications, and outside agency referrals to promote needed treatment and assure compliance with licensing and program requirements. *E***
- **Participate in the program's self-evaluation of Head Start and Early Head Start services and assure compliance with performance standards and California State Preschool Funding Terms and Conditions; identify continuous improvement areas and recommend possible solutions. *E***
- **Assist in the planning, coordinating, facilitating and marketing of parent activities; obtain feedback from parents regarding their level of satisfaction with program services. *E***
- **Document services in a timely manner; maintain a variety of files and records; compose routine correspondence and prepare reports as directed; enter service**

data into the agency's management information system; complete paperwork such as applications, enrollment forms and releases. *E*

- Attend a variety of meetings, trainings, staff meetings, Family Support Team meetings and workshops; maintain current knowledge of program developments. *E*
- Operate a variety of office equipment such as fax machine, telephone, copier and computer and assigned software; drive a personal vehicle to conduct work. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Educare Family Support Specialist serves as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families and children and promote the Educare program's mission and values. Incumbents in the Educare Family Support Specialist – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles of child behavior and development.

Diverse needs of students and families from varying socioeconomic and cultural backgrounds.

Community resources and services.

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

General conflict resolution and mediation skills and techniques.

Record-keeping and filing techniques.

Report preparation techniques.

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

Oral and written communication skills.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

#### **Ability to:**

Serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families.

Support and promote the agency's mission and values.

Participate in the recruitment, enrollment, and orientation of families entering the Educare program.

Work within an interdisciplinary team as a cooperative and supportive team member.

Refer students and families to available social and community services.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Encourage students and families to participate in Educare events, activities and supplemental services offered.

Develop community cooperation to assure families receive comprehensive services.

Apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Learn and maintain current knowledge of program objectives, rules, regulations, requirements and restrictions including Head Start Performance Standards.

Understand and appropriately carry out the role of a Mandated Reporter to maintain the health and safety of children.

Utilize conflict resolution and mediation skills and techniques.

Provide assistance to families in crisis situations.

Establish and maintain cooperative and effective working relationships with others.

Compose correspondence and written materials independently.

Plan and organize work.

Prepare and deliver oral presentations.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Maintain and organize records and prepare reports.

Operate office equipment such as copier, telephone and computer and assigned software.

**Education and Training:**

Bachelor's degree in social work, child development, education or a closely related field.

**Experience:**

Two years of experience working with students and families in a family support/family-centered program.

**SPECIAL REQUIREMENTS**

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

Positions in the Educare Family Support Specialist – BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

***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**

Classrooms, offices, family residences, social service agencies and community organizations.

Evening and weekend hours.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:



## PERSONNEL COMMISSION

**Class Specification**  
**Salary Range: 10 (C1)**  
**DRAFT**

### CLASS CODE

### TITLE

XXXX

INSTRUCTIONAL AIDE – EDUCARE

XXXX

INSTRUCTIONAL AIDE – EDUCARE BL SPANISH

XXXX

INSTRUCTIONAL AIDE – EDUCARE BL KHMER

### JOB SUMMARY

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

### EXAMPLE 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.*

- Assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program. *E*
- Assist in instructing children for the purpose of optimizing the development of each child; work with teachers to develop lesson plans with goals, objectives, activities and outcomes for children. *E*
- Observe, assess and document children's health, skills, behavior, growth and development; participate in Family/Child Reviews; develop individualized educational strength plans for children as assigned. *E*
- Provide opportunities for children to develop positive self-images and experience success; identify developmental concerns and follow agency protocols. *E*
- Assist in planning and implement developmentally appropriate activities to promote the social, emotional, physical and cognitive development of each child; guide the acquisition of social skills and model appropriate social behaviors and personal hygiene techniques. *E*
- Assist in maintaining a classroom environment, including positive guidance techniques, that meets applicable laws, codes, rules, regulations and Educare's philosophy and curriculum; participate in program evaluations and studies. *E*
- Provide assistance to, participate with, and monitor children in activities such as games, songs, meals and snacks, field trips, physical fitness exercises and seasonal sports; maintain equipment and facilities in a safe and clean condition. *E*
- Monitor behavior and assure children are under appropriate supervision at all times; utilize appropriate discipline methods; observe and report behavior and issues to the

teacher; supervise children for brief periods when the teacher is on site but away from the classroom. *E*

- Confer with teachers to schedule and conduct parent/staff conferences and two home visits per program year; encourage parent participation in the program and develop effective relationships with parents. *E*
- Attend and participate in meetings, workshops, in-services and training programs to maintain current knowledge of developments in the childcare field; participate in job-embedded professional development and reflective supervision activities including job observations and assessments. *E*
- Perform a variety of clerical duties such as preparing instructional materials, recording attendance, completing program documentation, and maintaining records and files; maintain confidentiality of sensitive and privileged information. *E*
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. *E*
- Operate a variety of office and instructional equipment such as a calculator, computer, copier, laminator, telephone, overhead projector, television and DVD player. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; assist children with toileting needs as necessary; may administer prescribed medication in accordance with established procedures. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Aide – Educare works in a classroom or other learning environment to assist Educare teachers in providing quality, comprehensive child development services to children and families and assist in instructing children for the purpose of optimizing the development of each child. Incumbents in this classification may work with children possessing a physical disability or impairment. The pushing or pulling of a child in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required. Positions in this classification do not participate in providing K-12 curriculum based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements. Incumbents in the Instructional Aide – Educare BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Child development and early childhood principles, practices and curricula for ages 0-3 or 3-5.

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Diverse needs of children and families from varying socioeconomic and cultural backgrounds.

Basic instructional methods and techniques.

Basic subjects taught in schools including arithmetic, grammar, spelling, language and reading.

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

Classroom procedures and appropriate conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

**Ability to:**

Assist Educare teachers in providing quality, comprehensive child development services to children and families.

Assist with instruction and related activities in a learning environment.

Observe, assess and document children's health, skills, behavior, growth and development.

Assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program.

Assist in planning and implement developmentally appropriate activities for children.

Demonstrate understanding and patience toward children.

Adapt to changing circumstances and priorities within the learning environment.

Monitor, observe and report child behavior and progress according to approved policies and procedures.

Work within an interdisciplinary team as a cooperative and supportive team member.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Maintain current knowledge of developments in the childcare field.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using, tact, patience and courtesy.

Communicate effectively both orally and in writing.

Operate standard office and classroom equipment including a computer and assigned software.

Observe health and safety regulations.

Perform clerical duties related to classroom activities such as typing, sorting, measuring, cutting, filing and duplicating.

Maintain routine records and files.

Administer first aid or necessary physical assistance to ill or distressed children.

**Education and Training:**

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing:

Child Development Associate Teacher Permit

Child Development Teacher Permit  
Child Development Master Teacher Permit  
Child Development Site Supervisor Permit  
Child Development Program Director Permit

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

**Experience:**

Six months of experience working in an early childhood program.

**SPECIAL REQUIREMENTS**

To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test.

**WORKING ENVIRONMENT**

Classroom, office and playground environment.  
Incumbents may occasionally assist in the cleaning and personal hygiene of children.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist children.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials and monitor activities.  
Hearing and speaking to exchange information.  
May include lifting, pushing, pulling or crawling on the floor.  
Walking.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

April 8, 2016

**TO:** Personnel Commission

**FROM:** Commission Staff

**SUBJECT:** Reclassification Request

**INCUMBENT:** Mary Hill

**CURRENT CLASSIFICATION:** Intermediate Accounting Assistant

**LOCATION:** Nutrition Services

### Background

In November 2007, incumbent Mary Hill was hired as an Intermediate Office Assistant (salary range 15 C1) at Nutrition Services. In July 2008, the incumbent promoted to an Intermediate Accounting Assistant (salary range 19 C1) position at Nutrition Services.

In November 2015, the Nutrition Services Director submitted a reclassification request on behalf of the incumbent. The incumbent then completed and submitted a Position Description Questionnaire (PDQ). Commission staff reviewed the completed questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities.

### Findings

Prior to October 2007, the Nutrition Services payroll unit was staffed by a Senior Accounting Assistant and an Intermediate Accounting Assistant. The Senior Accounting Assistant (salary range 22) served as a lead and had oversight responsibility for Nutrition Services payroll activities. In March 2007, the Senior Accounting Assistant transferred to the Nutrition Services accounting unit but continued to have oversight for the payroll unit. In October 2007, the Senior position became vacant and was replaced with an Intermediate Accounting Assistant. This Intermediate Accounting Assistant position was filled by the incumbent in July 2008. From July 2008 until August 2011, the payroll unit was staffed with two Intermediate Accounting Assistants.

In August 2011, the other Intermediate Accounting Assistant in the payroll unit promoted and the vacant position was abolished. As a result of the abolishment, the incumbent became the sole employee assigned full-time to the Nutrition Services payroll unit. Intermediate

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*

Accounting Assistants from the Nutrition Services accounting unit assist with the online inputting of employee absences on a daily basis. The incumbent began serving in a lead capacity over the payroll unit, training and providing work direction and guidance to the Intermediate Accounting Assistants in regards to payroll activities. The incumbent reports directly to the Nutrition Services Director, who reviews and approves payroll for the department. a

The Nutrition Services payroll unit receives, reviews and inputs quadri-weekly (QW) payroll records for approximately 530 classified employees, 225 Cafeteria Student Assistants and 200 classified substitute employees from 87 cafeterias, Nutrition Services branch offices, and the central kitchen and warehouse.

The incumbent reviews and inputs Certificate of Absences "pink slips" online in LYNX using appropriate codes for various absence causes such as vacation, illness, personal necessity, bereavement, compelling personal reasons and jury duty. The incumbent receives official weekly records of time worked for Nutrition Services employees at all school sites. She reviews these sheets to confirm employees are working their correct shifts and pink slips have been submitted for absences. All employee absences are also tracked on hard copy personnel cards for each employee that are created yearly by the incumbent. She tracks probationary employees to verify that vacation and sick leaves are used appropriately.

At the school sites, Cafeteria Student Assistant payroll is recorded by minutes worked. The incumbent reviews the records from each school site, adds the total weekly minutes worked for each student, and converts the total minutes to hours worked for input into LYNX.

The incumbent calculates the proper leave amounts for employees on 10-month calendars to cover the various breaks in the school calendar. She deducts from available sources of paid time until all leaves are exhausted and the employee is placed in unpaid status. When an employee depletes a type of leave, the incumbent prepares and sends an "Exhausted Balance Memo" to the employee and their manager. She tracks compensatory time balances to assure employees use the compensation time within a 12 month period per California Education Code 45129.

The incumbent reviews and inputs additional hourly assignments, overtime, and temporary upgrade hours worked for all Nutrition Services employees. She confirms with Personnel Commission staff that assignments and upgrades are online. She tracks individual employee probation, vacation and step increment accrual dates from the information in LYNX. She enters yearly work calendars into LYNX for Nutrition Services employees on flex calendars, identifies the need for calendar changes, and researches issues regarding employee calendar changes. She confers with Nutrition Services staff to assure online Vacancy Assignments (VA's) are submitted correctly and in a timely manner to meet payroll deadlines.

The incumbent prepares, distributes and receives industrial accident paperwork packets to and from supervisors and managers. She verifies the paperwork is complete and submits the required online report to the designated third party administrator and mails the hard copies to Risk Management.

#### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*

The incumbent tracks long-term and industrial accident employee absences and collects necessary documentation and most recent medical notes. She reviews medical notes for work restrictions and return-to-work information. She informs Nutrition Services Managers of work restrictions and maintains frequent contact with Physician Services, Risk Management and outside medical providers regarding employees on long-term and industrial absences. She confirms that transitional work forms are completed for employees returning to work with accommodations.

The incumbent obtains signatures and approvals for leaves of absence, resignations and retirements. She sends the paperwork to Human Resources Services for Board of Education action. She confirms online assignments are correct to avoid over or underpayment to employees. She obtains vacation payoff requests for employees retiring or resigning and sends the completed request to District payroll for processing. She checks sick leave earned and works with District payroll staff to have balances properly adjusted if needed. She notifies District payroll when a probationary employee resigns so unearned vacation balances are deleted.

The incumbent stated that an important component of the position is providing quality customer service to and maintaining ongoing communications with Nutrition Services employees. She researches payroll records and responds to employee payroll and leaves of absence questions including maternity and statutory leaves and procedures. She provides documentation to employees to explain payroll actions and leave balances. She confers with District staff regarding leave options for employees requiring an extended absence.

The incumbent attends a variety of Nutrition Services meetings, trainings and new employee orientation sessions to disseminate payroll information and train employees and supervisors on proper payroll and leaves of absence procedures. She presents updates and information to site supervisors at their annual opening meeting and regularly scheduled meetings.

The incumbent prepares and runs a variety of reports for Nutrition Services management regarding vacation accruals, balances, industrial accidents, long-term absences and other payroll issues. She maintains a variety of payroll records and files including permanent storage of weekly Record of Time Worked reports for all Nutrition Services staff.

At the conclusion of the job audit interview, the incumbent indicated she believed staff had a clear understanding of the duties assigned to her. Before determining a classification recommendation, staff shared these findings with the incumbent and the Nutrition Services Director who agreed this was an accurate representation of the duties assigned to her position.

### Conclusions

The incumbent indicated on her PDQ the classification that better describes her position is Senior Payroll Accounting Technician (salary range 23). She is currently classified as an Intermediate Accounting Assistant (salary range 19).

As part of the job audit, Staff asked the incumbent to highlight the duties she performs in the Intermediate Accounting Assistant class description. Only two duty statements related to

#### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*

payroll input were reflected in the description and the remaining duties were related to accounting work. In addition, the incumbent's lead responsibilities are not reflected in the classification of Intermediate Accounting Assistant.

Senior Payroll Accounting Technician positions are found only in the Payroll department. This classification performs District-level payroll activities such as:

- Effecting changes to pay within the LYNX payroll system
- Computing garnishments and levies against an employee's pay
- Reconciling reported gross calculation reports and warrant registers
- Making appropriate voluntary and involuntary deductions
- Calculating corrected pay and entering the adjustment in LYNX
- Verifying new retirement memberships
- Reconciling and balancing retirement calculation report totals
- Preparing and adjusting W-2 forms
- Calculating workers' compensation prorations
- Computing prior service earnings for retiring employees
- Contacting banks to stop payment of warrants

The incumbent's payroll assignment is not at the District, but rather the departmental level. The focus of the subject position is serving as a lead over the Nutrition Services payroll unit, entering of employee absence data into LYNX, tracking industrial accident and long-term absence paperwork, and researching payroll issues for Nutrition Services managers and employees.

Entry of employee absences is performed at every department and site by varying levels of clerical and secretarial classifications. Recording payroll is an expectation of every clerical/secretarial class ranging from the level of Intermediate Office Assistant (salary range 15) to the Executive Secretary to the Superintendent/Board of Education (salary range 36).

However, staff did not find an existing classification with a focus on payroll input and serving as a lead over a departmental payroll unit. Therefore, staff believes the position should be allocated to a classification designed to reflect the unique needs of the Nutrition Services department. Staff is proposing the creation of a new classification of Nutrition Services Payroll Technician.

For salary comparison purposes, local school districts were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement. In accordance with the *Rules and Regulations of the Classified Service §10.8.A.*, classes serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Therefore, in the absence of market data dictating a higher rate, the class of Nutrition Services Payroll Technician is recommended for placement at salary range 22 (C1), three ranges above the Intermediate Accounting Assistants (salary range 19 C1) which the incumbent leads.

**PERSONNEL COMMISSION CORE VALUES**

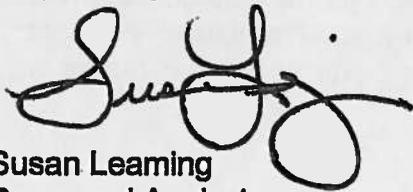
*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*

**Recommendations**

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Nutrition Services Payroll Technician
2. Allocate the classification of Nutrition Services Payroll Technician to salary range 22 (C1)
3. Reclassify the incumbent, Mary Hill, to the classification of Nutrition Services Payroll Technician

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer

**PERSONNEL COMMISSION CORE VALUES**

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## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 22 (C1)**  
**DRAFT**

### NUTRITION SERVICES PAYROLL TECHNICIAN

#### JOB SUMMARY

Under general direction, receive, review and input payroll records for Nutrition Services employees including cafeterias, warehouse, central kitchen and administrative offices; serve as the lead in the payroll unit of Nutrition Services; 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.*

- Receive, review and input Certificate of Absences "pink slips" online using appropriate codes for various absences such as vacation, illness, personal necessity, bereavement, compelling personal reasons and jury duty. **E**
- Receive records of time worked for Nutrition Services employees; review records to confirm employees are working correct shifts and pink slips have been submitted for absences. **E**
- Serve as a lead in the payroll unit of Nutrition Services; train and provide work direction and guidance to assigned staff; provide input in the hiring and performance evaluation process as requested. **E**
- Research and respond to inquiries from employees and managers regarding salary information, leave balances, effects of regulations on payroll, discrepancies in salaries and other payroll issues; provide documentation as necessary. **E**
- Review and input additional hourly assignments, overtime, and temporary upgrade hours worked; confirm assignments and upgrades are online. **E**
- Track employee probation, vacation and step increment accrual dates; input yearly work calendars for employees on flex calendars; identify need for calendar changes and research related issues. **E**
- Create and update personnel cards with employee absences and leaves; monitor probationary employees to verify that vacation and sick leaves are appropriately used. **E**
- Review and input payroll for student assistants working at school site cafeterias. **E**
- Calculate leave amounts to cover breaks in the school calendar; deduct from available sources until leaves are exhausted; notify the employee and manager when a leave balance is exhausted. **E**

- Track compensatory time balances to assure employees use compensation time in accordance with applicable laws, codes and regulations. *E*
- Prepare, distribute and receive industrial accident paperwork packets; verify paperwork is complete; submit required online report to the designated third party administrator; mail hard copies to Risk Management. *E*
- Track long-term and industrial accident employee absences; collect necessary documentation and medical notes; review medical notes for work restrictions and return-to-work information; confirm completion of transition work forms for employees returning to work with accommodations. *E*
- Inform Nutrition Services Managers of employee work restrictions; maintain frequent contact with Physician Services, Risk Management and outside medical providers regarding employees on long-term and industrial absences. *E*
- Obtain signatures and approvals for leaves of absence, resignations and retirements; send paperwork to Human Resources Services for Board of Education action. *E*
- Receive vacation payoff requests for employees retiring or resigning; send completed requests to District payroll for processing; check if balances need adjustment. *E*
- Attend a variety of meetings, trainings and new employee orientation sessions to disseminate payroll information and train employees and supervisors on payroll and leave of absence procedures. *E*
- Prepare and run a variety of reports regarding vacation accruals, balances, industrial accidents, long-term absences and other payroll issues. *E*
- Maintain a variety of records and files including permanent storage of weekly Record of Time Worked reports for Nutrition Services staff. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Nutrition Services Payroll Technician receives, reviews and assures payroll records for Nutrition Services employees, substitutes, and student workers are entered correctly and in a timely manner to meet payroll deadlines. An incumbent serves as a lead in the payroll unit of Nutrition Services, providing work direction and guidance to assigned staff.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern office practices, procedures and equipment.  
Principles of training and providing work direction.  
Operation of a computer and assigned software.

Record-keeping and filing techniques.  
Telephone techniques and etiquette.  
Report preparation techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Applicable laws, codes rules and regulations related to assigned activities.  
Oral and written communication skills.  
District organization, operations, policies and objectives.  
Basic math.

**Ability to:**

Answer telephones and greet the public courteously.  
Compile, assemble, verify and prepare data for records and reports.  
Maintain records and files.  
Train and provide work direction to others.  
Meet schedules and time lines.  
Plan and organize work.  
Determine appropriate action within clearly defined guidelines.  
Compose correspondence and written materials independently.  
Communicate effectively both orally and in writing.  
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Add, subtract, multiply and divide accurately.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school. College-level coursework in accounting, finance or a related field is desirable.

**Experience:**

Two years of clerical experience involving maintaining records and files and input of payroll data. Experience serving as a lead is preferred.

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

**SPECIAL REQUIREMENTS**

***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.

**PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing 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.

**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.

**DATE**



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

April 15, 2016

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Revision of Classification Specifications

### Background and Findings

The Chief of School Safety and Emergency Preparedness recently reviewed the class specifications for Campus Security Officer and School Safety Communication Operator and requested staff make minor revisions.

The duty statement in the Campus Security Officer specification related to the truancy center has been modified to reflect monitoring student behavior in an alternative classroom environment such as an on-campus suspension program. The truancy center closed in 2006.

In the School Safety Communications Operator specification, several obsolete duties were removed and references to the use of computers and digital video management systems were added.

On both specifications, the special requirement to selectively certify in a language other than English was removed because the department has never invoked the certification and the Chief does not see a need to in the future.

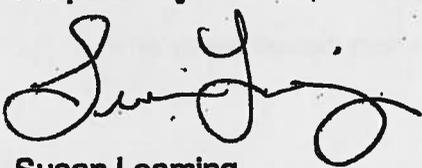
Attached are copies of the revised specifications showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications of:
  - Campus Security Officer
  - School Safety Communications Operator

Prepared by:



**Susan Learning  
Personnel Analyst**

Approved and Recommended:



**Kenneth Kato  
Executive Officer**

**PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## PERSONNEL COMMISSION

**Class Code: 5013**  
**Salary Range: 21 (C1)**

### SCHOOL SAFETY COMMUNICATIONS OPERATOR

#### JOB SUMMARY

Under general supervision, ~~to~~ receive and respond to radio and telephone requests for assistance; ~~to~~ monitor the operation of automated intrusion and fire alarm systems; ~~to~~ dispatch safety personnel units to District sites; ~~to~~ maintain computer assisted dispatch logs and records; and ~~to~~ perform related duties as required.

#### 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.*

- Receive telephone calls from District employees, and the general public reporting irregularities, incidents, and emergencies at schools and other District facilities and property; get necessary information regarding routine or emergency situations to make computer aided dispatch calls; relay information and instructions to School Safety and ~~Security~~ field personnel on a variety of calls for assistance such as vandalism, loitering, break-ins and suspicious activities. **E**
- Maintain accurate logs and records on incoming service requests and actions taken on the computer assisted dispatch system; compile statistics and figures for reports; retrieve reports upon request. **E**
- Monitor intrusion and fire alarm console at the communications center; when activated, dispatch ~~security~~ personnel to District sites to determine suspected entry or alarm malfunction or call the fire department; report alarm malfunctions for maintenance service; maintain files, drawings and sketches of emergency management systems of each District site. **E**
- Coordinate responses to emergency alarms with other public agencies ~~and private security firms~~. **E**
- Access automated student database to provide immediate requested student directory information to local law enforcement agencies on District students. **E**
- Monitor specified District sites and areas by means of video surveillance. **E**
- Operate radio equipment to receive and transmit information from District mobile safety units and other administrative branches such as transportation, maintenance and food services; transmit messages between local law enforcement agencies or emergency service units and appropriate District personnel. **E**
- Operate a computer and assigned software; operate digital video management systems. **E**

- ~~• Transmit emergency information through KLON (88.1 FM) or CD ROMS at the~~
- ~~School Safety and Emergency Preparedness Branch; contact Office of Media Services to initiate video streaming. E~~
- ~~• Organize the scheduling and dispatch of District safety personnel to pick up truant and suspended students at schools, homes or other locations in the community. E~~

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

### **DISTINGUISHING CHARACTERISTICS**

A School Safety Communications Operator, assigned to the District School Safety Communications Center, receives calls for assistance and dispatches safety personnel to District sites for appropriate action. An incumbent must exercise independent judgement and thinking when receiving and responding to calls. An incumbent also monitors signals from intrusion and fire alarms and relays radio messages to mobile school safety units and local law enforcement agencies.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Organization, operation and procedures of the District Safety and Emergency Preparedness Branch.

Terminology of codes used in law enforcement.

Computer Aided Dispatch system.

Geography and location of District schools and sites.

Federal Communications Commission regulations permitted on two-way radio Systems.

Characteristics of District intrusion and alarm systems.

Digital video management systems.

Principles and practices of good record keeping.

Computer console, keyboarding and software. Operation of a computer and assigned software.

Modern office procedures, methods and equipment.

Correct spelling, punctuation and grammar.

#### **Ability to:**

Perform multiple-tasks and make quick decisions in emergency situations.

Assess situations, respond calmly and exercise sound judgement.

Speak clearly.

Monitor multiple electronic screens running various programs.

Operate and monitor video surveillance cameras.

Operate a computer and assigned software.

Exercise discretion in the handling of confidential information.  
Memorize and apply police radio codes and police terminology.  
Learn applicable penal codes and health and safety codes.  
Work tactfully with District staff and other agencies and the public.  
Communicate effectively, both orally and in writing.  
~~Deal tactfully with District employees and the public.~~  
Maintain records and prepare reports.  
Perform routine clerical work.  
Type on a keyboard at 30 words a minute.

**Education and Training:**

Equivalent to graduation from high school.

**Experience:**

One year of experience in law enforcement or security communications work, preferably six months of dispatching work in a public agency or the United States armed forces.

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

**SPECIAL REQUIREMENTS**

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

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 30 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.

~~Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected.~~

Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts.

**WORKING ENVIRONMENT**

District communications center.;  
eOffices in central administration location.

**PHYSICAL DEMANDS**

Hear normal voice-range frequencies.

;-sSpeaking to exchange information in person and on the telephone (hearing and speech must be unimpaired).

;-sSeeing to read, prepare and proofread documents.

;-dDexterity of hands and fingers to operate communications equipment and keyboard.

;-sSitting for extended periods of time.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

Applicants will be subject to a background check before appointment is approved.

Revised: 4/11/2002

Revised:



## PERSONNEL COMMISSION

Class Code: 5011  
Salary Range: 16 (C1)

### CAMPUS SECURITY OFFICER

#### JOB SUMMARY

Under general supervision, survey and patrol District school sites to prevent unruly and disruptive student behavior or damage to equipment or property; promote a safe and secure environment and advise students of appropriate standards of behavior; 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.*

- Patrol campus buildings, grounds, parking lots and areas adjacent to the campus to observe student behavior and take action to prevent unruly behavior and unsafe or illegal acts; screen student and visitor entry to a campus; report to a District administrator the presence of unauthorized individuals at or near the school. *E*
- Upon order by a District administrator, search students and their belongings or lockers for illegal or inappropriate materials. *E*
- Control crowds at special and athletic events to provide safety and prevent unruly behavior or altercations or property damage; break up fights among students. *E*
- Assist in directing emergency evacuation or lock downs as directed by administrators and public safety agencies. *E*
- Inform site administrators and District safety personnel of causes and effects of student tension on campus; prepare written reports regarding student behavior that is disruptive or unruly. *E*
- May assist site administration with student detention and discipline by monitoring student behavior at specified campus locations; counsel students on school rules and regulations and appropriate behavior; inform students of dress code violations; may provide students with temporary appropriate clothing. *E*
- Transport students to their homes, as directed. *E*
- Assist District school safety and law enforcement personnel in apprehending students suspected of crimes. *E*
- ~~In conjunction with certificated personnel, supervise~~ Monitor student behavior in an alternative classroom environment at the truancy center; keep logs and records on students' attendance and behavior; communicate with school personnel and law enforcement personnel regarding status of students sent to the center. *E*
- Secure buildings by locking doors and gates, as directed by school administrators. *E*

- Discuss personal problems with students to dissuade them from destructive or injurious behavior (gang associations, drugs, etc.) toward themselves and others; discuss student's behavior with parents to further assist in corrective action; refer students to counseling centers or a crisis counseling center at the schools. *E*
- Bring audio-visual and electronic equipment to class or for a special event and set up for teachers or administrators; may go off campus to pick up supplies and materials. *E*
- Receive, store and issue supplies and equipment; perform a variety of clerical work such as filling out forms and keeping records and files. *E*
- Operate a two-way hand held radio. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

A Campus Security Officer, working closely with administrators and staff, is charged with providing security and safety for students and staff at District schools. An incumbent becomes knowledgeable of student behavior and attitudes and familiarizes him/herself with individual students, taking preventive action against disruptive or illegal acts and promoting safe student practices. An incumbent attempts to gain the trust and confidence of students and advises them on the observance of school procedures and rules.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Provisions of the Education Code and Penal Code regarding child abuse, controlled substances, loitering, truancy, alcohol and search and seizure.

Adolescent behavior (individual and groups, interests and attitudes) and child development.

Multi-cultural community and specific ethnic populations.

Keeping logs and records.

Safety rules and procedures to be observed by students.

Standards of courtesy and behavior expected of students.

Vocabulary and usage of terms common to youth.

Radio codes and two-way radio operation.

#### **Ability to:**

Patrol buildings, grounds and adjacent areas to a school or District site to maintain order and prevent illegal acts.

Demonstrate strong, empathetic listening and interpersonal relationship skills and communicate orally with students and parents.

Understand, apply and explain school rules and regulations and procedures.

Keep records and logs and prepare reports.

Understand and follow oral and written directions.  
Learn District organization, operations policies and procedures.  
Understand adolescent behavior.  
Act and communicate effectively in a crisis situation.  
Exercise physical force when necessary in restraining a student or adult.  
Operate a two-way radio.  
Operate a vehicle observing safe and defensive driving techniques.  
Operate office equipment such as a copy machine and multi-line telephone.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Equivalent to graduation from high school. College-level courses in psychology, administration of justice, ethnic studies and child development are highly desirable.

**Experience:**

One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

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

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment.

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.

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

~~Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected.~~

Some incumbents may be required work adjustable work schedules that will include evenings and weekend assignments.

American Red Cross standard first aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period.

**WORKING ENVIRONMENT**

- Urban school campus.
- ;-iIndoors and outdoors.
- ;-eOccasional inclement weather.
- ;-dDriving a car on city streets.
- ;-eOccasional visits to residences within District boundaries.
- ;-eEvent crowds.
- ;-vVerbal abuse from students and parents.
- ;- ~~some light lifting, with occasional loads of up to 50 pounds;~~
- eOccasional violence or threat of violent behavior by students.

**PHYSICAL DEMANDS**

- Strength to break up fights between and among youth.
- ;-sStrength to restrain youth from committing violence.
- ;-sStanding for extended periods of time and walking for long periods of time.
- ;-rRunning, crouching, bending.
- Some light lifting and occasionally; carrying objects weighing up to 50 pounds.
- ;-rReading hand and typed notes and memoranda.
- ;-hHear normal voice-range frequencies and communicate on a two-way radio.
- ;-sSpeaking to exchange information in person and on the telephone.

**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.

7/93

Revised: 4/11/2002

Revised:



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

April 21, 2016

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

Background and Findings

The classification of Nutrition Services Projects & Equipment Production Manager (salary range 42 M2) was last revised in 2004. The Nutrition Services Director recently reviewed the class specification while initiating recruitment activities and requested staff add a duty statement regarding communicating with regulatory agencies and submitting required reports to assure compliance with applicable regulations.

In addition, the Physical Demands section of the description was expanded to include standard physical demands such as seeing, sitting, standing, hearing and speaking.

The Nutrition Services Director has reviewed and approved the proposed modifications to the classification specification.

Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Nutrition Services Projects and Equipment Production Manager

Prepared by:

Susan Learning  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5078**  
**Salary Range: 42 (M2)**

### **NUTRITION SERVICES PROJECTS & EQUIPMENT PRODUCTION MANAGER**

#### **JOB SUMMARY**

Under direction, plan, organize and coordinate the new construction and renovation projects of school kitchen cafeteria facilities and the Nutrition Center; review the design and supervise the installation of commercial food production equipment; plan, organize and supervise the maintenance and repair of commercial food production equipment; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan, direct, schedule, assign, and evaluate the work of assigned personnel involved in the installation, repair and maintenance of commercial food production, handling, storage and packaging equipment. **E**
- Prepare specifications and consult with vendors regarding the design, development and installation of commercial food production equipment; meet with manufactures' representatives to evaluate commercial food production equipment; analyze proposals and bids and recommend awards. **E**
- Plan, organize and manage the preventative maintenance and repair program of food service commercial food production equipment at the central kitchen and school kitchen cafeterias; supervise the work performed by skilled nutrition service maintenance personnel or contracted services for special equipment. **E**
- Coordinate activities with other Business Service Departments to ensure that services requested and provided meet applicable codes and the specifications of the Nutrition Services Branch. **E**
- Prepare planned survey reports related to food service equipment replacement; recommend alterations at school kitchen cafeterias or the Nutrition Center and establish priorities for accomplishment; develop and recommend budgets for inclusion in departmental budget. **E**
- Review existing plans and specifications, evaluate existing systems and equipment, infra structure and support systems, and outline a scope of work for the development of new or renovation construction projects; determine operational needs for new and existing kitchen cafeteria facilities and consult with District Nutrition Services, Facility Planning, and Maintenance personnel on the renovation of existing and new construction of food service kitchen facilities. **E**

## **Nutrition Services Projects & Equipment Production Manager - Continued Page 2**

- Prepare Request for Proposals (RFP's) and Request for Qualifications (RFQ); assist in the selection process of architects, engineers, consultants and contractors. *E*
- Prepare plans that schedule and track the progress of project activities, identify problems that impede or cause delays and recommend remedial action; monitor the timely completion of the project; prepare summary reports and cost status. *E*
- Review project specifications for constructability and coordinate the support activities and services for successful, timely completion of a project; coordinate project construction work with contractors, architects, consultants and District Nutrition Services, Facility Planning and Maintenance personnel; evaluate and approve change orders in light of project costs and schedules. *E*
- Monitor the timely completion of design documents, prepare summary reports of the design process, schedule and cost status. *E*
- Conduct or supervise inspections of food service kitchen facility construction or renovation work in progress to ensure compliance with plans, specifications, contract provisions and building, health and safety codes and regulations. *E*
- Communicate with a variety of regulatory agencies such as the California Air Resources Board, Los Angeles County Sanitation District and Long Beach and Los Angeles County health departments to assure compliance with applicable regulations; generate and submit required reports. *E*
- Coordinate food service kitchen cafeteria project closeouts on as-built drawings, requirements stated in District manuals, punch list, training and warranty stipulations. *E*
- Work with District Budget and Accounting personnel to identify funding sources and to ensure that accounts follow funding source regulations and requirements. *E*
- Prepare a variety of reports such as preventive maintenance, construction proposals, cost estimates, project status, change orders, etc.; direct the maintenance of project records and files and maintenance and repair activities. *E*
- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. *E*
- May respond to emergency calls. *E*
- Operate a District vehicle. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

A Nutrition Services Projects & Equipment Production Manager plans and coordinates the construction and renovation projects for the District's central kitchen and school site kitchen cafeteria facilities. In this role the Nutrition Services Projects & Equipment Production Manager works with District Maintenance, and Facilities Planning and Construction personnel as well as architects, engineers and consultants. An incumbent has principal responsibility in the design and installation of nutrition services equipment at District sites. An incumbent also has major responsibility for ongoing maintenance and repair of commercial food production equipment performed by skilled nutrition service maintenance personnel working from the Nutrition Center and servicing all District nutrition service kitchen facilities.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles of management and supervision.  
Nutrition services principles such as food ordering, storage, handling, safety and sanitation standards and techniques.  
Correct utilization of cafeteria equipment.  
Kitchen layout, equipment and procedures.  
Principles, practices, tools, equipment, and materials used in accomplishing building maintenance, construction and repair work.  
Appropriate safety precautions and procedures.  
Applicable city, county, State, and Federal building codes and regulations.  
General budget development and control procedures.  
Job cost estimating and control procedures.  
Collective bargaining agreements.  
Basic principles of public contract law and purchasing.

**Ability to:**

Plan, assign, and supervise the work of others.  
Make recommendations regarding the design of equipment for new school kitchen cafeteria facilities and renovation of the central kitchen and school kitchen facilities.  
Review equipment, material and labor costs.  
Review, analyze and interpret statistical data.  
Prepare clear, concise reports and make recommendations.  
Read, interpret, and modify plans and specifications.  
Recognize and correct safety hazards.  
Remain current with technical developments in nutrition service skilled trade areas, and make recommendations for changes.  
Inspect new construction and renovation of nutrition service kitchen cafeteria facilities and nutrition service equipment to insure contract compliance, schedules and safety standards are met.  
Maintain and direct the keeping of work costs, plans and related records.  
Devise preventive and predictive maintenance programs.  
Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment.  
Establish and maintain effective working relationships with others contacted in the course of work.  
Plan and direct multiple operations, delegate to subordinates and calculate operational effectiveness.  
Analyze written materials and oral communications.  
Communicate effectively, orally and in writing.

**Education and Training:**

Graduation with a bachelor's degree from an accredited college or university in engineering, construction management, architecture or a closely related field.

**Experience:**

Three years experience managing or supervising kitchen facility construction, installation, repair and maintenance of commercial food production kitchen equipment with a large residential, industrial, or governmental entity is required.

Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

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

**WORKING ENVIRONMENT**

Administrative office and visits to sites.

Out-of-doors sometimes during inclement weather.

Sometimes subject to dust, fumes, dampness, odors, refuse and sewage.

May work irregular hours and schedules and be on call for emergencies.

**PHYSICAL DEMANDS**

Occasional lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds. Climb ladders, stairs, scaffolding and ramps one or more stories above ground level. Stooping, kneeling, crouching, and crawling through attics, under flooring, similar places and tight spaces.

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

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to perform inspections and read a variety of materials.

**SPECIAL REQUIREMENTS**

Possession of a valid Class C California Driver's License is required at the time of appointment.

An applicant for this class will be require 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.

~~Subject to work schedule changes and emergency call out to work sites.~~

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 12/17/02

Revised: 10/7/2004

Revised:

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 61-73**

**Date: April 28, 2016**

**Reason for  
Consideration: Restricted Action**

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

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.