

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, California 90810

REGULAR MEETING AGENDA

Regular Meeting
Community Room
May 21, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of May 7, 2020 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Computer Support Technician 6-7
2. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 8-9
3. **RATIFY** job announcement bulletin for Nutrition Services Manager 10-11
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 12-13
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 14-15
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III 16-17
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 18-19

III. OLD BUSINESS

1. **ADOPT** the 2020-2021 Personnel Commission Budget 20-21

2. APPROVE the following: Revisions to the Rules and Regulations of the Classified Service, Rule 12.19, Rule 1.1, Rule 10.1.A and C, Rule 10.11.B (Second Reading)	22-25
IV. NEW BUSINESS	
1. APPROVE the abolishment of a classification: Telecommunications Supervisor	26-30
2. APPROVE the following: Adopt the classification specification of Administrator, Behavior and Assessment Services Allocate the classification of Administrator, Behavior and Assessment Services to salary range 51 (M2)	31-36
3. APPROVE the following: Adopt the classification specification of Pool Lifeguard Allocate the classification of Pool Lifeguard to salary range 08 (C2)	37-41
4. APPROVE the following: Reclassify incumbents in the "Schools" classifications into the Intermediate Office Assistant and Senior Office Assistant classifications or appropriate bilingual classes and direct all positions and employment lists be reclassified for the purpose of title change only. Abolish the classifications of: <ul style="list-style-type: none"> • Intermediate Office Assistant – Schools • Intermediate Office Assistant – Schools, Bilingual Spanish • Senior Office Assistant – Schools • Senior Office Assistant – Schools, Bilingual Spanish 	42-53
5. APPROVE the recommendation to remove from eligibility list ID 29592066	54-72
6. ANNUAL ELECTION OF OFFICERS per PC Rule 2.6	
V. OTHER ITEMS	
VI. NEXT REGULAR MEETING	
June 4, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California, 90810	
VII. CLOSED SESSION	
1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII. ADJOURNMENT	

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/.

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

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

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

MINUTES
Regular Meeting

May 7, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, May 7, 2020 at 8:23 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Leticia DeAnda, Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Vanessa Ortiz, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Alan Reising, Business Services Administrator; Steven Rockenbach, Director of Employee Relations; Brittany Jones, CSEA Labor Relations Representative; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Vice President - Unit A; Eric Larsen, Interim CSEA Vice President - Unit B; Ruben Sosnowski, Production Specialist/Editor, Office of Multimedia Services; and Gary Marshall, Multimedia Technology Supervisor, Office of Multimedia Services.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 23, 2020.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that future meetings will continue to be held in a remote format. Mr. Kato stated that due to equipment needs, meetings will be broadcast from the Board of Education building. He thanked the Office of Multimedia Services for their assistance setting up the Personnel Commission meeting broadcasts.

Maria Braunstein, Personnel Analyst, reported that they are developing remote video interviews and examinations using newly purchased online applications. This process also requires the development of new remote-testing protocols and procedures. Ms. Braunstein reported that forty-four (44) recruitments are in progress with nineteen (19) ready for testing.

Jesus Rios Jr., Employment Services Supervisor, recognized staff for their continued work during this time. Mr. Rios stated that staff are extending job offers and processing new employees. Mr. Rios also thanked the managers for providing the protective equipment to work safely in the office.

Dale Culton, Certification Services Manager, mentioned that he is continuing to work on implementing layoffs for classified employees. Mr. Culton thanked Leticia DeAnda, Administrative Secretary, and Anne Follett, Human Resources Technician, for their assistance with effecting the layoff process.

CONSENT AGENDA

1. **APPROVE** the certification of Child Care Worker eligibility list 20-0123-5258 established 03/30/2020
2. **APPROVE** the certification of Facilities Use Technician eligibility list 20-0121-3348 established 05/06/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **OPEN** the public hearing on the 2020-2021 proposed Personnel Commission Budget

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2020-2021.

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

2. **CLOSE** the public hearing on the 2020-2021 Personnel Commission Budget

As no members of the public submitted comments, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2020-2021.

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

3. **ADOPT** the 2020-2021 Personnel Commission Budget

Mr. Kato gave an overview of the proposed budget and thanked Fiscal Services staff for their ongoing advice and assistance. Commissioner Vaughan asked why the Executive Officer's salary appeared to be budgeted slightly lower for next fiscal year. Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to postpone adoption of New Business Item 3 to the next regular meeting.

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

4. **APPROVE** the following:

Adopt the classification specification of Maintenance Laborer
Allocate the classification of Maintenance Laborer to salary range 18 (C2)

Susan Leaming, Personnel Analyst, provided an overview of the report and Alan Reising, Business Services Administrator, spoke in support of the new classification. Mr. Reising discussed how these positions will assist the Maintenance department and provide growth opportunities for staff. A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **DISCUSS** the following:

Revisions to the Rules and Regulations of the Classified Service, Rule 12.19, Rule 1.1, Rule 10.1.A and C, Rule 10.11.B (First Reading)

Commissioner Ulaszewski was disconnected from the meeting due to a technical difficulty. Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to move New Business Item 5 forward to the next regular meeting for a second reading.

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

6. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 6.

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

7. **DISCUSS** the correspondence received by "Anonymous" on April 9, 2020

Commissioner Ulaszewski rejoined the meeting and a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to discuss New Business Item 7.

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

Mr. Kato provided an overview of the content of the letter and discussed the investigation into the recruitments mentioned in the letter. Mr. Kato stated that the investigation found no improper execution of the examinations or application screening practices. Commissioner Vaughan discussed her concerns regarding the letter and questioned if the writer had any other evidence to support their claims as the investigation into the recruitments mentioned in the letter turned up no irregularities in Personnel Commission processes. Ms. Vaughan stated that applicants can be screened out for examinations they previously were admitted in, not because of Commission procedures, but because the applicants did not complete their application correctly and screened themselves out. Mr. Kato stated that every application within each recruitment is screened separately from applications submitted for previous recruitments. He stated that the Personnel Commission takes pride in their work and staff is committed to a fair and equitable employment process for all applicants. Ms. Vaughan mentioned that the District

is a fair employer and the Commission has worked hard to develop a good working relationship with the District. Commissioner Ulaszewski suggested the minutes reflect that in the absence of any other supporting information or additional details, the Commission will accept and file the staff report. Ms. Vaughan and Ms. Bender concurred.

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to accept and file New Business Item 7.

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

OTHER ITEMS	Commissioner Ulaszewski asked if any further information has been given to Commission staff regarding the status of summer school. Mr. Kato responded that staff expects to hear the final determination from the District regarding summer school in the next few weeks.
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 21, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 9:10 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:26 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:27 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

COMPUTER SUPPORT TECHNICIAN

FINAL FILING DATE:

Application deadline: 4:30 p.m., Friday, May 29, 2020

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

A+ CERTIFICATION.

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$35.65
6 MONTHS:	\$37.60
1 ½ YEARS:	\$39.68
2 ½ YEARS:	\$41.85
3 ½ YEARS:	\$44.15

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 20-0159-5108 AA

LBUSD employees, please see reverse side for
important information.

Marie Lynn Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Wednesday, May 27, 2020

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate is desirable.

(2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

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

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

SALARY RANGE HOURLY:

START: \$15.79
6 MONTHS: \$16.66
1 ½ YEARS: \$17.57
2 ½ YEARS: \$18.54
3 ½ YEARS: \$19.56

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 9 months.

PERSONNEL COMMISSION

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0153-5068 VO

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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

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!

Dual Exam 20-0158-5061 VO



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**NUTRITION SERVICES
MANAGER**

\$87,774 - \$103,062 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Manager. Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

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

THE IDEAL CANDIDATE

Successful candidates will have a bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

Additionally, successful candidates will have at least two years of experience at a supervisory or management level in an institutional food service organization

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

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 of the applicant regardless of any other standing.

May be required to travel from one school location to another.

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

SALARY AND BENEFITS

The annual salary for Nutrition Services Manager is \$87,774 to \$103,062 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 9 months.

HOW TO APPLY

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

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

Application deadline: 4:30 p.m. Friday, May 29, 2020

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 VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Thursday, May 28, 2020

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) A valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

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:	\$20.84
6 MONTHS:	\$21.99
1 ½ YEARS:	\$23.20
2 ½ YEARS:	\$24.47

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 9 months.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0155-5064 VO

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Thursday, May 28, 2020

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

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

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

SALARY RANGE HOURLY:

START:	\$23.23
6 MONTHS:	\$24.50
1 ½ YEARS:	\$25.85
2 ½ YEARS:	\$27.28

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 9 months.

PERSONNEL COMMISSION

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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0156-5065 VO

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR III

FINAL FILING DATE:

4:30 p.m., Thursday, May 28, 2019

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager Certificate approved by the American National Standards Institute. Incumbents must maintain certification throughout employment in this classification.

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

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:	\$25.89
6 MONTHS:	\$27.32
1 ½ YEARS:	\$28.82
2 ½ YEARS:	\$30.40

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 9 months.

PERSONNEL COMMISSION

Long Beach Unified School District
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24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0157-5066 VO

LBUSD employees, please see reverse side for important information.

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Wednesday, May 27, 2020

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

- (1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.
- (2) Positions in this classification require a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification 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.

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

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

SALARY RANGE HOURLY:

START: \$17.14
6 MONTHS: \$18.08
1 ½ YEARS: \$19.07
2 ½ YEARS: \$20.12
3 ½ YEARS: \$21.22

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process.

This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis.

Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 9 months.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0154-5071 VO

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services
Annual Budget of Personnel Commission**

Fiscal Year 2020-2021

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

Long Beach Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

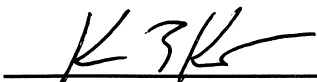
The Public Hearing on this proposed budget will be held at

4400 Ladoga Avenue, Lakewood, CA 90713

(Place)

on May 7, 2020 at 8:15 o'clock A M.

You are invited to attend and present your views.



Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 21, 2020

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report
Fiscal Year 2020-2021

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2018-2019 Actual*	2019-2020 Actual or Estimated*	2020-2021 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,250.00	\$ 3,200.00	\$ 3,900.00
Director	194,194.00	194,288.00	192,366.00
Secretaries, Clerks	585,877.00	594,094.00	616,183.00
Other	415,769.00	437,448.00	435,989.00
3000 Employee Benefits	629,898.00	694,408.00	814,779.00
Subtotal	1,828,988.00	1,923,438.00	2,063,217.00
4000 Supplies and Equipment Replacement	21,765.00	19,350.00	19,600.00
5000 Operating Expenses	67,469.00	76,803.00	83,104.00
6000 Equipment	0.00	0.00	0.00
Subtotal	89,234.00	96,153.00	102,704.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 1,918,222.00	\$ 2,019,591.00	\$ 2,165,921.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

PERSONNEL COMMISSION



May 8, 2020

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a second reading for approval with the following rationale:

Rule 12.19 CASUAL ABSENCE: This rule is being modified to replace the term "retarded" with "impacted".

Effective July 1 2019, the District converted from a quadri-weekly pay cycle to a monthly pay cycle. The language in the following rules has been updated to reflect this change:

- Rule 1.1 DEFINITIONS: PAY PERIOD
- Rule 10.1. A and C SALARY ADVANCEMENT WITHIN A CLASS
- Rule 10.11. B CAREER INCREMENT

Staff collaborated with the Payroll department to determine the proper terminology for the proposed changes. Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve these rule revisions.

Prepared by:

Susan Learning
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer

CHAPTER XII ABSENCE FROM DUTY

12.1 ILLNESS OR INJURY LEAVE

...

12.19 CASUAL ABSENCES

Department Heads shall have discretionary power, when the necessity demands, to grant to employees permission to be absent without loss of salary, parts of a day not exceeding one-half day when good reason for such absence exists, provided that its power shall not be construed to confer the right to reduce the established number of working hours per month of the employee, and provided further that in no case shall the work of the department or division be materially ~~retarded-impacted~~ by the granting of such absence; and provided further, that frequent requests from an employee for such absence, even for short periods, are to be avoided.

CHAPTER I DEFINITIONS

1.1 DEFINITIONS

...

PAY PERIOD — One calendar month ~~Twenty working days often referred to as a quadri-weekly pay period.~~

CHAPTER X COMPENSATION

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. PAY PERIOD DEFINED. For purposes of compensation, a "pay period" is one calendar month~~this a period of 20 consecutive working days.~~

...

- C. CREDITABLE PAY PERIOD. A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one service year,~~as follows:~~

~~1. 12-month calendar employees 7 pay periods~~

~~2. 220-day work year employees 6 pay periods~~

~~3. school session employees 5 pay periods~~

...

10.11 CAREER INCREMENT

Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules.

- A. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.
- B. Payment of career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weekspay periods in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weeklypay period following attainment of the required number of years of credited service.

PERSONNEL COMMISSION



May 8, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

In January 2015, the supervision of the Electronics and Telecommunications shops and personnel was shifted from Maintenance to Technology and Information Services. As part of the reorganization, in May 2018, the classification of Technology Field Operations Supervisor (salary range 42 M2) was created to supervise the Electronics, Telecommunications and Computer Support shops.

The class of Telecommunications Supervisor (salary range 38 S1) has been vacant since March 2019. There is no reemployment list in place for this classification and no staff will be impacted by this action.

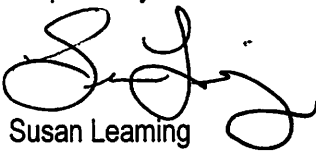
The Executive Director, Information and Technology Systems supports the abolishment of the classification and does not anticipate utilizing it in the future.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of:
 - Telecommunications Supervisor

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5121
Salary Range: 38 (\$1)

TELECOMMUNICATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and oversee the District's telecommunications operations and services; train and supervise assigned personnel perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and oversee the District's telecommunications operations and services; assure compliance with applicable laws, codes, rules and regulations. **E**
- Conduct job site walks; estimate materials, labor, equipment and time requirements for contract and internal work; assign, schedule and inspect the work of contractors and staff installing new systems. **E**
- Review new installation requests; establish priorities for repairs of existing systems and installation of new systems. **E**
- Develop or obtain estimates for new installation projects from vendors and District staff; communicate with the Work Control Center regarding project status; complete related paper work. **E**
- Confer with District and vendor personnel working on site reconstruction or new construction plans and design regarding the installation of telecommunications hardware including cabling, terminal boxes, conduit and relocation of telephones. **E**
- Oversee special projects and program components such as integration of telecom into modern construction, VoIP (Voice over Internet Protocol), materials inventory, and OSHA compliance. **E**
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Develop work schedules to assure proper coordination of activities; review schedules and project plans to assure the scope of projects are clearly defined and within budget. **E**
- Communicate with administrators, vendors, contractors and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information. **E**
- Program and maintain the District's automated telephone directory; troubleshoot directory malfunctions; contact vendor to resolve issues as needed. **E**

- Maintain records and files of telephone system programming, software and hardware; maintain historical files for maintenance of systems and equipment. *E*
- Oversee activities related to District telecom systems and servers for the purpose of minimizing service disruptions and meeting the needs of users; maintain the District's telecommunications upkeep and project work order system. *E*
- Participate in the research, evaluation and development of recommendations regarding the purchase or modification of telecommunications equipment; make recommendations to improve operational effectiveness and minimize costs. *E*
- Develop or assist in developing bid specifications for telecommunications systems and hardware; confer with vendors on the development of bid specifications; serve as advisor at bid conferences. *E*
- Maintain appropriate inventory levels of parts, hardware and systems; order parts as needed to meet emergency repair needs; follow up on delays and missing orders; assist in resolving questions regarding payments of invoices to vendors. *E*
- Plan and coordinate telephone and voice mail training for District users as needed. *E*
- Administer the District's call accounting program; prepare telephone usage reports as requested. *E*
- Prepare a variety of correspondence related to assigned activities. *E*
- Participate in the formulation and development of telecommunications policies, procedures, budgets and programs; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend a variety of meetings, conferences and workshops related to telecommunications to maintain current knowledge of technological advances in the field. *E*
- Perform installation, maintenance and repair work as necessary.

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 Telecommunications Supervisor has first-line coordinating and supervisory responsibility for the installation of new telecommunications software and hardware and maintenance and repair of existing Nortel and Avaya systems. An incumbent provides technical advice on the installation of new systems for those developing plans on new construction and develops contract bid specifications for telecommunications systems and hardware.

EMPLOYMENT STANDARDS

Knowledge of:

Applicable Federal Communications Commission rules and regulations.

Applicable electrical codes for safety of equipment and personnel.

Local and Wide Area Network concepts and practices.

Automated telephone directories.
Traditional (Legacy) PBX, Hybrid PBX (Non IP and IP), VoIP (Premise and Hosted).
Physical installation and facility layouts.
Proper methods and techniques for the installation, repair and maintenance of existing and new telecommunications networks, systems and equipment.
Tools and equipment used on telecommunications hardware.
Storing equipment, materials and supplies.
Inventory procedures and practices.
Call accounting.
Basic record keeping and report preparation techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
General principles and practices of supervision and training.

Ability to:

Plan, coordinate and schedule the installation, maintenance and repair of telecommunications software and hardware systems.
Supervise, train and evaluate the work of assigned personnel.
Use hand tools and instruments such as meters, probes, test sets for inspection, testing and repair work.
Prepare bid specifications for new or replacement of telecommunications systems.
Provide technical advice to facility planners on the installation of communications hardware.
Estimate installation, repair and maintenance costs, time lines and materials.
Prepare memoranda, letters and written reports.
Maintain records and files.
Read and interpret blueprints, sketches and drawings.
Advise District site personnel regarding telecommunications and related services.
Prioritize and schedule work.
Meet schedules and timelines.
Assign and review the work of others.
Communicate effectively both orally and in writing.
Drive a vehicle to conduct work.
Establish and maintain effective working relationships with others.

Education and Training:

Graduation from high school. An Associate's degree is preferred.

Experience:

Five years of experience working with large, complex telecommunications systems and estimating and installing new systems. Experience working with Nortel and Avaya telephone systems and in a lead or supervisory capacity is preferred.

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

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

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.

Incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Office and shop environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate computer keyboards and other specialized equipment.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials and inspect work in progress.
Climbing ladders and working from heights.

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 months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PERSONNEL COMMISSION



May 8, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

Background and Findings

Staff received a request from the Assistant Superintendent, School Support Services to create a new classification of Administrator, Behavior and Assessment Services and recommend an appropriate salary range placement.

An incumbent in the proposed classification will plan, organize, control and administer the District's Intensive Behavior Intervention (IBI) programs and services and the activities of the Preschool Assessment Center, serve as a District liaison with Non-Public Agencies (NPA) to monitor services, costs, and contractual obligations, and assure compliance with applicable laws, codes, rules and regulations.

Staff worked with the Assistant Superintendent, School Support Services to develop the new classification and identify the essential duties.

Salary Placement

For salary comparison purposes, local agencies typically used for salary surveys were surveyed for compensation comparison however, the results of the survey did not provide a clear guideline for salary placement. Therefore, staff looked at internal relationships between the proposed classification and the existing classifications within the District's classification plan.

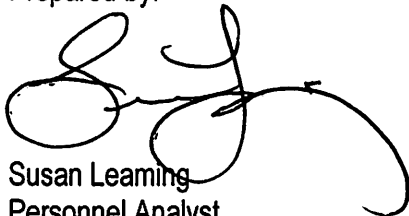
In particular, staff looked at other Administrator and Administrative Coordinator classes placed at salary range 51 (M2). For parity between job families, the new class of Administrator, Behavior and Assessment Services is recommended for placement at salary range 51 (M2).

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Administrator, Behavior and Assessment Services
2. Allocate the Administrator, Behavior and Assessment Services classification to salary range 51 (M2)

Prepared by:

A handwritten signature in black ink, appearing to read 'S. Leaming', with a large, sweeping flourish extending to the right.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'K. Kato', with a stylized 'K' and '3K' followed by a horizontal stroke.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 51 (M2)

ADMINISTRATOR, BEHAVIOR AND ASSESSMENT SERVICES

JOB SUMMARY

Under administrative direction, plan, organize, control and administer the District's Intensive Behavior Intervention (IBI) programs and services and the activities of the Preschool Assessment Center; serve as a District liaison with Non-Public Agencies (NPA) to monitor services, costs, and contractual obligations; assure compliance with applicable laws, codes, rules and regulations; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and administer the District's Intensive Behavior Intervention (IBI) programs and services provided at school sites; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee the development and implementation of long-term transition programs to move students from in-home and Non-Public Agency (NPA) Intensive Behavior Intervention (IBI) programs to school-based District services; serve as a District liaison with NPA's to monitor services, costs, and contractual obligations. **E**
- Plan and implement long and short-term IBI program goals and best practices to improve the District's behavior intervention programs and services; consult with administrators, teachers, parents and staff concerning program needs. **E**
- Plan, organize and administer the activities of the Preschool Assessment Center; review referrals and identify evaluation needs; facilitate the multidisciplinary team; schedule team meetings and student evaluations; collaborate with site principals on issues that are teacher or site related. **E**
- Oversee preschool assessment teams conducting behavior evaluations as components of transdisciplinary assessments for preschool students. **E**
- Oversee collaboration efforts with the Harbor Regional Center and other outside agencies to coordinate and provide appropriate transition processing for students with behavior or social skills deficits into the District; schedule and attend transition meetings and assessments. **E**

- Develop relationships, negotiate, recommend and administer contracts with alternative service providers and outside agencies for additional staffing and students requiring Intensive Behavior Intervention (IBI) programs until transition into District programs. *E*
- Oversee and assure proper Special Education classified staffing levels at assigned sites. *E*
- Provide technical expertise, information and assistance to District administration regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and direct the maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; maintain confidentiality of sensitive and privileged information. *E*
- Develop procedures and monitor reporting forms and reports to assure compliance with applicable laws, codes, rules and regulations. *E*
- Develop, monitor and evaluate the effectiveness of the District's IBI programs and services and preschool assessment center activities; develop parent and staff training programs, District policy guides and uniform forms related to IBI service delivery at school sites. *E*
- Develop and monitor assigned budgets and contracts; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations. *E*
- Serve as a District administrator at Individual Education Program (IEP) meetings; participate in Alternative Dispute Resolution (ADR) meetings with parents and other District administrators; serve as an expert witness in Due Process Hearings. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Review existing and pending legislation and District policies related to behavior intervention programs and preschool assessment activities; recommend origination, modification or support of legislation or District policies. *E*
- Attend and represent the District at a variety of meetings, conferences and workshops including the Special Education Community Advisory Committee (CAC); maintain current knowledge of laws, codes, rules and regulations related to assigned functions. *E*
- Serve as a member of and lead assigned committees; prepare and deliver oral presentations as requested. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An Administrator, Behavior and Assessment Services provides professional leadership in planning, organizing, controlling and administering the District's Intensive Behavior Intervention (IBI) programs and related services and the Preschool Assessment Center through the Office of School Support Services. Incumbents in this classification

evaluate the performance of professional and support staff involved in the development and providing of services at school sites and coordinate program and assessment efforts and activities with sites and District administrators.

EMPLOYMENT STANDARDS

Knowledge of:

Intensive Behavior Intervention (IBI) program policies, objectives, goals and administration.

District organization, operations, policies and objectives.

Special needs and requirements of students with behavior and social skills deficits.

Principles and practices of administration, training and supervision.

Statistical and narrative report preparation techniques.

Applicable laws, codes, rules and regulations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Budget preparation and control.

Oral and written communication skills.

Public speaking techniques.

Ability to:

Plan, organize, control and administer the District's behavior intervention programs and services provided at school sites and the activities of the Preschool Assessment Center.

Provide leadership and direction to the District's behavior intervention programs and Preschool Assessment Center.

Train and evaluate the performance of assigned staff.

Develop, monitor and evaluate the effectiveness of the District's IBI program and Preschool Assessment Center activities.

Plan and implement long and short-term IBI program and Preschool Assessment Center goals and best practices.

Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities.

Develop and monitor assigned budgets.

Maintain confidentiality of sensitive and privileged information.

Establish and maintain effective working relationships with others.

Communicate effectively both orally and in writing.

Accept and carry out responsibility for overall program direction and planning.

Operate a computer and assigned software.

Plan and organize work.

Prepare and present oral presentations.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Education and Training:

Board Certified Behavior Analyst (BCBA) certification issued by the Behavior Analyst Certification Board.

Experience:

Four years of intensive behavior intervention program management experience involving supervising the work of staff engaged in the development or delivery of program services. Experience in a public school district is highly desirable.

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office, classrooms and various community sites.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make oral presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION



May 14, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

Background and Findings

Staff received a request from the District to create a new classification of Pool Lifeguard and recommend an appropriate salary range placement.

Incumbents in the classification of Pool Lifeguard will observe activities at an assigned pool to prevent accidents and provide assistance to swimmers. Incumbents will maintain pool safety, perform water rescues of swimmers in distress, and provide first aid and cardiopulmonary resuscitation (CPR).

Salary Placement

Staff conducted a compensation study of the proposed class of Pool Lifeguard. Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, staff found similarity between classification duties and minimum qualifications with six agencies to support a compensation recommendation. The survey median of the six agencies is \$19.48 per hour. This median is closest to LBUSD's salary range 08 (C1) with a maximum step of \$19.56991 per month.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Pool Lifeguard
2. Allocate the Pool Lifeguard classification to salary range 08 (C1)

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: _____
Salary Range: 08 (C1)

POOL LIFEGUARD

JOB SUMMARY

Under general supervision, conduct continuous observation of assigned pool area for signs of swimmers in distress, violations of pool rules, and safety regulations, and equipment malfunctions; maintain pool safety and provide assistance to swimmers in distress; 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.

- Observe swimmers and patrons at an assigned swimming pool and adjacent facilities; assure healthy and safe conditions for physical education aquatic programs and assigned pool events. **E**
- Enforce pool rules and regulations to prevent accidents and provide assistance to swimmers in distress including removing swimmers from water and administering first aid and cardiopulmonary resuscitation (CPR). **E**
- Participate in the development of and implement pool emergency action plans as necessary; recommend closure of the swimming pool due to health or safety hazards. **E**
- Monitor and report student and patron behavior issues in accordance with established procedures. **E**
- Communicate with District staff, members of the public, community organizations and others to provide information related to pool operations, coordinate activities, and resolve issues or concerns. **E**
- Inspect and monitor pool area for health and safety hazards; test temperature, chlorine content and pH value of water; report pool and facility maintenance and health and safety issues to appropriate personnel. **E**
- Open, close and secure pool facilities for classes and events; assist in preparing pool facilities for student and community use; spot clean pool areas as needed. **E**
- Prepare a variety of records and reports related to assigned activities; operate a computer and assigned software. **E**
- Operate a variety of lifeguarding and pool equipment including swim lifts, ring buoys, rescue boards, whistles and megaphones; issue and collect towels as needed. **E**
- Attend a variety of meetings and in-service trainings. **E**
- May assist certificated staff in reinforcing swim instruction to individual or small groups of students when pool is not in use.

- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Pool Lifeguard observes activities at an assigned pool to prevent accidents and provide assistance to swimmers. Incumbents maintain pool safety, perform water rescues of swimmers in distress, and provide first aid and cardiopulmonary resuscitation (CPR). Incumbents are expected to maintain the safety of swimmers in the pool and on the pool deck. The work schedule will be consistent with the operation of the pool at a high school site and may include nights and weekends.

EMPLOYMENT STANDARDS

Knowledge of:

Pool health and safety laws, codes, rules and regulations.
Proper methods and procedures to perform water rescues and assist swimmers in distress.
Operation of lifeguarding and related pool equipment.
Safe pool practices and appropriate swimmer conduct.
General record-keeping techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
First aid and cardiopulmonary resuscitation (CPR) techniques.
Proper lifting techniques.

Ability to:

Observe activities at a pool to prevent accidents and provide assistance to swimmers.
Provide assistance to swimmers in distress including removing swimmers from water.
Administer first aid and cardiopulmonary resuscitation (CPR).
Recognize and respond to emergencies.
Operate lifeguarding and related pool equipment.
Promote a positive environment conducive to learning.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Demonstrate understanding and patience towards students and pool patrons.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and timelines.
Maintain records and prepare reports related to assigned activities.
Communicate effectively both orally and in writing.

Education and Training:

Graduation from high school or equivalent.

Experience:

Experience as a lifeguard or a swim team or water polo coach or player is desirable.

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

SPECIAL REQUIREMENTS

A valid Lifeguard certificate issued by the American Red Cross or YMCA of the USA is required at the time of appointment and must be maintained throughout employment in this classification.

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

Walking on wet and slippery surfaces.

Exposure to chemical fumes and odors.

Potential contact with blood and other bodily fluids.

PHYSICAL DEMANDS

Sitting, walking or standing for extended periods of time.

Seeing to monitor pool activities.

Bending and twisting at the waist, stooping, kneeling.

Twisting and turning neck and body to monitor pool activities.

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate equipment.

Stretching or reaching overhead and horizontally.

Swimming.

Lifting and carrying or pulling swimmers out of the pool.

Ascend and descend pool and lifeguard station ladders.

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



May 08, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of Classifications and Reclassification of Incumbents

Background and Findings

In 1992, the classifications of Clerk Typist II and III were retitled to Intermediate Office Assistant and Senior Office Assistant. As part of the 1999-2000 Clerical and Secretarial Job Family Study, the classifications of Intermediate Office Assistant and Senior Office Assistant were split into "schools" and "non-school" classifications. This classification action was taken to address the concerns that additional classifications were needed between school sites and District offices. In April 2004, the respective bilingual classifications were created, resulting in eight (8) separate and distinct classifications.

The Intermediate Office Assistant classifications are at salary range 15 (C1) and a review of the duties, knowledge, abilities, education and experience demonstrates that the classes are similar in scope, employment examinations are similarly constructed, and a recruitment would yield a similar pool of applicants. The Senior Office Assistant classifications at salary range 19 (C1) are also found to have similar levels of duties and responsibilities to those performed by the Senior Office Assistant (Schools) classification. As a result of the similarity in duties, the classes at each particular level are interchangeable, and not differentiated enough to warrant separate classifications.

Each of the eight (8) classifications requires a separate employment application, testing, and creation of separate eligibility lists. The merging of these classifications is anticipated to streamline the application, recruitment, and testing processes by reducing the number of recruitments and examinations to fill these critical positions. A candidate who would apply for this classification will no longer have to apply separately for schools and non-school classifications to be considered. This action will also simplify layoff actions in these classifications as layoffs, bumping and reemployment rights are based upon seniority in classification.

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

<u>CURRENT CLASSES</u>	<u>PROPOSED CLASSES</u>
Intermediate Office Assistant	Intermediate Office Assistant
Intermediate Office Assistant – Schools	
Intermediate Office Assistant – Bilingual Spanish	Intermediate Office Assistant – Bilingual Spanish
Intermediate Office Assistant – Schools – Bilingual Spanish	
Senior Office Assistant	Senior Office Assistant
Senior Office Assistant – Schools	
Senior Office Assistant – Bilingual Spanish	Senior Office Assistant – Bilingual Spanish
Senior Office Assistant – Schools – Bilingual Spanish	

It is recommended the bilingual classifications remain separate as there is a defined need at District sites to provide bilingual services. The bilingual capabilities are formally assessed and ranked based on the relative merit of overall performance.

Informational Meetings

In January 2020, 175 incumbents in the eight (8) classifications were notified of the proposal to merge the classifications and invited to attend one of six (6) voluntary informational meetings. The following informational meetings were held with members of CSEA leadership, Personnel Commission staff and Employee Relations in attendance to respond to employee questions and concerns:

March 5, 2020 10:00 a.m. or 1:00 p.m.	March 6, 2020 10:00 a.m. or 1:00 p.m.	March 11, 2020 10:00 a.m. or 1:00 p.m.
Teacher Resource Center Room ABC 1299 E. 32 nd St. Signal Hill	Administration Building Room AB -143 1515 Hughes Way, Long Beach	Personnel Commission Auditorium 4400 Ladoga Ave., Lakewood

Draft class descriptions and information regarding seniority projections for each classification was distributed at each meeting for employee review. The seniority projections for the merged classifications did not significantly change the seniority ranks of the employees. No employees submitted suggestions for changes to the class descriptions. After the conclusion of the informational meetings, 29 employees or 17% of those invited attended a session.

Classification Descriptions

Attached are copies of the proposed revisions to the classifications, which add language relating to working at school sites and assisting parents and students in order to provide applicants a clear understanding that they may be assigned to a school site.

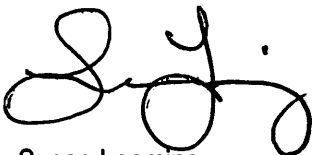
Recommendations

Effective July 1, 2020, staff recommends the Personnel Commission:

1. Reclassify incumbents in the “Schools” classifications into the Intermediate Office Assistant and Senior Office Assistant classifications or appropriate bilingual classes and direct all positions and employment lists be reclassified for the purpose of title change only.
2. Abolish the following classifications:
 - Intermediate Office Assistant – Schools
 - Intermediate Office Assistant – Schools – Bilingual Spanish
 - Senior Office Assistant – Schools
 - Senior Office Assistant – Schools – Bilingual Spanish

Due to the length of the allocation listings for all classifications, copies are available upon request.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Specification
Salary Range: 15 (C1)

CLASS CODE

TITLE

0673
5050

INTERMEDIATE OFFICE ASSISTANT
INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

- Perform a variety of general and varied clerical duties in support of an assigned school, District office or program; type letters, memoranda, contracts, minutes, agenda items, bulletins, newsletters, reports, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments. **E**
- Serve as receptionist and answer telephones; take messages and provide information related to office programs, schedules, activities, policies, procedures and other information as requested; direct calls to appropriate personnel; greet and assist visitors; assist visitors with proper completion of forms and documents. **E**
- Communicate with other departments, schools, parents, District staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information; prepare and coordinate administrative schedules and calendars as directed. **E**
- Receive, sort and distribute incoming mail; post notices and distribute flyers and informational posters; assist in the preparation and dissemination of materials and information to the public, parents and staff regarding various events and programs. **E**
- Sort and file materials according to established procedures; establish, maintain and purge records, logs, inventories and various files; input information into computerized databases and generate reports and lists; duplicate, collate, staple, bind, laminate and distribute various materials. **E**
- Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; process and route orders according to established procedures; follow-up with vendors concerning missing or incorrect orders. **E**
- Collect and compile information, documents and data from files and records to be included in reports and files; prepare graphic presentations and charts as assigned. **E**

- Administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed. *E*
- Receive monies and make deposits in accordance with established procedures; maintain related financial records; monitor expenditures and budgets as assigned by the position. *E*
- Receive employee absence calls ~~from District sites~~; prepare related forms and lists; fill vacancies according to established procedures; notify sites and administrators that substitute workers have been assigned. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer; arrange for repairs of equipment as directed. *E*
- Schedule appointments for employees to take identification badge pictures; take photographs and prepare badges; send out badges to employees. *E*
- Assist in organizing field trips, special events, orientations, assemblies, meetings and staff development trainings. *E*
- Train and provide work direction to new employees and student assistants as assigned; prepare and post work schedules; prepare time sheets or assist with recording and computing employee time sheets as assigned. *E*
- Assist other departments and secretarial staff as assigned. *E*
- Assist with health screening procedures at school sites as assigned by the position; record results. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Intermediate Office Assistant classification provides general and varied clerical support to an assigned school, District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number of alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance. Incumbents at school sites are typically assigned to a specific function such as attendance, enrollment, student registration, nursing, taking inventory and ordering supplies, collection of fees, counseling or a broad combination of these responsibilities. Incumbents in the Intermediate Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Telephone techniques and etiquette.

Proper methods of storing equipment, materials and supplies.Basic first aid.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

Ability to:

Perform a variety of clerical duties in support of an assigned school, District office or program.

Communicate effectively with students, parents, staff and administration.

Learn, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.

Learn District organization, operations, policies and objectives.

Answer telephones and greet the public courteously.

Maintain records and files.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Receive, sort and distribute mail.

Administer routine first aid.

Add, subtract, multiply and divide quickly and accurately.

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

Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of clerical experience involving public contact.

Or

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

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

SPECIAL REQUIREMENTS

Positions in the Intermediate Office Assistant - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.

Constant interruptions.

Potential for contact with blood and other bodily fluids.

Potential for exposure to bloodborne pathogens and communicable diseases.

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.

PCA: 6/22/2000

Revised: 4/8/2004

Revised: 6/12/2014

Revised: 1/19/2017

Revised:



PERSONNEL COMMISSION

Class Specification
Salary Range: 19 (C1)

CLASS CODE

TITLE

0677

SENIOR OFFICE ASSISTANT

5089

SENIOR OFFICE ASSISTANT – BL SPANISH

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

- Perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program. **E**
- Compose correspondence independently or from oral instructions; type letters, reports, memoranda, contracts, legal documents, agendas, records, requisitions and other materials from straight copy, rough drafts or oral instructions, including materials of a confidential nature; review, proofread and verify accuracy of documents. **E**
- Initiate and receive telephone calls; screen and route calls; take and relay messages; explain school, office or program policies and procedures; provide technical information concerning policies and procedures of assigned program, school or office according to established guidelines; resolve issues as appropriate. **E**
- Establish and maintain various school, office and departmental records, logs and files for functions such as counseling, registration, testing, graduation, immunization, health, transportation, food services, purchasing, attendance and testing. **E**
- Communicate with other departments, schools, parents, District staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information; prepare and coordinate administrative schedules and calendars; make travel arrangements as assigned. **E**
- Input a wide variety of information into computerized databases and generate a variety of reports and lists; assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy; maintain rosters, schedules and activity calendars as assigned. **E**
- Receive monies and make deposits in accordance with established procedures; maintain related financial and statistical records; monitor expenditures and budgets as

- assigned by the position; research and prepare purchase requisitions, requests for services, contract and hourly additional funding; submit appropriation transfers. *E*
- Receive employee absence calls ~~from District sites~~; prepare related forms and lists; fill vacancies according to established procedures; notify sites that substitute workers have been assigned. *E*
 - Sort and file materials according to established procedures; establish, maintain and purge records, logs, inventories and various files. *E*
 - Inventory, order, receive, store and distribute office, classroom, school and departmental supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; tabulate, duplicate and forward invoices to appropriate departments. *E*
 - Receive equipment repair and work orders from school and District offices; prioritize and assign requests; process and route orders according to established procedures; maintain related records. *E*
 - Collect and compile information, documents and data from files and records to be included in reports and files; prepare graphic presentations and charts as assigned. *E*
 - Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer; arrange for repairs of equipment as directed. *E*
 - Train and provide work direction and guidance to clerical staff; participate in the hiring and evaluation process as requested; prepare time sheets or assist with recording and computing employee time sheets as assigned. *E*
 - Administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed. *E*
 - Receive, route and distribute mail; assist with preparing materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as assigned. *E*
 - Assist in monitoring workload and in determining work priorities; orient new hires and answer procedural questions; build teams to complete special projects as directed. *E*
 - Assist in the organization of in-service trainings for District staff; prepare related materials. *E*
 - Take, transcribe and distribute minutes of meetings as directed. *E*
 - Provide clerical assistance to other departments and secretarial staff as necessary.
 - Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Senior Office Assistant classification provides complex and varied clerical support to an assigned school, District office or program involving frequent and responsible public contacts requiring an understanding of a process or functional area. Incumbents may serve as sole clerical support to a narrow District program or activity or serve in a lead capacity for other office clerical personnel by providing training and work direction and are authorized to adjust the flow and workload priorities of clerical support employees in order to accomplish the work of the office. At the high schools, incumbents are typically assigned to the counseling or registrar's office. Incumbents work under general

supervision and independently perform the difficult and demanding clerical assignments in the office requiring the selection and application of a number of procedures and policies. Incumbents in the Senior Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.
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.
Principles of training and providing work direction.
Oral and written communication skills.
Basic budgeting practices regarding monitoring and control.
District organization, operations, policies and objectives.
Proper methods of storing equipment, materials and supplies.
Basic first aid.
Basic math.

Ability to:

Perform complex and varied clerical support duties.
Communicate effectively with students, parents, staff and administration.
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Answer telephones and greet the public courteously.
Maintain records and files.
Compile, assemble, verify and prepare data for records and reports.
Train and provide work direction to others.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Determine appropriate action within clearly defined guidelines.
Compose correspondence and written materials independently.
Receive, sort and distribute mail.
Administer routine first aid.
Add, subtract, multiply and divide quickly and 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.

Experience:

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

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

SPECIAL REQUIREMENTS

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

Positions in the Senior Office Assistant - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.

Constant interruptions.

Potential for contact with blood and other body fluids.

Potential for exposure to bloodborne pathogens and communicable diseases.

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.

PCA: 6/22/2000

Revised: 8/25/2005

Revised: 6/12/2014

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 29592066 PAGES: 54-72

Date: May 21, 2020 Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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