

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
October 10, 2019

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** Minutes of the Regular Meeting of September 26, 2019 1-4
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 Elementary School Office Supervisor 5-6
2. **RATIFY** job announcement bulletin for Student Data Systems Specialist 7-8
3. **APPROVE** the certification of Child Care Worker eligibility list 20-0032-5258 established 10/11/2019 9
4. **APPROVE** the certification of Electronics Technician eligibility list 20-0010-0110 established 10/01/2019 9
5. **APPROVE** the certification of Instructional Aide Special – BL Spanish eligibility list 20-0020-0450 established 10/03/2019 9

III. OLD BUSINESS

1. **APPROVE** the Revisions to the Rules and Regulations of the Classified Service (2nd Reading) 10-11

IV. NEW BUSINESS

1. **APPROVE** the following: 12-16
Revise the classification of Senior Health Assistant

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 24, 2019 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the 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

September 26, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, September 26, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Vice-Chairperson, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Jesus Rios Jr., Human Resources Supervisor; Maria Lynn Braunstein, Personnel Analyst; Judith Alonso, Human Resources Assistant; Oralia Leyva, Human Resources Technician; Vanessa Ortiz, Human Resources Technician and Susan Brister, Human Resources Technician

GUESTS

Vaurice Scott, CSEA Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice-President Unit B; Mark Chavez, Nutrition Services Director; Juan Garcia, Instructional Assistant-Computer Resources Retiree

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of September 12, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission of the upcoming PCASC Presentation on October 25th regarding screening procedures, where he along with Commissioner Vaughan will be attending. Mr. Kato then stated that some Personnel Commission staff attended the district training for sexual abuse and molestation with the Child Development Center (CDC) staff.

Maria Lynn Braunstein, Personnel Analyst, informed the Commission of the open recruitments they currently have including Instructional Aide – Special, Child Care Worker, Recreation Aide, Recreation Aide – Kids' Club, Recreation Aide – WRAP, Pool Attendant, Bus Driver – Avalon and Sign Language Interpreter. Ms. Braunstein expressed appreciation to staff for maintaining great customer service during these busy times.

Jesus Rios Jr., Human Resources Supervisor, thanked staff for their work on filling vacancies and substitutes, making sure sites are fully staffed. Mr. Rios stated that this pay period was more challenging than the last since it was the first full pay period of the school year and there was an influx of hourly additional assignments. He recognized Susan Brister, Human Resources Technician, on the positive feedback he has received from sites on her quick response time. Dale Culton, Certification Services Manager, informed the Commission that he met with CSEA as well as with Steve Rockenbach, Director of Employee Relations and Ethics, over layoff notices. Mr. Culton went on to state that they have continued their monthly Instructional Aide – Special interviews and Oralia Leyva, Human Resources Technician, informed the Commission of this most recent recruitment where they conducted 17 interviews with the majority accepting permanent or substitute positions.

CONSENT AGENDA

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-10 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Instructional Aide – Special – BL Spanish
2. **RATIFY** job announcement bulletin for School Support Secretary
3. **RATIFY** job announcement bulletin for School Support Secretary – BL Spanish
4. **APPROVE** the certification of Administrator, K-16 Collaborations and External Programs eligibility list 20-0012-3338 established 09/12/2019

5. **APPROVE** the certification of Human Resources Technician eligibility list 20-0019-3352 established 09/20/2019
6. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0017-0448 established 09/26/2019
7. **APPROVE** the certification of Intermediate Office Assistant (Revised) eligibility list 19-0121-0673 established 09/04/2019
8. **APPROVE** the certification of Intermediate Office Assistant – Schools (Revised) eligibility list 19-0123-3354 established 09/04/2019
9. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish (Revised) eligibility list 19-0122-5050 established 09/04/2019
10. **APPROVE** the certification of Telecommunications Technician eligibility list 20-0011-3309 established 09/13/2019

OLD BUSINESS None

- NEW BUSINESS
1. **APPROVE** the Revisions to the Rules and Regulations of the Classified Service (1st Reading)
 2. **APPROVE** the following:
Reestablish the classification of Administrative Dietician (Class Code 0537)

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to reestablish the classification of Administrative Dietician (Class Code 0537)

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

3. **APPROVE** the recommendation to remove from eligibility list ID 40516936

The Commission moved New Business item 3 to closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 10, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:34 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 a.m. and the following actions were taken:

1. A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 40516936 from current eligibility list and did not bar candidate from applying for any future positions.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

ELEMENTARY SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, October 17, 2019

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START:	\$24.53
6 MONTHS:	\$25.87
1 ½ YEARS:	\$27.30
2 ½ YEARS:	\$28.80

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

Promo Exam 20-0049-3345 OL

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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

STUDENT DATA SYSTEMS SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, October 24, 2019

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 10 month flex position. Position is 100% FTE (8 hours per day).

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

JOB SUMMARY:

Under general direction, provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records; assure accuracy and timely submission of student data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in computer science, statistics or a related field.

EXPERIENCE:

Two years of experience working with student data systems. Experience involving troubleshooting student data systems and training of end users is highly desirable.

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

SPECIAL REQUIREMENTS:

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

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: \$27.38
6 MONTHS: \$28.88
1 ½ YEARS: \$30.47
2 ½ YEARS: \$32.15
3 ½ YEARS: \$33.93

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promotional Exam 20-0052-5164 AA

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: October 10, 2019

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN CONTINUOUS

20-0032-5258

List Valid: 10/11/19-10/11/20

Total Applications Received: 43

No. Passed: 20

No. Failed: 0

Total Invited to Exam: 39

No. Withdrew: 19

No. Screened Out: 4

ELECTRONICS TECNICIAN

DUAL EXAMINATION

20-0010-0110

List Valid: 10/01/19-10/12/20

Total Applications Received: 35

No. Passed: 3

No. Failed: 10

Total Invited to Exam: 22

No. Withdrew: 9

No. Screened Out: 13

INSTRUCTIONAL AIDE SPECIAL – BL SPANISH

DUAL EXAMINATION

20-0020-0450

List Valid: 10/03/19-10/03/20

Total Applications Received: 17

No. Passed: 2

No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 1

No. Screened Out: 13

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 4, 2019

PERSONNEL COMMISSION



October 10, 2019

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:

...
CHAPTER XII
ABSENCE FROM DUTY

...
12.12 BEREAVEMENT LEAVE

Every person employed in the classified service of any school district shall be granted necessary leave of absence, not to exceed three days, or five days if out-of-state travel is required, on account of the death of any member of his immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the district. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, of the employee or any relative living person having a principal place of residence in the immediate household of the employee.

Reference: California Education Code 45194

...

This Rule revision is proposed to reflect the current practice that is used in current classified and certificated collective bargaining unit agreements to allow employees who are considering bereavement leave to consider individuals who share a principal place of residence with the employee as a member of the immediate family.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve this rule revision.

Prepared, Approved, and Recommended:

A handwritten signature in black ink, appearing to read 'K3K' followed by a horizontal line.

Kenneth Kato
Executive Officer

PERSONNEL COMMISSION



October 10, 2019

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision to Senior Health Assistant classification description

Background and Findings

The Personnel Commission Office is currently recruiting for five vacancies in the Senior Health Assistant classification. During the recruitment, staff reviewed the current job specification and the combined requirement of first aid and Cardio Pulmonary Resuscitation (CPR) certification, was limiting the applicant pool. Staff discussed this requirement with Ms. Lucy Carbajal, Program Specialist, Student Health Services, who suggested eliminating the first aid requirement as it is already required within the existing Licensed Vocational Nurse (LVN) certification. Ms. Carbajal recommended maintaining the established CPR requirement.

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

Recommendation:

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification for Senior Health Assistant

There are no changes in salary range necessary at this time.

Prepared by:

A blue ink signature of Bill Ewing.

Bill Ewing
Personnel Analyst

Approved and Recommended:

A black ink signature of Kenneth Kato.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5174
Salary Range: 24 (C1)

SENIOR HEALTH ASSISTANT

JOB SUMMARY

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; 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.

- Provide a variety of specialized health services to students at assigned school sites; observe student health needs and provide information to parents and guardians of community associations, social service agencies and other available resources to obtain health care. **E**
- Administer first aid to ill or injured students; perform CPR; take temperatures; distribute adhesive bandages, ice and compresses as necessary; maintain log of student coming into the health office. **E**
- Administer medications such as Diastat, insulin, Epi-Pens, immunizations and Tuberculin Skin Tests according to physician instructions and established District procedures; administer medications via gastrostomy tubes as required. **E**
- Observe diabetic students who self-monitor blood sugar levels and self-administer insulin; check blood sugar levels and inject insulin as appropriate. **E**
- Accompany students on field trips and other community based settings to meet the health needs of students; assist in maintaining student discipline. **E**
- Perform specialized medical procedures such as tracheostomy care, catheterization, and gastrostomy feedings. **E**
- Screen students for lice and other health conditions; notify appropriate personnel, personal physicians and parents of health conditions as required. **E**
- Notify parents, guardians, emergency personnel and other authorized persons when students need to be sent home or to health care agencies for emergency services; update student emergency cards; assist parents with health related forms. **E**
- Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information. **E**
- Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid and health office supplies. **E**

- Operate a variety of office equipment including a computer; operate standard health office instruments and equipment; drive a personal vehicle to conduct work. *E*
- Assist in the facilitation and preparation of health screenings and immunization programs; provide referrals to community health care providers as needed; follow up on health care provider referrals. *E*
- Report suspected contagious and communicable diseases to appropriate District personnel. *E*
- Assist individual students with personal hygiene, diapering and toileting as necessary; physically assist students with disabilities as needed.
- Attend and participate in meetings and training sessions as required.

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 Senior Health Assistant at a minimum possesses a valid State of California License of Vocational Nursing (LVN). Incumbents in this classification are assigned to school sites and independently provide specialized health care services to students. Incumbents are responsible for the daily operations of school health offices and may be assigned to travel between school sites to meet the needs of ill, medically fragile and injured students.

EMPLOYMENT STANDARDS

Knowledge of:

Applicable laws, codes, rules and regulations related to assigned nursing activities.
Health office practices, terminology, procedures and equipment.
Medical symptoms and conditions applicable to school-aged children.
Uses and effects of prescribed medications.
Accepted methods and principles of personal hygiene.
Health and safety regulations.
First aid and CPR procedures.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Provide a variety of specialized health services to students.

Administer prescribed medications according to physician instructions and established District procedures.
Perform specialized medical procedures such as tracheostomy care, catheterization, and gastrostomy feedings.
Screen ill or injured students.
Compile data and prepare reports.
Work independently with little direction.
Administer first aid and CPR to students.
Observe health and safety regulations.
Utilize a variety of health instruments and office equipment.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Prepare and maintain records related to assigned activities.

Education and Training:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

Experience:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desirable.

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

SPECIAL REQUIREMENTS

Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification.

Incumbents in this classification must possess and maintain a valid ~~First Aid Certificate and CPR Card~~ issued by an authorized agency throughout employment in this classification.

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

WORKING ENVIRONMENT

Health office environment.
Constant interruptions.
Potential for contact with bloodborne pathogens and communicable diseases.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen health conditions.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects such as medical supplies and health files.

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.

PCA: 4/11/13