

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
December 5, 2019

9:30 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 November 21, 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 Instructional Aide-Educare 5-6
2. **APPROVE** the certification of Water-Boiler Treatment Specialist eligibility list 20-0005-3299 established 11/21/2019 7
3. **APPROVE** the certification of Child Care Worker eligibility list 20-0048-5258 established 11/21/2019 7
4. **APPROVE** certification of Instructional Aide Special eligibility list 20-0051-0448 established 11/21/2019 7
5. **APPROVE** the certification of Recreation Aide eligibility list 20-0045-5255 established 11/27/2019 7
6. **APPROVE** the certification of Student Data Systems Specialist eligibility list 20-0052-5164 established 11/27/2019 7

- 7. **APPROVE** the certification of School Safety Officer eligibility list 20-0021-5014 established 11/27/2019 7
  - 8. **APPROVE** the certification of District Security Officer eligibility list 20-0077-5202 established 12/03/2019 8
  - 9. **APPROVE** the certification of Contract Analyst eligibility list 20-0025-0624 established 12/03/2019 8
  - 10. **APPROVE** the certification of Human Resources Assistant eligibility list 20-0059-3350 established 12/04/2019 8
  - 11. **APPROVE** the certification of Executive Secretary eligibility list 20-0054-0678 established 12/04/2019 8
- III. OLD BUSINESS
- None
- IV. NEW BUSINESS
- 1. **APPROVE** Reallocation of a Classification 9-14
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING
- December 19, 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

November 21, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, November 21, 2019 at 8:19 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; and Aaron Dominguez, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Paul Vargas, Custodian.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of November 7, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, announced that Personnel Commission staff attended the Human Resource Services staff meeting held at Educare. The first part of the meeting was a mandated sexual harassment training and then the Chief Human Resources Officer from University of California, Berkeley spoke regarding unconscious bias in hiring procedures. Mr. Kato thanked David Zaid,

Assistant Superintendent, Human Resource Services, for the invitation to bring Human Resource Services and Personnel Commission staff together.

Mr. Kato informed the Commission that the CSEA contract vote was held at multiple sites on November 18<sup>th</sup>, including the auditorium at the Personnel Commission. The contract was adopted at the November 20, 2019 Board of Education meeting.

Oralia Leyva, Human Resource Services Technician, informed the Commission that Maria Braunstein, Personnel Analyst; and Gregg Robinson, Associate Personnel Analyst were unable to attend today's meeting as multiple interviews and exams are being conducted. Ms. Leyva informed the Commission that many recruitments are open or in various stages of testing.

Jesus Rios Jr., Employment Services Supervisor, reported that he and Dale Culton Certification Services Manager, are the sexual harrassment trainers for Personnel Commission and have conducted the first part of the training for staff. Mr. Rios Jr., also thanked Oralia Leyva and Special Education administrators for their work filling Instructional Aide – Special vacancies.

Susan Learning, Personnel Analyst, reported that she anticipates the Instructional Aide-Special job family study will be brought forward to the Commission for approval in December.

Ms. Learning announced there are two sessions of CPR/First Aid certification scheduled on December 13, 2019 at the Teacher Resource Center (TRC) and that openings are still available for both sessions.

Commissioner Vaughan arrived at 8:26 a.m.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-11 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Groundskeeper
2. **RATIFY** job announcement bulletin for Landscape Irrigation Worker
3. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
4. **RATIFY** job announcement bulletin for Kids' Club Assistant
5. **RATIFY** job announcement bulletin for District Security Officer

6. **RATIFY** job announcement bulletin for Campus Security Officer
7. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0028-5261 established 10/28/2019
8. **APPROVE** the certification of Recreation Aide eligibility list 20-0022-5255 established 10/28/2019
9. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0024-5257 established 10/28/2019
10. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 20-0049-3345 established 11/12/2019
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0038-5068 established 11/20/2019

OLD BUSINESS                      None

NEW BUSINESS

1. **APPROVE** the revised classification of Facilities Use Technician

Following discussion, 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 revised classification of Facilities Use Technician.

2. **APPROVE** the revised classification of Associate Research Information Systems Analyst

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to approve the revised classification of Associate Research Information Systems Analyst.

<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

Following discussion, it was decided the the Personnel Commission Meeting scheduled for December 5, 2019 will begin at 9:30 a.m.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 5, 2019 at 9:30 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

1. Review and take action the Hearing Officer's report regarding the suspension and demotion of classified employee E9827478.

The Personnel Commission retired into closed session at 8:37 a.m.

The Personnel Commission returned to open session at 9:30 a.m. and the following reportable action was taken:

The Commission reviewed the Hearing Officer's report and unanimously voted to sustain the Hearing Officer's recommendation to uphold the Board of Education's action to suspend and demote classified employee E9827478. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.E.

<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 9:35 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE - EDUCARE

### FINAL FILING DATE:

4:30 p.m., Monday, December 9, 2019

### JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Eligibility List is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

#### EXPERIENCE:

Six months of experience working in an early childhood program.

#### SPECIAL REQUIREMENTS:

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

**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:	\$16.35
6 MONTHS:	\$17.26
1 ½ YEARS:	\$18.20
2 ½ YEARS:	\$19.20
3 ½ YEARS:	\$20.26

### 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, 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

Open Continuous 20-0082-5205 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 case by case basis by the administrator of the Personnel Commission.*

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 7

Date: December 5, 2019

Reason for Consideration: Approval

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**WATER-BOILER TREATMENT SPECIALIST**

**DUAL**

**20-0005-3299**

List Valid: 11/21/2019-11/21/2020  
 Total Applications Received: 25  
 No. Passed: 3                      No. Failed: 4

Total Invited to Exam: 8  
 No. Withdrew: 1                      No. Screened Out: 17

**CHILD CARE WORKER**

**OPEN CONTINUOUS**

**20-0048-5258**

List Valid: 11/21/2019-11/21/2020  
 Total Applications Received: 38  
 No. Passed: 10                      No. Failed: 1

Total Invited to Exam: 29  
 No. Withdrew: 18                      No. Screened Out: 9

**INSTRUCTIONAL AIDE SPECIAL**

**OPEN CONTINUOUS**

**20-0051-0448**

List Valid: 11/21/2019-11/21/2020  
 Total Applications Received: 74  
 No. Passed: 12                      No. Failed: 2

Total Invited to Exam: 17  
 No. Withdrew: 3                      No. Screened Out: 57

**RECREATION AIDE**

**OPEN CONTINUOUS**

**20-0045-5255**

List Valid: 11/27/2019-11/27/2020  
 Total Applications Received: 63  
 No. Passed: 26                      No. Failed: 1

Total Invited to Exam: 51  
 No. Withdrew: 24                      No. Screened Out: 12

**STUDENT DATA SYSTEMS SPECIALIST**

**PROMOTIONAL**

**20-0052-5164**

List Valid: 11/27/2019-11/27/2020  
 Total Applications Received: 36  
 No. Passed: 4                      No. Failed: 13

Total Invited to Exam: 20  
 No. Withdrew: 3                      No. Screened Out: 16

**SCHOOL SAFETY OFFICER**

**DUAL CONTINUOUS**

**20-0021-5014**

List Valid: 11/27/2019-11/27/2020  
 Total Applications Received: 54  
 No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 7  
 No. Withdrew: 4                      No. Screened Out: 47

**DISTRICT SECURITY OFFICER**

**DUAL CONTINUOUS**

**20-0077-5202**

List Valid: 12/03/2019-12/03/2020  
 Total Applications Received: 12  
 No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 4  
 No. Withdrew: 2                      No. Screened Out: 8

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 8

Date: December 5, 2019

Reason for Consideration: Approval

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**CONTRACT ANALYST**

**DUAL**

**20-0025-0624**

List Valid: 12/03/2019-12/03/2020

Total Applications Received: 27

No. Passed: 2

No. Failed: 5

Total Invited to Exam: 12

No. Withdrew: 5

No. Screened Out: 15

**HUMAN RESOURCES ASSISTANT**

**DUAL**

**20-0059-3350**

List Valid: 12/04/2019-12/04/2020

Total Applications Received: 140

No. Passed: 18

No. Failed: 22

Total Invited to Exam: 58

No. Withdrew: 19

No. Screened Out: 82

**EXECUTIVE SECRETARY**

**PROMOTIONAL**

**20-0054-0678**

List Valid: 12/04/2019-12/04/2020

Total Applications Received: 44

No. Passed: 10

No. Failed: 17

Total Invited to Exam: 28

No. Withdrew: 1

No. Screened Out: 16

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# PERSONNEL COMMISSION

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November 22, 2019

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

## Background and Findings

The Assistant Superintendent, School Support Services, with the support of the Superintendent of Schools, requested staff conduct a salary survey of the General Counsel – Special Education classification to determine if the salary placement is competitive in the marketplace. The class was created in April 2018 and the current salary placement is range 55 (M2) with a top step of \$12,221 per month.

School districts and local agencies typically utilized for salary survey purposes were surveyed for compensation comparison. Staff found similarity between organizational structures and classification duties with eight agencies supporting the current salary at the 50<sup>th</sup> percentile of the market. However, due to the unique requirements of a law degree and active membership in the State Bar of California, the District wishes to pay this classification at the 75<sup>th</sup> percentile of the market.

Therefore, reallocation to salary range 59 (M2) is appropriate based on outside data demonstrating salary range 59 (M2), with a top step of \$13,621 per month, will bring the salary to the 75<sup>th</sup> percentile of the market.

The Assistant Superintendent, School Support Services and the Superintendent of Schools are in agreement with the reallocation recommendation.

## Recommendations

Staff recommends the Personnel Commission:

1. Reallocate the classification of General Counsel – Special Education from salary range 55 (M2) to salary range 59 (M2)

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 "Kenneth Kato".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5248  
Salary Range: 595 (M2)

### GENERAL COUNSEL – SPECIAL EDUCATION

#### JOB SUMMARY

Under administrative direction, provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process; represent the District before a variety of administrative and legislative bodies; 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 professional duties involved in providing a full range of legal services related to special education; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Consult with and advise special education administration on legal matters and participate in the development of changes in administrative policy; anticipate legal effects of emerging programs and projects. **E**
- Coordinate and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings; develop related policies and procedures. **E**
- Coordinate the delivery of legal services provided by the Office of County Counsel or private counsel retained by the District, including the preparation of pleadings, litigation, negotiation between parties, conduct of trial and other necessary court appearances, preparation of briefs on appeal, and appellate arguments. **E**
- Respond to filings, subpoenas and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other documents; assist special education administration in the drafting of rules, regulations, resolutions, agreements, legal forms, and other documents. **E**
- Appear before a variety of federal, State and local legislative bodies to represent the District's interests and present the District's position on issues related to special education; provide required information to various agencies as requested. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving policies, programs, and projects related to special education. **E**
- Analyze proposed and existing legislative bills and subsequent amendments relating to special education; report recommendations to District administration; draft legislation and prepare amendments to proposed and existing legislation related to special education. **E**

- Discuss special education program needs with administrators, teachers and other appropriate staff; evaluate legal issues and recommend retainment of outside counsel as needed. *E*
- Serve as a resource and communicate with administrators, District personnel and outside agencies to coordinate activities, resolve issues, and exchange information. *E*
- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. *E*
- Develop and prepare assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws and regulations governing special education; serve on advisory committees; conduct presentations as requested. *E*
- Develop and conduct staff development training workshops related to assigned activities for District personnel as directed. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Assist other departments by providing legal counsel and representation as directed.
- 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 General Counsel – Special Education will provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process. An incumbent will coordinate the delivery of legal services related to special education and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Legal concepts, terminology, principles and procedures.

Alternative Dispute Resolution (ADR) processes.

Rules of evidence and conduct of court proceedings.

Applicable legislation relating to public and special education including Individuals with Disabilities Education Act (IDEA), California Education Code, and Elementary and Secondary Education Act (ESEA).

State Bar of California Rules of Professional Conduct.

Methods and practices of legal research.

District organization, operations, policies and objectives.  
Record-keeping and report preparation techniques.  
Budget preparation and control.  
Principles of administration, supervision and training.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Perform a variety of professional duties involved in providing a full range of legal services related to special education.  
Coordinate and represent the District in due process proceedings and other legal hearings.  
Compose legal memoranda, briefs, reports, correspondence and other documents.  
Research legal issues and prepare sound legal opinions.  
Develop administrative policies, procedures, rules, and regulations related to special education.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Direct the establishment and maintenance of records and files.  
Prepare and deliver oral presentations.  
Plan and organize work.  
Develop and prepare budgets.  
Monitor and control expenditures.  
Supervise and evaluate the performance of assigned staff.  
Maintain confidentiality of sensitive and privileged information.  
Understand and work within scope of authority.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

**Education and Training**

Juris Doctorate degree from an accredited law school.

**Experience**

Three years of experience practicing law including some experience providing legal counsel to school districts, educational institutions, or public agencies.

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

**SPECIAL REQUIREMENTS**

Active membership and good standing in the State Bar of California 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**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) 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: 4/12/2018

Revised: