

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
November 21, 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 November 7, 2019
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

1-4

II. CONSENT AGENDA

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

5-6

7-8

9-10

11-12

13-14

15-16

17

17

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|--------------------------|---|-------|
| 9.                       | <b>APPROVE</b> the certification of Recreation Aide-Kids' Club eligibility list 20-0024-5257 established 10/28/2019               | 17    |
| 10.                      | <b>APPROVE</b> the certification of Elementary School Office Supervisor eligibility list 20-0049-3345 established 11/12//2019     | 17    |
| 11.                      | <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 20-0038-5068 established 11/20/2019                | 17    |
| III. OLD BUSINESS        |   |       |
|                          | None  |       |
| IV. NEW BUSINESS         |   |       |
|                          | 1. <b>APPROVE</b> the revised classification of Facilities Use Technician   | 18-24 |
|                          | 2. <b>APPROVE</b> the revised classification of Associate Research Information Systems Analyst.                                   | 25-30 |
| V. OTHER ITEMS           |   |       |
| VI. NEXT REGULAR MEETING |   |       |
|                          | December 5, 2019 at 8:15 a.m. in Building B, Room 29  |       |
| VII. CLOSED SESSION      |   |       |
|                          | 1. Review and take action on the Hearing Officer's Report Regarding the Suspension and Demotion of a Classified Employee E9827478 | 31-44 |
|                          | 2. 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 7, 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 7, 2019 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

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

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President Unit B; and Ann Culton, Administrative Coordinator, Human Resource Services.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, 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 October 24, 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, announced that he and Commissioner Linda Vaughan attended the Personnel Commissions Association of Southern California, (PCASC) event on October 25, 2019. Mr. Kato reported the

presentation included innovative recruitment strategies, methods of eliminating artificial employment barriers, and a discussion regarding unconscious bias. The event was presented by the Long Beach Community College Personnel Commission Office.

Oralia Leyva, Human Resources Technician, read the Commissioners a lengthy list of the open recruitments and closed recruitments that are in the testing phase.

Jesus Rios Jr., Employment Services Supervisor, recognized Human Resources Technicians Vanessa Ortiz and Silaue Taeleifi for their ongoing efforts to process Nutrition Service Workers, Child Care Workers, and Recreation Aides in a timely manner.

Dale Culton, Certification Services Manager, informed the Commission that sites are now allowed to increase the regular assigned hours of their Recreation Aide staff and have been submitting Vacancy Assignments (VA's).

Mr. Kato stated that Recreation Aides and Leaders were invited to New Employee Orientation sessions after they were converted into the Classified Service and now the ongoing challenge will be recruiting and filling Recreation Aide vacancies.

CONSENT AGENDA

After discussion and typographical corrections, 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 1-3 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		
Terence Ulaszewski	X		
Linda Vaughan	X		

1. **RATIFY** job announcement bulletin for Painter
2. **RATIFY** job announcement bulletin for Maintenance Manager
3. **RATIFY** job announcement bulletin for Custodian
4. **APPROVE** the certification of School Support Secretary eligibility list 20-0037-3361 established 10/22/2019
5. **APPROVE** the certification of School Support Secretary-BL Spanish eligibility list 20-0036-5159 established 10/22/2019
6. **APPROVE** the certification of Plant Supervisor – High School eligibility list 20-0042-5029 established 10/21/2019

7. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0041-0448 established 10/23/2019
8. **APPROVE** the certification of Kids' Club Assistant eligibility list 20-0039-0694 established 10/23/2019
9. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 20-0040-0515 established 10/23/2019
10. **APPROVE** the certification of Senior Accountant Assistant eligibility list 20-0044-0760 established 10/30/2019

OLD BUSINESS                      None

- NEW BUSINESS                    1. **APPROVE** the extension of the eligibility list for Library/Media Assistant 19-0032-0465 established November 19, 2018

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 approve the extension of the eligibility list of Library/Media Assistant 19-0032-0465 established on 11/19/18.

2. **APPROVE** the creation of a new classification, Associate Research Information Systems Analyst and allocate the classification to salary range 35 (M2)

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to approve the creation of the new classification of Associate Research Information Systems Analyst, and allocate the classification to salary range 35(M2).

<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                      None

NEXT REGULAR MEETING                    The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 21, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

- CLOSED SESSION                    1. Receive and take action to distribute the Hearing Officer's report on Employee E9827478 to Employee E9827478 and the District.

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 received the Hearing Officer's report on Employee E9827478 and following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to direct staff to distribute the report to Employee E9827478 and the District.

<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

## GROUNDSKEEPER

### FINAL FILING DATE:

4:30 p.m., Friday, November 22, 2019

### JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur.

### JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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 possession of a valid California Class C driver's license. (2) Applicants for this class 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 location to another.

#### WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

**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: \$19.24  
6 MONTHS: \$20.30  
1 ½ YEARS: \$21.42  
2 ½ YEARS: \$22.59  
3 ½ YEARS: \$23.84

### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, 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  
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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

*Maria Brant*  
Dual Exam 20-0075-0172 ALT

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.*



# CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

## LANDSCAPE IRRIGATION WORKER

### FINAL FILING DATE:

4:30 p.m., Friday, November 22, 2019

### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Grounds.

### JOB SUMMARY:

Under general supervision, perform a variety of skilled and semi-skilled work in the installation, inspection, modification, maintenance and repair of irrigation systems of landscaped grounds; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

One year of installation, repair and maintenance of automatic irrigation and sprinkler systems.

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

#### SPECIAL REQUIREMENTS:

(1) Subject to call out to perform emergency repair work to grounds irrigation systems. (2) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (3) 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. (4) May be required to travel from one school location to another. (5) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

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:	\$24.57
6 MONTHS:	\$25.91
1 ½ YEARS:	\$27.35
2 ½ YEARS:	\$28.85
3 ½ YEARS:	\$30.44

### 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:

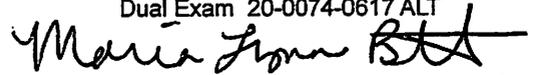
This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised 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. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (in-house) candidates and a second list for open (outside) candidates.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0074-0617 ALT

  
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.*

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## KIDS' CLUB LEAD ASSISTANT

### FINAL FILING DATE:

4:30 P.M., Friday, November 22, 2019.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

OR

One of the following valid Child Development Permits 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

### EXPERIENCE:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

### SPECIAL REQUIREMENTS:

(1) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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 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

Dual Exam 20-0072-0515 ALT

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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## KIDS' CLUB ASSISTANT

### FINAL FILING DATE:

4:30 P.M., Friday, November 22, 2019.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

#### EXPERIENCE:

Six months of experience working with children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) May be required to travel from one school location to another.

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

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### SALARY RANGE HOURLY:

START:	\$15.08
6 MONTHS:	\$15.90
1 ½ YEARS:	\$16.78
2 ½ YEARS:	\$17.70
3 ½ YEARS:	\$18.67

### 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 20-0071-0694 ALT

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## DISTRICT SECURITY OFFICER

### FINAL FILING DATE:

Continuous

### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE. The current vacancy is located at School Safety.

### JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

#### EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, School Safety Communications Operator or Gang Intervention Specialist in the Long Beach Unified School District.

#### SPECIAL REQUIREMENTS:

(1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification. (2) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts. (9) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START: \$23.90  
6 MONTHS: \$25.22  
1 ½ YEARS: \$26.61  
2 ½ YEARS: \$28.07  
3 ½ YEARS: \$29.61

### PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

### 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 6 months.

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous Exam 20-0077-5202 JA

LBUSD employees, please see reverse side for important information.

*Maria 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.**
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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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CAMPUS SECURITY OFFICER

### FINAL FILING DATE:

4:30 p.m., Monday, November 25, 2019

### JOB INFORMATION:

Current need is for substitutes only.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (4) Some incumbents may be required to work adjustable work schedules that will include evenings and weekend assignments. (5) American Red Cross standard first aid and cardiopulmonary resuscitation certification upon the completion of the probationary period.

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:	\$19.24
6 MONTHS:	\$20.30
1 ½ YEARS:	\$21.42
2 ½ YEARS:	\$22.59
3 ½ YEARS:	\$23.84

### 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:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 20-0076-5011 JA

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17

Date: November 13, 2019

Reason for Consideration: Approval

**RECREATION AIDE-WRAP**

**OPEN CONTINUOUS**

**20-0028-5261**

List Valid: 10/28/2019-10/28/2020  
Total Applications Received: 35  
No. Passed: 8                      No. Failed: 1

Total Invited to Exam: 31  
No. Withdrew: 22                      No. Screened Out: 4

**RECREATION AIDE**

**OPEN CONTINUOUS**

**20-0022-5255**

List Valid: 10/28/2019-10/28/2020  
Total Applications Received: 145  
No. Passed: 57                      No. Failed: 2

Total Invited to Exam: 126  
No. Withdrew: 67                      No. Screened Out: 19

**RECREATION AIDE-KIDS' CLUB**

**OPEN CONTINUOUS**

**20-0024-5257**

List Valid: 10/28/2019-10/28/2020  
Total Applications Received: 56  
No. Passed: 12                      No. Failed: 1

Total Invited to Exam: 52  
No. Withdrew: 39                      No. Screened Out: 4

**ELEMENTARY SCHOOL OFFICE SUPERVISOR**

**PROMOTIONAL**

**20-0049-3345**

List Valid: 11/12/2019-11/12/2020  
Total Applications Received: 64  
No. Passed: 37                      No. Failed: 9

Total Invited to Exam: 53  
No. Withdrew: 7                      No. Screened Out: 11

**NUTRITION SERVICES WORKER**

**DUAL**

**20-0038-5068**

List Valid: 11/20/2019-11/20/2020  
Total Applications Received: 97  
No. Passed: 18                      No. Failed: 4

Total Invited to Exam: 73  
No. Withdrew: 51                      No. Screened Out: 24

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# PERSONNEL COMMISSION

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November 12, 2019

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

## Background and Findings

The Purchasing and Contracts Director recently reviewed the class specification for the Facilities Use Technician classification while initiating recruitment activities and worked with Commission Staff to revise the specification. The class specification was last revised in 2008.

Specifically, references to utilizing an online facilities use system were added, and general clerical duties were expanded to include support to the department as a whole.

The Purchasing and Contracts Director has reviewed and approved the modifications.

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

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Facilities Use Technician

Prepared by:

A handwritten signature in black ink, appearing to read "S. 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: 3348  
Salary Range: 20 (C1)

### FACILITIES USE TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform a variety of technical duties related to the use of District facilities by District groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments; 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 technical duties related to the use of District facilities by various District groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines. **E**
- Review and process facilities use permits submitted online; price and approve permits; Distribute and process permit applications; complete paperwork for approved permits; prepare requests for permits and obtain proper authorization; notify applicants of approval or denial; communicate with District offices and school sites regarding payment or date exceptions and issue permits; maintain master list of permits. **E**
- Serve as a resource to District ~~administrators staff~~ and the public concerning the use of facilities and utilization of the online facilities use system; respond to inquiries and provide detailed information including estimates for use of facilities in accordance with established rates. **E**
- Assist organizations in locating appropriate facilities and; ~~refer requesting organizations to site personnel to schedule~~ scheduling use of facilities. **E**
- Review permits to A ~~assure payments for use of facilities have been made and are received in a timely manner;~~ create invoices as needed; follow-up with organizations and school sites regarding payment issues; ~~to obtain payments;~~ receive, and account for and payments; issue receipts; maintain related records and prepare related reports. **E**
- Assure organizations and sites have appropriate liability insurance and mandated inspections; complete insurance applications as needed and determine the cost for the District-approved insurance program. **E**
- Review staffing needs for approved events; estimate and adjust related costs as necessary; verify time sheets submitted by District employees as requested. **E**
- Perform a variety of clerical duties ~~related to assigned activities;~~ answer telephones and greet and assist visitors; receive and distribute mail; ~~type~~ prepare, file and duplicate a

variety of forms and records; compose correspondence; establish and maintain files for ~~facility transactions~~; review, compute and input payroll entries as needed. *E*

- Communicate with administrators, District staff and outside agencies to exchange information, resolve issues and coordinate activities. *E*
- Serve as a lead in the office; train and provide work direction and guidance to assigned clerical staff; assign and review work; participate in the hiring and evaluation process as requested. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, ~~typewriter~~ and a computer and assigned software. *E*
- Attend and participate in a variety meetings and trainings; serve on assigned committees. *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**

Incumbents in this classification facilitate the processing of permit applications and accounting of the use of District facilities by various community organizations and groups such as the Parent Teacher Association (PTA), Regional Occupational Program (ROP), churches, sporting events, adult school, governmental agencies, student body associations and performing groups. Incumbents serve as a lead in the ~~Facilities Use~~ office and are expected to make generalizations, evaluations and decisions without immediate supervision. Incumbents perform a variety of clerical duties related to assigned activities and in support of the department.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Permit documentation preparation and processing.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Principles of training and providing work direction.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Operation of a computer and assigned software.  
Laws, codes, policies and procedures related to assigned activities.  
Basic math.

#### **Ability to:**

Perform a variety of technical duties related to the use of District facilities by various District groups and community organizations.

Serve as a resource to District administrators and the public concerning the use of facilities and utilization of the online facilities use system.

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Interpret, apply and explain applicable laws, codes, policies and procedures.

Work independently with little direction.

Meet schedules and time lines.

Determine appropriate action within clearly defined guidelines.

Prepare records and reports related to assigned activities.

Train and provide work direction and guidance to others.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Answer telephones and greet visitors.

**Education and Training:**

Graduation from high school or equivalent. College-level coursework in accounting, business administration or a related field is highly desirable.

**Experience:**

Two years of clerical record-keeping experience involving the application of procedures and regulations.

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

**SPECIAL REQUIREMENTS**

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

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

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and office equipment.

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

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

*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: 6/22/2000

Revised: 3/6/2008

Revised:

# PERSONNEL COMMISSION



November 12, 2019

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

## Background and Findings

At their regular meeting on November 7, 2019, the Personnel Commission approved the creation of a new management classification, Associate Research Information Systems Analyst. Subsequently, it has been determined that positions in this classification will require the use of a personal automobile and class C driver's license and this has been added to the class specification. In addition, the experience requirements have been modified to provide a clearer standard for screening applicants.

The Assistant Superintendent, Research, Planning, Evaluation and School Improvement has reviewed and approved the modifications.

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

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Associate Research Information Systems Analyst

Prepared by:

A handwritten signature in black ink, appearing to be "Susan Learning".

Susan Learning  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "Kenneth Kato".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5267**  
**Salary Range: 35 (M2)**

### **ASSOCIATE RESEARCH INFORMATION SYSTEMS ANALYST**

#### **JOB SUMMARY**

Under general supervision, plan, organize and manage the daily support and operations of the Research Information Systems ~~Department~~office; schedule, coordinate and supervise software and technical training on the District's student data base and other related systems; coordinate and work with outside software vendors to resolve system issues and concerns; utilize independent judgment and initiative to develop new district procedures; train and supervise assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan, organize and manage daily support and operations of the Research Information Systems ~~Department~~office; coordinate and supervise the input and management of student data and staff training on student data systems. **E**
- Train, supervise and evaluate the performance of assigned staff; assign and schedule staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary action; develop and conduct in-service trainings for assigned staff. **E**
- Develop and manage District wide training based to assist teachers, administrators, and other stakeholders in extracting relevant data for analysis. **-E**
- Collaborate with Research management, school administration, educators and others to review and modify District procedures and initiatives related to Research Information Systems. **E**
- Participate in the development and implementation of daily operating procedures; ensure timely and efficient delivery of services to school sites and District staff. **E**
- Utilize data analysis tools and initiate procedures, priorities and timelines for data clean-up and verification to ensure data are available to meet evaluation timelines. **E**
- Coordinate and supervise the accurate and timely submission of student data; create and disseminate special reports for schools, faculty and the District; create queries to print reports as necessary; compile information and generate reports. **E**
- Supervise and participate in the development and maintenance of the school site user manual and support web site; assist in the development of operating procedures and recommend various form and screen designs. **E**

- Plan, develop, conduct and participate in training programs of District staff in the proper operation and troubleshooting of new research systems; develop training programs and related instructional information; drive a vehicle to various sites to train users. *E*
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to assigned activities; drive a vehicle to conduct work. *E*
- Assist in researching and evaluating new student data technologies and products. *E*
- Operate computer and assigned software, including databases and other related software applications to input and retrieve data. *E*
- Communicate and work with third-party vendors to resolve pending issues and exchange information. *E*
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data is available to meet State data submission requirements. *E*
- Create informational and instructional videos for remote training.
- Use a variety of computer program software such as Structured Query Language (SQL) to retrieve data for school sites and District staff as needed
- 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**

Incumbents in this classification are responsible to supervise the daily operations of the Research Information Systems Support Department office. Incumbents in this class schedule, coordinate and supervise software and technical training for employees on the District's student data system. Incumbents train and supervise assigned staff and may provide technical assistance and training to District staff in the use of student information systems and other related applications. Incumbents also have a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports. Incumbents must have a foundation in educational laws and regulations, State reporting, and District policies related to Research applications.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

District student information systems.  
School district organization and operations.  
Computer systems including hardware, software and database management, including word processing and spreadsheet applications.  
Structured Query Language (SQL).

Video editing software, such as Camtasia, Adobe, or other video software.  
Principles of supervision and training.  
Strategic planning and project management techniques.  
Public speaking techniques.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of field of specialty.

**Ability to:**

Plan, organize and supervise the daily support and operations of the Research Information Systems Department office.  
Effectively solve problems and seek solutions during evaluation processes.  
Assist in the design and conduct educational research studies and surveys.  
Write clear and concise reports, memos and instructions.  
Train, supervise and evaluate the performance of assigned personnel.  
Use computer on-line retrieval systems.  
Establish and maintain effective collaborative working relationships with others.  
Adapt to changing priorities and work assignments.  
Interpret, apply and explain rules, regulations, policies and procedures.  
~~Adapt to changing priorities and work assignments.~~  
Work on multiple projects simultaneously.  
~~Establish and maintain effective collaborative working relationships with others.~~  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.

**Education and Training:**

~~Graduation from an accredited four-year college or university with a b~~ Bachelor's degree in computer science, education, psychology, behavioral or social science or a related field.

**Experience:**

~~One year of experience supporting student information systems or data management systems, including SQL is desirable.~~

Two years of experience troubleshooting student data systems in a help desk environment and training of end users.

Additional experience in student information systems may substitute on a year for year basis for up to two years of the required education.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Changing priorities.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment including a computer keyboard.  
Seeing to read hand written documents and other records or reports.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Lifting and carrying boxes weighing up to 15 pounds.

*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: 11/07/2019  
Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Review and take action on the Hearing Officer's  
Report Regarding the Suspension and Demotion  
of a Classified Employee E9827478

PAGES: 31-44

Date: November 21, 2019

Reason for  
Consideration: Restricted Action

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The report of the Commission assigned Hearing Officer, Patricia Barrett, in the disciplinary action appeal of Employee E9827478 is included for the Personnel Commission for review.

It is suggested the Commission discuss the report in Closed Session before rendering a decision.

Review and Take Action on the Hearing Officer's Report  
Regarding the Suspension and Demotion of a Classified Employee

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.