

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

REGULAR MEETING AGENDA

Regular Meeting
Community Room
July 30, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Security Officer 4-5
2. **RATIFY** job announcement bulletin for Custodian 6-7
3. **RATIFY** job announcement bulletin for District Security Officer 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Manager 10-11
5. **RATIFY** job announcement bulletin for School Safety Officer 12-13
6. **APPROVE** the certification of Assistant Public Information Director eligibility list 20-0112-5266 established 07/10/2020 14
7. **APPROVE** the certification of Child Care Worker eligibility list 20-CCW1-5258 established 05/07/2020 14
8. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW2-5258 established 07/08/2020 14
9. **APPROVE** the certification of Head Start Instructional Aide eligibility list 20-0137-0657 established 07/30/2020 14

10. **APPROVE** the certification of Instructional Aide - Educare eligibility list 20-0144-5205 established 07/30/2020

14

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the following: 15-19
Create the classification of Systems Analyst – Oracle.
Allocate the classification of Systems Analyst – Oracle to salary range 42 (C1).
2. **APPROVE** the following: 20-24
Create the classification of Van Driver – Catalina Island.
Allocate the classification of Van Driver – Catalina Island to salary range 16 (C2).
3. **APPROVE** the following: 25-31
Establish the classification of Head Start Health and Nutrition Manager.
Allocate the classification of Head Start Health and Nutrition Manager to salary range 35 (M2).
Reclassify the incumbent to the classification of Head Start Health and Nutrition Manager for the purpose of title change only.
4. **APPEAL** of disqualified applicant ID 28481532 32-49

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

August 13, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California, 90810

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

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

MINUTES
Regular Meeting

July 2, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, July 2, 2020 at 8:26 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan
Absent: Sheryl Bender

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Ashleigh Fernando, Senior Administrative Secretary (Acting); Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of June 18, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Maria Braunstein, Personnel Analyst, reported that twenty-one (21) recruitments are currently open and an additional seventeen (17) recruitments are in various stages of completion. Ms. Braunstein thanked the Personnel Commission staff for the work they perform here at the office but also at home supporting their families and children. Ms. Braunstein recognized Judith Alonso, Human Resources Technician, as her son was a valedictorian at Millikan High School this year.

Jesus Rios Jr., Employment Services Supervisor, recognized staff for their continued efforts during the pandemic including conducting 43 fingerprinting transactions since the schools have closed. Mr. Rios Jr. thanked the management team for providing the necessary protective equipment for staff to work safely in the office and continue process employment candidates. Mr. Rios Jr. also mentioned that that the Child Development Centers are now conducting site-based hiring for Child Care Workers and they continue to refine the process to assure it runs smoothly. Lastly, Mr. Rios Jr. noted that he and Mr. Culton are working with Information Services and Budget to implement the merger of the Intermediate Office Assistant and Senior Office Assistant classifications so each employee assignment online is correct, as the study was effective July 1, 2020.

Mr. Kato acknowledged Gary Marshall, Multimedia Technology Supervisor, and Ruben Sosnowski, Production Specialist/Editor, from the Office of Marketing and Media Services for their assistance setting up the virtual Personnel Commission meetings.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Child Care Worker
2. **RATIFY** job announcement bulletin for Kids' Club Assistant
3. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
4. **RATIFY** job announcement bulletin for Personnel Analyst
5. **APPROVE** the certification of Head Start Instructional Aide eligibility list 20-0104-0657 established 06/24/2020
6. **APPROVE** the certification of Instructional Aide – Educare eligibility list 20-0109-5205 established 06/19/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-6 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the revised classification specifications of:
 - Heavy Truck/Bus/Automotive Mechanic
 - Automotive Mechanic

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 30, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:39 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:59 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CAMPUS SECURITY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10-month positions. Positions are 50% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

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 cardio-pulmonary 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:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

PHYSICAL DEMANDS:

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

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

Open Continuous 5011 ALT

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.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, August 11, 2020.
Applications Accepted August 4-11, 2020.

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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 assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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: \$18.59
6 MONTHS: \$19.61
1 ½ YEARS: \$20.68
2 ½ YEARS: \$21.82
3 ½ YEARS: \$23.02

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

Open Exam 21-0017-0139 ALT

LBUSD employees, please see reverse side
for important information.

Maria Brauerstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, 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: \$24.38
- 6 MONTHS: \$25.72
- 1 ½ YEARS: \$27.14
- 2 ½ YEARS: \$28.62
- 3 ½ YEARS: \$30.20

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

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 5202 ALT

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.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



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

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

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

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

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

An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES MANAGER

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

JOIN OUR WINNING TEAM

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

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

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

THE IDEAL CANDIDATE

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

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

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

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

SPECIAL REQUIREMENTS

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

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

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

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

SALARY AND BENEFITS

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

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>

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

Application deadline: 4:30 p.m. Friday, July 31, 2020

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

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion within one year from the date of appointment to the position is required.

Associate of Arts degree, or equivalent (60 units), with a major in administration of justice, business, or public administration is desirable.

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). A copy must be attached to your application.

*Note: If you have had a three year or longer break in service, you are required by P.O.S.T. to complete the P.O.S.T. Requalification Course. Proof of completion of requalification must be attached to your application.

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist or Gang Intervention Specialist in the Long Beach Unified School District. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C Driver's License is required at the time of appointment. (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 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) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. (6) 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 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: \$29.48
6 MONTHS: \$31.10
1 ½ YEARS: \$32.81
2 ½ YEARS: \$34.62
3 ½ YEARS: \$36.52

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.

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 5014 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 cases by case basis by the administrator of the Personnel Commission.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14

Date: July 30, 2020

Reason for Consideration: Approval

Assistant Public Information Director

DUAL

20-0112-5266

List Valid: 07/10/2020-07/10/2021

Total Applications Received: 31

No. Passed: 4

No. Failed: 6

Total Invited to Exam: 14

No. Withdrew: 4

No. Screened Out: 17

Child Care Worker

OPEN

20-CCW1-5258

List Valid: 05/07/2020-05/07/2021

Total Applications Received: 9

No. Passed: 8

No. Failed: 1

Total Invited to Exam: 9

No. Withdrew: 0

No. Screened Out: 0

Child Care Worker

OPEN

21-CCW2-5258

List Valid: 07/08/2020-07/08/2021

Total Applications Received: 31

No. Passed: 28

No. Failed: 1

Total Invited to Exam: 29

No. Withdrew: 0

No. Screened Out: 2

Head Start Instructional Aide

DUAL

20-0137-0657

List Valid: 07/30/2020-07/30/2021

Total Applications Received: 14

No. Passed: 2

No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0

No. Screened Out: 11

Instructional Aide - Educare

DUAL

20-0144-5205

List Valid: 07/30/2020-07/30/2021

Total Applications Received: 51

No. Passed: 5

No. Failed: 1

Total Invited to Exam: 6

No. Withdrew: 0

No. Screened Out: 45

PERSONNEL COMMISSION



July 7, 2020

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

Background and Findings

Technology and Information Services administration is requesting the creation of a new class of Systems Analyst – Oracle as the last two recruitments yielded one qualified candidate possessing experience working with Oracle databases. The current need for the department requires attracting candidates with the specific knowledge of Oracle databases and related applications. An incumbent will be working with the District's financial and human resources business systems under the leadership of a Senior Systems Analyst.

Staff is recommending creation of a separate classification, Systems Analyst - Oracle, at the same salary level 42 (C1) due to the similar level of assigned duties and responsibilities with other systems analyst classifications in the job family. The proposed classification is designed to reflect the specific knowledge of Oracle and provide a realistic job preview for applicants.

Prior specialized classifications have been established to address recruitments attracting limited numbers of qualified applicants. In September 2017, the generic Systems Analyst classification was revised and retitled to Systems Analyst – CICS/COBOL, as recruitments did not yield an ample pool of candidates with experience working with these programming languages.

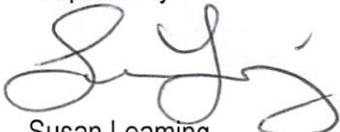
The Executive Director, Information and Technology Systems worked with Commission Staff to create the class specification to include Oracle and related applications that candidates will need knowledge of to be successful in the position.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the new classification of Systems Analyst – Oracle
2. Allocate the classification of Systems Analyst – Oracle to salary range 42 (C1)

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code XXXX
Salary Range 42 (C1)

SYSTEMS ANALYST – ORACLE

JOB SUMMARY

Under general direction, develop, modify, test and implement the District's Oracle based business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; 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.

- Evaluate user requests and needs for new or modified Oracle application systems used in the daily operation of schools and departments such as business software applications and related systems. **E**
- Perform feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required; evaluate requests for modifications to determine specific tasks and effects on existing programs and systems. **E**
- Create project specifications based on user objectives; meet with end users to discuss design and requirements. **E**
- Develop software and enhancements based on specifications including design of Oracle relational database structure, definitions of data elements and logical steps for coding Oracle, Forms & Reports, and APEX; run tests, correct errors and confer with users to evaluate results. **E**
- Develop and write documentation for in-house and third-party software programs to describe program development, logic, coding, updates and corrections; design, develop and maintain HTML interfaces. **E**
- Analyze Oracle database records to support daily operations; create, maintain and monitor jobs; design data input and output Forms and Reports. **E**
- Write and execute Oracle queries to verify integrity of data; analyze input and output data, file contents, reports and source code to identify and resolve user issues; assure database backups are performed. **E**
- Debug production errors in Oracle, Forms & Reports, and APEX processes reported by users and recommend appropriate corrections. **E**
- Troubleshoot user operating issues and test possible solutions; contact software vendors as necessary to troubleshoot operating issues. **E**

- Maintain a variety of records and files related to assigned activities; extract and prepare data for a variety of reports. *E*
- Develop and provide individual and group training on application systems; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. *E*
- Provide technical expertise and information to Information Services management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain project status reports and track activities in a work management system modify projects and adjust efforts to meet management and department priorities and goals. *E*
- Attend and participate in a variety of meetings to maintain current knowledge of technological advances in the field; learn new operating systems, utilities and programming languages and remain current with evolving computer technologies. *E*
- Participate in the evaluation and testing of software applications for purchase by the District; provide recommendations to management regarding the purchase of new applications. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned; provide work direction to consultants and temporary employees as assigned.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Systems Analyst – Oracle applies a thorough knowledge of Oracle, Forms & Reports, and APEX programming techniques and computer system capacity in designing, selecting and modifying software programs to provide effective service to users of the District's business software application systems and related Oracle databases. Incumbents identify and resolve user issues related to computer applications and provide training to end-users.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of computer programming in Oracle, Forms & Reports, and APEX with an emphasis on business systems including finance and human resources.

Computer hardware systems, software applications, databases and programming languages utilized by the District such as Oracle, Forms & Reports, and APEX.

Principles and techniques of systems analysis.

Relational database design, support and manipulation.
Database query, interface and web-multimedia design.
User interface issues, navigation and computer software architecture.
Documentation methods for programs, files and databases.
Oral and written communication skills.
Technical aspects of field of specialty.
Mathematical computations.

Ability to:

Develop, modify, test and implement the District's business software applications and related Oracle, Forms & Reports, APEX systems.
Create software and data specifications based on user objectives.
Develop code in a consistent manner with proper supporting documentation.
Perform systems analysis.
Write new and revised technical documentation to support software including manuals and user guides.
Analyze and detect errors in data and program structure, logic and coding.
Test and debug programs for accuracy and reliability.
Analyze Oracle database records to support operations.
Develop and provide individual and group training on application systems.
Analyze situations accurately and adopt an effective course of action.
Create and utilize forms for data collection.
Apply web programming languages and technologies.
Learn and transition to new technology quickly and easily.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Adjust to changing priorities and work assignments.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in computer science, information technology, business administration, finance, accounting or a closely related field.

Experience:

Three years of experience in applications systems, programming, testing, modification and maintenance of Oracle, Forms & Reports, and APEX based systems. Experience working with K-12 financial and human resource systems is preferred.

Two years of additional experience may be substituted for two years of higher education.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
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 six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: XXXX

PERSONNEL COMMISSION



June 20, 2020

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

Background and Findings

Staff received a request from the District to create a new classification of Van Driver – Catalina Island and recommend an appropriate salary range placement. Incumbents in the classification of Van Driver – Catalina Island will drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route from Two Harbors to Avalon School. Staff worked with the Transportation Director to develop the classification and identify the essential duties.

Salary Placement

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

In particular, staff looked at the Mail/Switchboard Services Assistant class placed at salary range 16 (C1) which also drives a van to conduct work. For parity between job families, the new class of Van Driver – Catalina Island is recommended for placement at salary range 16 (C2). In addition to the base salary, an incumbent in the Van Driver – Catalina Island classification will receive additional Catalina Island hourly pay and shift differential pay.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Van Driver – Catalina Island
2. Allocate the Van Driver – Catalina Island classification to salary range 16 (C2)

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 "K3K".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 16 (C2)

VAN DRIVER – CATALINA ISLAND

JOB SUMMARY

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; 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.

- Pick up and drop off students in accordance with specified time schedules; observe legal and defensive driving practices; assure passengers wear seat belts. **E**
- Maintain order and discipline among students in the van and while entering and exiting the van in accordance with applicable District policies; prepare unsatisfactory student conduct reports as necessary. **E**
- Transport students, staff and parents on field trips, school events and other destinations; meet scheduled departure and arrival times; load and unload luggage, supplies and equipment including fieldtrip lunch containers. **E**
- Perform daily vehicle inspections; report mechanical malfunctions or other needed repairs to appropriate personnel; drive vehicles to mechanic shop for service and inspections; pick up and drop off school mail at the post office. **E**
- Maintain assigned van in a clean and safe operating condition; wash and clean van; check fluid levels; refuel and prepare van for operation. **E**
- Maintain a variety of records and reports related to assigned activities including daily vehicle condition, inspections and vehicle repairs. **E**
- Determine appropriate action in emergency situations according to established guidelines; contact emergency personnel; administer first aid to students as needed; prepare accident and incident reports as appropriate. **E**
- Attend safety meetings to maintain current knowledge of safety procedures and emergency equipment in the event of an illness, accident or breakdown. **E**
- Utilize and monitor a two-way radio; receive information regarding road and traffic conditions. **E**
- Communicate with site administrators, District staff and parents to coordinate activities, resolve issues and exchange information. **E**
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An incumbent in the Van Driver – Catalina Island classification drives a nine (9)-passenger van and begins their daily route at 5:30a.m. picking up students in Two Harbors, Catalina Island. The incumbent then drives to Middle Ranch to pick up additional students, drops the students off at Avalon School, and returns the students to Middle Ranch and Two Harbors after the school day ends. The classification is distinguished from the classification of Bus Driver in that the latter drives school buses of approximately 78-passenger capacity requiring possession of a California Class B driver's license with passenger and air brake endorsements, unrestricted California Special Driver Certificate for school bus operation, and a valid Medical Card.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe and defensive driving practices.
- Applicable traffic and student transportation laws, codes and regulations.
- First aid procedures.
- Operation of a two-way radio.
- Basic maintenance requirements of motor vehicles.
- Basic record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Drive a nine (9) passenger van safely and efficiently along a designated route.
- Observe legal and defensive driving practices.
- Maintain assigned van in a clean and proper working condition.
- Maintain a safe discipline level among students.
- Conduct required safety inspections.
- Administer first aid.
- Maintain routine records and reports.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Operate a two-way radio.
- Read and interpret maps.

Education and Training:

- Graduation from high school or equivalent is desirable.

Experience:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

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

WORKING ENVIRONMENT

Nine (9) passenger van.
Evening or variable hours.
Traffic hazards.
Driving a vehicle during adverse weather conditions.
Exposure to fumes, dust, odors and oil/grease.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Reaching, pulling and pushing to open van doors.
Bending at the waist, kneeling or crouching to inspect and wash vans.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.
Hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION



June 29, 2020

TO: Personnel Commission

FROM: Commission Staff

SUBJECT: Reclassification Request

INCUMBENT: Phyllis Flannigan

CURRENT CLASSIFICATION: Child Nutrition Specialist (salary range 35 M2)

LOCATION: Head Start

Background

Phyllis Flannigan was hired in July 2018 as a Child Nutrition Specialist in the Head Start office. With the support of the Head Start Director, the incumbent submitted a reclassification request form to the Personnel Commission and completed a Position Description Questionnaire (PDQ). In December 2019, Commission staff reviewed the questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities.

Findings

The position at Head Start differs from the other Child Nutrition Specialist positions that are found at Nutrition Services. While the Head Start position requires status as a Registered Dietitian with the Academy of Nutrition and Dietetics, the position at Head Start also has the responsibility of oversight for Head Start health services and programs. An incumbent at Head Start plans and implements nutrition and health plans and services for enrolled children and their parents. An incumbent at Head Start has responsibility for the daily delivery of food items to all Head Start sites and directly supervises the Truck Drivers delivering the food in addition to Nutrition Services Workers and Health Assistants.

The Director of Head Start has requested a separate job title and class description for the Head Start position to provide a realistic job preview and attract future applicants with nutrition and Head Start program experience. The level of duties assigned to the position at Head Start is similar to the level of a Child Nutrition Specialist as the incumbent is responsible for a nutrition education program and both classifications require status as a Registered Dietician. While there is program knowledge that is specific to Head Start for this classification, the knowledge has been successfully learned on the job and requires no additional certification or specialized licensure.

Salary Placement

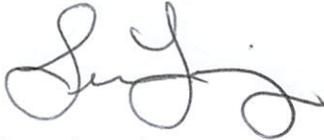
For salary comparison purposes, local school districts typically used for salary surveys were surveyed for compensation comparison however, the results did not provide a clear guideline for salary placement. In the absence of market data dictating a higher salary, the new class of Head Start Health and Nutrition Manager is recommended for placement at salary range 35 M2, equal to the existing Child Nutrition Specialist classification.

Recommendations

Staff recommends the Personnel Commission:

1. Establish the classification of Head Start Health and Nutrition Manager
2. Allocate the classification of Head Start Health and Nutrition Manager to salary range 35 (M2)
3. Reclassify the incumbent, Phyliss Flannigan, to the classification of Head Start Health and Nutrition Manager for the purpose of title change only.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 35 M2
DRAFT

HEAD START HEALTH AND NUTRITION MANAGER

JOB SUMMARY

Under administrative direction, plan, organize, and manage the Head Start health and nutrition plans and services; assure compliance with applicable laws, codes, rules and regulations; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Oversee and manage the development and updating of Head Start health and nutrition plans and services to assure compliance with Head Start Program Performance Standards (HSPPS). **E**
- Serve as a resource to District staff, parents, and others regarding health and nutrition plans and services; respond to inquiries and provide information regarding health and nutrition programs, policies and procedures. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule and assign work. **E**
- Plan, organize, and manage menu formulation, food service, purchasing, delivery, sanitation standards, safety practices and staffing; make recommendations for the standardization of supplies, equipment, procedures and staffing patterns. **E**
- Conduct regular health and sanitation inspections; monitor the physical environment of Head Start locations and facilitate the remediation of issues and concerns; assure food products are properly transported and stored. **E**
- Coordinate and oversee the development and implementation of individual health and nutrition plans for children; review the medical and developmental history of enrolled children to assess needs and plan appropriate services; liaison with consultants and licensed nurses regarding health and nutrition plans and services. **E**
- Collaborate with Nutrition Services department staff to plan menu items of nutritional value for meals and snacks; oversee the development of special diets according to physician instructions and District policies. **E**

- **Oversee and manage the facilitation of health screenings; verify parental consent forms are obtained; identify, research and recommend referral agencies to provide health and nutrition services for enrolled children and families; prepare health resource kits. *E***
- **Oversee and participate in the planning and coordination of nutrition and health education programs and activities; plan and conduct educational and training programs for employees, children, parents and civic groups. *E***
- **Conduct periodic observations of health and nutrition education components in the classroom and provide direction for improving delivery of classroom education programs. *E***
- **Participate in the development and preparation of assigned budgets; analyze and review budgetary, billing and financial data; control and authorize expenditures and reimbursement claims in accordance with established limitations; process and track budget and purchasing documents. *E***
- **Prepare or direct the maintenance of a variety of complex and auditable reports and records; research, analyze, compile and submit necessary information and data; maintain files and databases related to assigned activities. *E***
- **Perform special projects and prepare related reports; attend to administrative details on special matters as assigned; assess impact of pertinent legislation and laws, codes, rules and regulations on assigned activities. *E***
- **Communicate with administrators, program sites, parents, staff, public agencies and vendors to coordinate activities, resolve issues and exchange information. *E***
- **Provide technical expertise, information and assistance to administration regarding assigned functions; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E***
- **Attend and participate in a variety of meetings, conferences and in-service trainings to maintain current knowledge of laws, codes, rules and regulations related to assigned activities; serve on assigned committees and advisory boards. *E***
- **Prepare and deliver presentations to individuals or groups concerning Head Start operations, policies, procedures and services. *E***
- **Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to travel to various sites to conduct work. *E***
- **Perform related duties as assigned.**

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

DISTINGUISHING CHARACTERISTICS

The Head Start Health and Nutrition Manager oversees and manages the development and updating of Head Start health and nutrition plans and services to assure compliance with Head Start Program Performance Standards (HSPPS). An incumbent provides leadership, training and support to Head Start staff related to health and nutrition services plans and activities to assure consistent implementation of policies and maximization of services to enrolled children and families.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of quantity food preparation and nutrition.
Nutritional requirements of school-aged children.
Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.
Modern commercial kitchen equipment and utensils.
Sanitation and safety practices related to the handling and serving of food.
Proper methods of food rotation and storage.
Inventory methods and practices.
General methods and principles of personal hygiene and universal precautions.
General medical symptoms and conditions applicable to school-aged children.
Health and safety regulations.
Principles and practices of training and supervision.
Public speaking techniques.
Applicable laws, codes, rules and regulations related to assigned activities.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Plan, manage and implement Head Start health and nutrition education plans and activities.
Develop and provide health and nutrition education training for staff and parents.
Develop menus and special diets.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Perform food demonstrations and taste tests.
Prepare, handle, store and transport food items in accordance with health and safety regulations.
Recognize and correct safety and sanitation hazards.
Supervise and evaluate the performance of assigned staff.
Prepare and deliver oral presentations.
Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations.
Maintain a variety of records and files and prepare reports.
Observe and follow health and safety regulations.
Operate modern commercial kitchen equipment and utensils.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan, organize and schedule work.

Education and Training:

Bachelor's degree in institutional food management, nutrition, dietetics, public health administration or a related field.

Experience:

Two years of institutional nutrition service menu planning and nutritional analysis experience. Experience working in a supervisory capacity or in early childhood education programs is highly desirable.

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

SPECIAL REQUIREMENTS

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

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics standards.

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

DATE

