

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
November 19, 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 November 5, 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 Grounds Equipment Operator II 4-5
 2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver 6-7
 3. **RATIFY** job announcement bulletin for Risk Management Technician (C) 8-9
 4. **APPROVE** the certification of Fleet Maintenance Manager 10
 5. **APPROVE** the certification of Kids' Club Assistant 10
 6. **APPROVE** the certification of Kids' Club Assistant 10
 7. **APPROVE** the certification of Nutrition Services Manager 10
- III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the abolishment of a classification: Architectural Drafting Technician 11-14
2. **APPROVE** the abolishment of a classification: Public and Employee Information Assistant 15-18

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

November 19, 2020 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

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
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

November 5, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, November 5, 2020 at 8:21 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Ashleigh Fernando, Senior Administrative Secretary (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Silaue Taeleifi, 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; Vaurice Scott, CSEA Chapter 2 Vice - President – Unit A; Chester Davidson, CSEA Chapter 2 Vice - President – Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor; Appellant 14481411.

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 October 22, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced EVERFI, a financial education system sponsored by the LBS Financial Credit Union and the SchoolsFirst Federal Credit Union. Access to the system will be free to all District employees through the District portal. Information regarding the system will be distributed to all District employees.

Greggory Robinson, Personnel Analyst, reported Recruitment and Testing currently has forty (40) open recruitments, with eighteen (18) recruitments in the testing or scoring phase along with multiple exams in the development stage. Mr. Robinson mentioned Maria Braunstein, Personnel Analyst, attended the Long Beach School for Adults Building Maintenance Custodial Services class to provide guidance on how to complete applications.

Jesus Rios Jr., Employment Services Supervisor, reported an increase in Vacancy Assignments (VA's), fingerprinting, distributing certification lists to fill vacancies, along with processing coaching packets with the potential return of students at school sites. Mr. Rios Jr., recognized Silaue Taeleifi, Human Resources Technician, for an exceptional job assisting in various areas including the substitute desk, certification, and data input.

Dale Culton, Certification Services Manager, reported he and Mr. Kato met with CSEA and Employee Relations to discuss the abolishment of three (3) positions which resulted in layoffs. The abolished positions were in the classifications of Instructional Aide – Bilingual Spanish, Instructional Assistant – Mathematics, and Instructional Assistant – Male Academy.

Susan Leaming, Personnel Analyst, informed the Commissioners the School Safety and Emergency Preparedness job family will be the next job family to be studied. The study will cover approximately eighty five (85) positions in seven (7) classifications. Ms. Leaming noted that CPS-HR Consulting will be retained to perform the work and the contract will be on the agenda for the Board of Education approval on November 18, 2020.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Custodian – Substitute Only

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 1-3 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		

CONSENT AGENDA
OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 14481411

Appellant 14481411 was in attendance and presented their appeal to the Commission in open session.

The Commission moved their discussion of New Business Item 1 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 19, 2020 at 8:15 a.m. at 880 Locust Ave. 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 8:44 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. and the following action was taken:

1. A motion was made by Linda Vaughan, and seconded by Terence Ulaszewski and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 14481411 from current eligibility list and did not bar candidate from applying for any future positions.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Thursday, December 03, 2020.

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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) Valid California Class B driver's license at time of application. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.36
1 ½ YEARS:	\$25.70
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

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

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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

Dual Exam 21-0049-0176 AA

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

GROUNDS EQUIPMENT OPERATOR II/DRIVER

FINAL FILING DATE:

4:30 p.m., Thursday, December 03, 2020.

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; operate a truck to tow a trailer or heavy equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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) Valid California Class A driver's license at time of application. (2) Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (4) 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, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS:

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

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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

APPLICATION:

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SELECTION PROCEDURE:

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

Dual Exam 21-0050-5031 AA

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:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RISK MANAGEMENT TECHNICIAN (C)

FINAL FILING DATE:

4:30 p.m., Friday, November 13, 2020

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, perform a variety of technical duties in support of the District's Risk Management programs including worker's compensation, employee health and welfare insurance benefits, safety and environmental health/hazards management and property and liability insurance and claims; provide information to District employees regarding assigned functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level course work in workers' compensation, health benefits administration, human resources management or a related field.

EXPERIENCE:

Two years of general risk management or human resources experience involving insurance benefits administration or worker's compensation claims.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0047-5106 AA

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: 10

Date: November 19, 2020

Reason for Consideration: Approval

FLEET MAINTENANCE MANAGER

DUAL

21-0025-0516

List Valid: 11/18/2020-11/18/2021

Total Applications Received: 33

No. Passed: 3 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 1 No. Screened Out: 28

KIDS' CLUB ASSISTANT

OPEN CONTINUOUS

21-0028-0694

List Valid: 11/19/2020-11/19/2021

Total Applications Received: 19

No. Passed: 3 No. Failed: 4

Total Invited to Exam: 10

No. Withdrew: 3 No. Screened Out: 9

KIDS' CLUB ASSISTANT

OPEN CONTINUOUS

21-0037-0694

List Valid: 11/19/2020-11/19/2021

Total Applications Received: 13

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 4 No. Screened Out: 5

NUTRITION SERVICES MANAGER

DUAL

21-0013-5061

List Valid: 11/09/2020-11/09/2021

Total Applications Received: 25

No. Passed: 3 No. Failed: 12

Total Invited to Exam: 18

No. Withdrew: 3 No. Screened Out: 7

PERSONNEL COMMISSION



November 6, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

The single incumbent classification of Architectural Drafting Technician (salary range 33 C2) was created in 1976. The last incumbent retired in December 2019 and the Maintenance department does not plan on utilizing the classification in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Business Services Administrator supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Architectural Drafting Technician

Prepared by:

A handwritten signature in blue 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: 0076
Salary Range: 33 (C2)

ARCHITECTURAL DRAFTING TECHNICIAN

JOB SUMMARY

Under immediate supervision, to do architectural, civil engineering, mechanical, and plumbing drafting in the preparation of working drawings; and to do related work as required; 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.

- Make detail-working drawings for the construction of additions or for the remodeling or alteration of existing structures. *E*
- Revise plans for portable buildings and draw plans for their placement. *E*
- Lay out and draw floor plans, elevations, and sections. *E*
- Detail parts of structures and areas. *E*
- Make drawings of furniture, equipment, and cabinet installations in buildings. *E*
- Prepare scale plans, charts, and other illustrated material. *E*
- Make routine evaluations and calculations. *E*
- Prepare contract and equipment lists. *E*
- Write or revise specifications. *E*
- Maintain records and files. *E*
- Make reports. *E*
- May prepare electrical, plumbing, and heating drawings.
- May do field inspections during construction, alteration, or repair of projects.
- May make field investigations, take measurements, make sketches, and collect necessary data for building designs and alterations under specific direction.

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 CHARACTERISTIC

An Architectural Drafting Technician does architectural or civil engineering drafting. An Architectural Drafting Technician may occasionally assist engineers or surveyors in running lines or grades and may occasionally make field inspections of construction or remodeling projects.

EMPLOYMENT STANDARDS

Knowledge of:

Architectural and civil engineering nomenclature, symbols, customs, and practices.
Applicable engineering, building, sanitary, and safety regulations and codes.

Ability to:

Detail and make architectural, civil engineering, mechanical, and plumbing drawings.
Establish and maintain effective working relationships with others contacted in the course of work.
Make field inspections.
Operate a vehicle observing legal and defensive driving practices.

Training:

Equal to completion of high school, including or supplemented by training in architectural or civil engineering drawing.

Experience:

Three years in architectural or civil engineering drawing under a licensed architect, engineer, or building designer.

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

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's license at the time of appointment.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and draw architectural plans.
Sitting for extended periods of time.
Walking to conduct field inspections.

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: 7/15/1976

Revised: 1/10/1985

Revised: 12/18/1986

Revised: 3/25/2004

PERSONNEL COMMISSION



November 6, 2020

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

Background and Findings

The single incumbent classification of Public and Employee Information Assistant (salary range 20 C1) was created in 1987. The incumbent retired in March, 2020 and the Public Information Office does not plan on utilizing the classification in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Public Information Director supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Public and Employee Information Assistant

Prepared by:

A blue ink signature of Susan Leaming.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A blue ink signature of Kenneth Kato.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0607
Salary Range: 20 (C1)

PUBLIC AND EMPLOYEE INFORMATION ASSISTANT

JOB SUMMARY

Under general supervision, to perform technical and clerical tasks in support of the district's external public and internal employee information programs; and to perform related work as required.

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.

- Research information, write, edit, and proofread copy for release to print, audio, or visual news media, or for use in such print media as newsletters, brochures, pamphlets, or reports. *E*
- Design, edit, paste up, set copy for, and proofread various print media. *E*
- Compose and type correspondence from general instructions and/or guidelines. *E*
- Explain and/or interpret district policies, regulations, procedures, or practices to individuals or groups. *E*
- Prepare reports, speeches, and audiovisual presentations for use by staff or Board members. *E*
- Conduct training programs, workshops, or seminars for employees in effective school related public relations, methods, techniques, or programs. *E*
- Serve as a member of the Speakers' Bureau. *E*
- Act as a resource to and work with journalism teachers on improving the quality of school publications. *E*
- Operate a variety of office machines including such equipment as electronic typewriters, word processors, and microcomputers. *E*
- May assist in routine or special administrative functions of the Public and Employee Information Office.
- May serve as a representative of the district when 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 this class has the responsibility for performing technical and clerical

work which assists in interpreting the educational programs and services of the district. The Public and Employee Information Assistant is expected to be knowledgeable about the district and its programs and to be able to convey that information in a positive manner that gains understanding and support.

EMPLOYMENT STANDARDS

Knowledge of:

Newspaper, radio, television, and other news media sources and facilities.
Effective uses of graphics and photography.
Principles of design and layout of publications.
Techniques of preparing and disseminating information for a variety of publics.
Media relations and journalistic ethics and practices.
Modern office equipment and procedures.
General principles of training and supervision.

Ability to:

Write clearly about a wide range of topics for a specific public.
Gather information and research independently.
Speak effectively to individuals or groups.
Work cooperatively with those contacted in the course of work.
Establish and maintain effective relationships with those contacted in the course of work.
Meet deadlines.
Use sound judgment in order to plan and carry out effective courses of actions under stress or in emergency situations.
Interpret district policies, regulations, and procedures.

Education and Training:

Possession of at least an A.A. degree with communications related course work such as journalism, English, photography, or graphic design is desired.

Experience:

At least one year of work that included regular reporting or writing material for some form of media or publication is required. Experience working for a school district or a similar nonprofit organization, and work in a public information office are desirable.

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

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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.

2/26/87

Rev 3/25/04