

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
April 23, 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 March 26, 2020 1-5
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

None

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget for 2020-2021 6
2. **APPROVE** the revised classification specifications of: 7-39
 - a) Senior Nutrition Services Worker
 - b) Nutrition Services Supervisor I
 - c) Nutrition Services Supervisor II
 - d) Nutrition Services Supervisor III
 - e) Production Center Supervisor
 - f) Production Center Manager

- 3. **APPROVE** the creation of a new classification Communications Specialist 40-45
- 4. **APPROVE** revisions to identified Maintenance classifications specifications 46-51
- 5. **APPROVE** the request for a Hearing in a Disciplinary Matter for Employee ID 00412883 52-255

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

May 7, 2020 at 8:15 a.m. in Building B, Room 29 and via teleconference/videoconference.

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
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

March 26, 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, March 26, 2020 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Vaurice Scott, CSEA Vice President - Unit A; Eric Larsen, Interim CSEA Vice President - Unit B; and Brittany Jones, CSEA Labor Relations Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 12, 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, reported that while schools are closed meals are being served to students and distance learning is being implemented. Mr. Kato reported that the Personnel Commission office closed to the public effective March 16, 2020 and no examinations or interviews are being held. Mr. Kato stated staff is exploring methods of conducting examinations and interviews remotely without having candidates come into the office. Mr. Kato also stated that a plan is being developed to allow staff to telecommute from home as much as possible.

Maria Braunstein, Personnel Analyst, reported that many recruitments are open and applications are being accepted online. Ms. Braunstein stated that they are exploring video interviewing and examination options and will continue to open recruitments and prepare for when normal operations resume. Commissioner Vaughan asked if staff has been working from home and Mr. Kato stated that some staff worked from home last week and a plan is being developed that will allow for rotating telecommuting options.

Jesus Rios Jr., Employment Services Supervisor, reported the summer school online application period ended on March 20, 2020 and 946 applications were received. Mr. Rios Jr. reported that 100 employees were assisted in the scheduled computer lab sessions and 136 employees were assisted at the computer kiosks in the lobby before the Commission closed to the public. After the closure, 92 employees were given application assistance telephonically by staff.

Dale Culton, Certification Services Manager, mentioned that all of the summer school applications were received online and thanked CSEA leadership for assisting in the effort to move the applications completely online for the first time. Mr. Culton thanked Mr. Rios Jr. and Aaron Dominguez, Human Resources Technician, for their work on summer school staffing. Mr. Culton reported that 25 classified position reductions and 12 abolishments will be on the April 1, 2020 Board of Education agenda. Commissioner Ulaszewski asked if there would be any more abolishments and reductions this year. Mr. Culton responded that any future abolishments and reductions would be effective after July 1, 2020.

Susan Leaming, Personnel Analyst, reported that classified staff development opportunities offered by the Personnel Commission have been suspended including two sessions of CPR/First Aid scheduled for May 1, 2020. Ms. Leaming also reported that the CalPERS Orange regional office is accepting telephone appointments and employees may make appointments online.

CONSENT AGENDA

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 1-6 and approve items 7-13 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Senior Administrative Secretary
2. **RATIFY** job announcement bulletin for Senior Administrative Secretary (Revised)
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant – BL Spanish
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools, BL Spanish
5. **RATIFY** job announcement bulletin for Purchasing Agent
6. **RATIFY** job announcement bulletin for Network Specialist
7. **APPROVE** the certification of Associate Research Information Systems Analyst eligibility list 20-0114-5267 established 03/17/2020
8. **APPROVE** the certification of Maintenance Material Coordinator eligibility list 20-0119-0627 established 03/24/2020
9. **APPROVE** the certification of Office Assistant - BL SP eligibility list 20-0117-5158 established 03/20/2020
10. **APPROVE** the certification of Recreation Aide eligibility list 20-0140-5255 established 03/19/2020
11. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 20-0107-5257 established 03/19/2020
12. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 20-0106-5261 established 03/19/2020
13. **APPROVE** the certification of School Safety Officer (Corrected) eligibility list 20-0096-5014 established 03/05/2020

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 41536002

The Commission moved NEW BUSINESS Item 1 to closed session.

2. **APPROVE** Meeting dates for Personnel Commission 2020-2021

Following discussion, 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 the meeting dates for Personnel Commission 2020-2021.

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

3. **APPROVE** the following:

Adopt the classification specification of School Safety Operations Manager
 Allocate the classification of School Safety Operations Manager to salary range
 42 (M2)

Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve the meeting dates for Personnel Commission 2020-2021.

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

OTHER ITEMS

Commissioner Ulaszewski expressed his appreciation for staff and their efforts to continue moving Personnel Commission functions forward during this stressful and uncertain time.

Commissioner Vaughan expressed her agreement with Commissioner Ulaszewski's comments and that the Commission is trying to follow all guidelines to ensure the health and safety of staff.

Commissioner Bender expressed her agreement with Commissioner Ulaszewski's comments and expressed her support of staff and concern for their health and safety.

Mr. Kato notified the Commission that the next meeting may be done in a video format and the details of how to accomplish that are currently being explored.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 9, 2020 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:16 a.m. and the following reportable action was taken:

1. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to accept the recommendation to remove candidate ID 41536002 from current eligibility lists and that this action constitutes a permanent ban from applying in the future.

<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 9:17 a.m.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Approve a Public Hearing date for the proposed
Personnel Commission Budget for 2020-2021

PAGE: 6

Date: April 23, 2020

Reason for Consideration:
Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION;
AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission set the Public Hearing date for the proposed Personnel Commission Budget for 2020-2021 on Thursday, May 7, 2020 at 8:15a.m. at the Personnel Commission Office, 4400 Ladoga Avenue, Long Beach, California.

PERSONNEL COMMISSION



April 14, 2020

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

Background and Findings

The Nutrition Services Director requested staff revise the following classification specifications:

- Senior Nutrition Services Worker
- Nutrition Services Supervisor I
- Nutrition Services Supervisor II
- Nutrition Services Supervisor III
- Production Center Supervisor
- Production Center Manager

The certification standard outlined in the California Retail Food Code (CRFC) requires each facility to have a “person in charge” who has successfully passed an approved food safety certification examination in accordance with §113947 of the CRFC. The class specifications were modified to reflect that the certificate must be approved by the American National Standards Institute (ANSI).

Incumbents in the Senior Nutrition Services Worker classification may work at remote locations, serving as a lead or “person in charge”, particularly during times of construction or remodeling. Therefore, Nutrition Services is recommending that future applicants possess the Food Safety Manager certification. The department offers the training in-house for employees twice a year. Current incumbents have been provided training and will be unaffected by this change.

To maximize the flexibility of staffing and allow for split assignments, the Director requested that future applicants be required to possess a driver’s license, drive a personal or District vehicle, and meet the District’s safe driving standard as appropriate. The classification specifications have been modified accordingly. Current incumbents in the Senior Nutrition Service Worker classification who do not meet these requirements will be “grandfathered” and unaffected by the change as agreed upon between the District and CSEA. Current

incumbents in the supervisory classifications will also be “grandfathered” and unaffected by the change.

Lastly, operation of a computer and assigned software was added to the classification specifications as needed.

The Nutrition Services Director has reviewed and approved the recommended modifications.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specifications of:

- a) Senior Nutrition Services Worker
- b) Nutrition Services Supervisor I
- c) Nutrition Services Supervisor II
- d) Nutrition Services Supervisor III
- e) Production Center Supervisor
- f) Production Center Manager

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5071
Salary Range: 11 (C1)

SENIOR NUTRITION SERVICES WORKER

JOB SUMMARY

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to 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.

- Prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain food quality standards including appearance and menu requirements. **E**
- Serve as a lead at assigned site; train and provide work direction and guidance to nutrition services staff and student workers; review the work of staff; arrange for substitute workers as directed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Cook main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, sandwiches and cakes; inspect food for portion and quality control. **E**
- Participate in determining appropriate quantity of food items for preparation, heating and serving; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; transport food on carts. **E**
- Organize, set up and participate in assembly line food preparation and packaging activities; assure regular production runs, special orders and daily menu items are prepared in a timely manner; wash, cut, measure and scoop food items; open cans and other food containers. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks and carts; prepare items for delivery. **E**
- Oversee and participate in the set up of food items, trays, condiments and utensils at windows, counters and remote points of sale; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assure proper stock levels are maintained at serving windows and counters during meal service periods. **E**

- Count cafeteria or remote point of sale daily cash collections and production records; prepare related records and deposit slips. *E*
- Prepare, display, and sell snack food items at a student store as assigned by the position; maintain inventory of items; maintain records of items sold and cash collections. *E*
- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; input alternate meal selections as necessary; input daily sales data as assigned. *E*
- Estimate and order food and supplies needed for operation; communicate with outside vendors and Nutrition Center staff regarding orders. *E*
- Count leftover items; operate a garbage disposal to dispose of leftover items; dispose of trash. *E*
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens, packaging equipment, and can openers. *E*
- Pull bulk food and supplies from freezers, refrigerators and storage; receive, stock and rotate food to assure freshness and temperature control; check expiration dates; date food items. *E*
- Operate a computer and assigned software; ~~P~~participate in site inventories; prepare related records. *E*
- Serve as the site Supervisor in the absence of the Supervisor as assigned by the position. *E*
- Attend a variety of meetings and in-service trainings; drive a District or personal vehicle to sites to conduct work as assigned by the position. *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 Senior Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

The Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and procedures for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Food preparation methods including washing, cutting and assembling food items.
Math and cashiering skills.
Operation of a computerized point of sale system.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods.
Record-keeping techniques.
Principles and practices of training and providing work direction.
Proper lifting techniques.

Ability to:

Prepare, cook and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain a variety of records related to assigned activities.
Perform cashiering duties and add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction and guidance to others.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

SPECIAL REQUIREMENTS

~~Some positions~~ in this classification ~~may~~ require a valid California Class C driver's license and the use of a personal or District automobile. ~~and incumbents in these positions~~ Applicants for this classification 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.

~~Incumbents must obtain a v~~Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). ~~issued by an authorized agency within completion of probationary period and~~ Incumbents must maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 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 monitor food quality and quantity and count money.

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: 7/1/2004
Revised: 2/4/2016
Revised: 1/18/2018
Revised:



PERSONNEL COMMISSION

Class Code: 5064
Salary Range: 16 (S1)

NUTRITION SERVICES SUPERVISOR I

JOB SUMMARY

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train 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.

- Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain food quality standards including appearance and menu requirements. **E**
- Train and evaluate the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. **E**
- Open and close site kitchen facilities; set up and turn on and off equipment; lock and secure facilities after daily activities are completed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations. **E**
- Assure daily menu and special order items are prepared in a timely manner; prepare and heat main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, fruit and sandwiches. **E**
- Determine appropriate quantity of food items for preparation, heating and serving; make menu substitutions as necessary in accordance with established procedures; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; inspect food for portion and quality control. **E**
- Oversee and participate in the set up service line food items, trays, condiments and utensils; serve food to students and staff; assure mandated meal components are served to each student; assure proper stock levels are maintained at serving counter during meal service periods. **E**

- Perform cashiering duties; collect and account for money received; prepare bank deposits; secure daily monies collected in safe. *E*
- Distribute free and reduced lunch eligibility applications; collect and review applications for completeness and accuracy; obtain necessary information from parents and guardians; approve applications in accordance with established guidelines; submit completed applications to Nutrition Services for review and input into mainframe computer system. *E*
- Operate a computerized point of sale system; input monies into student pre-paid accounts; check student eligibility status; review credit availability reports and prepare notifications on status of pre-paid accounts; input and transmit daily meal counts and related sales data; backup daily sales data. *E*
- Complete a variety of records and reports related to assigned activities such as daily production records, daily cash and sales reports, transaction journal summaries, pre-payment summaries, non-pricing tally sheets, edit checks, special diet orders and food orders. *E*
- Estimate sales and food needed for service; order meals, special orders and other menu items; receive and count shipments for accuracy; contact vendors and Nutrition Center regarding shortages, damaged goods or other discrepancies. *E*
- Date, store and rotate food and supplies; take and record freezer and refrigerator temperatures; conduct periodic and daily inventories. *E*
- Communicate with administrators, personnel, parents and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Operate a computer and assigned software; Compile payroll for assigned staff and assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; ~~may~~ drive a personal vehicle to conduct work and attend meetings. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Nutrition Services Supervisor I classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned elementary, small specialized secondary school site or a K-8 site with single line service. The scope of service typically includes breakfast and lunch service and snack service for an on campus Child Development Center or after-school program. Elementary and K-8 site service does not include multiple walk-up windows or a la carte sales. Service may be offered at remote point of sale locations due to reconstruction, shortened lunch periods and increased student populations. Specialized schools may provide smaller-scale service from multiple walk-up windows and a la carte sales.

Incumbents in the Nutrition Services Supervisor II classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned middle, K-8, larger specialized secondary school site or Avalon school site. The scope of service typically includes breakfast and lunch service with a more expansive menu and snack service for after-school programs. School site service typically includes multiple walk-up windows, a la carte sales and may include remote point of sale locations.

Incumbents in the Nutrition Services Supervisor III classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site. The scope of service typically includes a more expansive menu for breakfast, nutrition and lunch service. Snack service for after-school programs may be required. Comprehensive high school site service includes multiple walk-up windows and remote point of sale locations and incumbents supervise a significantly larger staff than other school sites.

EMPLOYMENT STANDARDS

Knowledge of:

Methods for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Principles and practices of training and supervision.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Laws, codes, rules and regulations related to assigned activities.
Operation of a computerized point of sale system.
Math and cashiering skills.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods and practices.
Record-keeping and report preparation techniques.
Proper lifting techniques.

Ability to:

Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff.
Prepare, heat and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.

Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent. ~~Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.~~

Experience:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

SPECIAL REQUIREMENTS

~~Incumbents must obtain a v~~Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). ~~issued by an authorized agency within completion of probationary period and Incumbents must~~ maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 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 monitor food quality and quantity and count money.

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: 7/1/2004

Revised: 9/24/2009

Revised: 3/18/2010

Revised: 2/4/2016

Revised:



PERSONNEL COMMISSION

Class Code: 5065
Salary Range: 20 (S1)

NUTRITION SERVICES SUPERVISOR II

JOB SUMMARY

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train 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.

- Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain food quality standards including appearance and menu requirements. **E**
- Train and evaluate the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. **E**
- Open and close site kitchen facilities; set up and turn on and off equipment; lock and secure facilities after daily activities are completed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations. **E**
- Assure daily menu and special order items are prepared in a timely manner; prepare and heat main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, fruit and sandwiches. **E**
- Determine appropriate quantity of food items for preparation, heating and serving; make menu substitutions as necessary in accordance with established procedures; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; inspect food for portion and quality control. **E**
- Oversee and participate in the set up of service line and window food items, trays, condiments and utensils; serve food to students and staff; assure mandated meal components are served to each student; assure proper stock levels are maintained at serving counters and windows during meal service periods. **E**

- Perform cashiering duties; collect and account for money received; prepare bank deposits; secure daily monies collected in safe. *E*
- Distribute free and reduced lunch eligibility applications; collect and review applications for completeness and accuracy; obtain necessary information from parents and guardians; submit completed applications to Nutrition Services for approval. *E*
- Operate a computerized point of sale system; input student pre-paid account information; check student eligibility status; review credit availability reports and prepare notifications on status of pre-paid accounts; input and transmit daily meal counts and related sales data; backup daily sales data. *E*
- Complete a variety of records and reports related to assigned activities such as daily production records, daily cash and sales reports, transaction journal summaries, pre-payment summaries, non-pricing tally sheets, edit checks, special diet orders and food orders. *E*
- Estimate sales and food needed for service; order meals, special orders and other menu items; receive and count shipments for accuracy; contact vendors and Nutrition Center regarding shortages, damaged goods or other discrepancies. *E*
- Date, store and rotate food and supplies; take and record freezer and refrigerator temperatures; conduct periodic and daily inventories. *E*
- Communicate with administrators, personnel, parents and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Operate a computer and assigned software; ~~C~~ compile payroll for assigned staff and assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; ~~may~~ drive a personal vehicle to conduct work and attend meetings. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Nutrition Services Supervisor II classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site. The scope of service typically includes breakfast and lunch service with a more expansive menu and snack service for after-school programs. School site service typically includes multiple walk-up windows, a la carte sales and may include remote point of sale locations.

Incumbents in the Nutrition Services Supervisor III classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site. The scope of service typically includes a more expansive menu for breakfast, nutrition and lunch service. Snack service for after-school programs may be required. Comprehensive high school site service includes multiple walk-up windows and remote point of sale locations and incumbents supervise a significantly larger staff than other school sites.

Incumbents in the Nutrition Services Supervisor I classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned elementary, small specialized secondary school site or a K-8 site with single line service. The scope of service typically includes breakfast and lunch service and snack service for an on campus Child Development Center or after-school program. Elementary and K-8 site service does not include multiple walk-up windows or a la carte sales. Service may be offered at remote point of sale locations due to reconstruction, shortened lunch periods and increased student populations. Specialized schools may provide smaller-scale service from multiple walk-up windows and a la carte sales.

EMPLOYMENT STANDARDS

Knowledge of:

Methods for preparing and serving food in large quantities.

Standard kitchen utensils and equipment.

Principles and practices of training and supervision.

Sanitation and safety practices related to the handling and serving of food in large quantities.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.

Laws, codes, rules and regulations related to assigned activities.

Operation of a computerized point of sale system.

Math and cashiering skills.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Proper methods of food rotation and storage.

Inventory methods and practices.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Ability to:

Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff.

Prepare, heat and serve food in accordance with health and sanitation regulations.

Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent. ~~Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.~~

Experience:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

SPECIAL REQUIREMENTS

~~Incumbents must obtain a v~~Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). ~~issued by an authorized agency within completion of probationary period and~~ Incumbents must maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 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 monitor food quality and quantity and count money.

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: 7/1/2004
Revised: 9/24/2009
Revised: 3/18/2010
Revised: 2/4/2016
Revised:



PERSONNEL COMMISSION

Class Code: 5066
Salary Range: 24 (S1)

NUTRITION SERVICES SUPERVISOR III

JOB SUMMARY

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train 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.

- Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain food quality standards including appearance and menu requirements. **E**
- Train and evaluate the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. **E**
- Open and close site kitchen facilities; set up and turn on and off equipment; lock and secure facilities after daily activities are completed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations. **E**
- Assure daily menu and special order items are prepared in a timely manner; prepare and heat main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, fruit and sandwiches. **E**
- Determine appropriate quantity of food items for preparation, heating and serving; make menu substitutions as necessary in accordance with established procedures; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; inspect food for portion and quality control. **E**
- Oversee and participate in the set up of service line and window food items, trays, condiments and utensils; serve food to students and staff; assure mandated meal components are served to each student; assure proper stock levels are maintained at serving counters and windows during meal service periods. **E**

- Collect and account for daily monies received; prepare bank deposits; secure daily monies collected in safe. *E*
- Distribute free and reduced lunch eligibility applications; collect and review applications for completeness and accuracy; obtain necessary information from parents and guardians; submit completed applications to Nutrition Services for approval. *E*
- Operate a computerized point of sale system; input student pre-paid account information; check student eligibility status; review credit availability reports and prepare notifications on status of pre-paid accounts; input and transmit daily meal counts and related sales data; backup daily sales data. *E*
- Complete and submit a variety of records and reports related to assigned activities such as daily production records, daily cash and sales reports, transaction journal summaries, pre-payment summaries, non-pricing tally sheets, edit checks, special diet needs and food orders. *E*
- Estimate sales and food needed for service; order meals, special orders and other menu items; receive and count shipments for accuracy; contact vendors and Nutrition Center regarding shortages, damaged goods or other discrepancies. *E*
- Date, store and rotate food and supplies; take and record freezer and refrigerator temperatures; conduct periodic and daily inventories. *E*
- Communicate with administrators, personnel, parents and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Operate a computer and assigned software; ~~C~~ compile payroll for assigned staff and student workers; assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information; review and assure completion of student employment paperwork. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; ~~may~~ drive a personal vehicle to conduct work and attend meetings. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Nutrition Services Supervisor III classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site. The scope of service typically includes a more expansive menu for breakfast, nutrition and lunch service. Snack service for after-school programs may be required. Comprehensive high school site service includes multiple walk-up windows and remote point of sale locations and incumbents supervise a significantly larger staff than other school sites.

Incumbents in the Nutrition Services Supervisor I classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned elementary, small specialized secondary school site or a K-8 site with single line service. The scope of service typically includes breakfast and lunch service and snack service for an on campus Child Development Center or after-school program. Elementary and K-8 site service does not include multiple walk-up windows or a la carte sales. Service may be offered at remote point of sale locations due to reconstruction, shortened lunch periods and increased student populations. Specialized schools may provide smaller-scale service from multiple walk-up windows and a la carte sales.

Incumbents in the Nutrition Services Supervisor II classification plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned middle, K-8, larger specialized secondary school site or Avalon school site. The scope of service typically includes breakfast and lunch service with a more expansive menu and snack service for after-school programs. School site service typically includes multiple walk-up windows, a la carte sales and may include remote point of sale locations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Principles and practices of training and supervision.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Laws, codes, rules and regulations related to assigned activities.
Operation of a computerized point of sale system.
Math and cashiering skills.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods and practices.
Record-keeping and report preparation techniques.
Proper lifting techniques.

Ability to:

Plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff.
Prepare, heat and serve food in accordance with health and sanitation regulations.

Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent.
~~Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.~~

Experience:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

SPECIAL REQUIREMENTS

~~Incumbents must obtain a v~~Valid Food Safety Manager certificate approved by the American National Standards Institute. ~~issued by an authorized agency within completion of probationary period and~~ Incumbents must maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 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 monitor food quality and quantity and count money.

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: 7/1/2004
Revised: 9/24/2009
Revised: 3/18/2010
Revised: 2/4/2016
Revised:



PERSONNEL COMMISSION

Class Code: 5070
Salary Range: 26 (S1)

PRODUCTION CENTER SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; assure food production and packaging schedules meet site needs and distribution timelines; train and supervise 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.

- Plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; prepare food and meals for distribution to school sites and special programs and locations such as storefronts, Child Development Centers and Head Start sites; assure compliance with safety and sanitation regulations and distribution timelines. **E**
- Review site and program menus and meal service counts to forecast and determine appropriate gross quantities of food items for assembly, cooking or baking; adjust and extend recipes as needed to meet menu requirements and site meal counts. **E**
- Participate in the development of new recipes utilizing commodity food products; make recommendations regarding new menu items and variations on current recipes; maintain food quality standards including appearance and nutritional requirements. **E**
- Supervise and participate in the preparation and cooking of meats, soups, vegetables, gravies, sauces, baked goods and a variety of other items in large quantities to meet menu requirements, meal component equivalents, menu counts and operating timelines; assemble and mix a variety of ingredients and prepare salads and sandwiches. **E**
- Portion bulk quantities of food items for distribution; oversee and participate in the wrapping, arranging and storage of foods; weigh products to assure accurate portions; package, label and load carts with food items for distribution to sites and specific programs. **E**
- Monitor and maintain inventory levels of food, supplies and equipment for the Production Center and assigned units; conduct periodic and daily inventories; estimate and order appropriate amounts of food and supplies necessary for daily operations and emergency needs; assure availability of fresh products to meet production schedules. **E**

- Review delivery paperwork and compare inventory master lists with site orders; receive and inspect delivery of food and supplies; check orders and inventory lists for discrepancies; contact vendors regarding orders. *E*
- Make menu substitutions in accordance with established procedures; verify school site order changes and notify appropriate Nutrition Services personnel. *E*
- Participate in the coordination and implementation of emergency food production and distribution procedures; arrange for and expedite emergency deliveries and orders to warehouse loading docks. *E*
- Oversee and participate in the thawing, storage and rotation of food according to established guidelines and procedures; dispose of unusable leftovers; take and record freezer and refrigerator temperatures. *E*
- Prepare and submit a variety of records and reports related to assigned activities such as portion control, forecast reports, production reports, orders, daily work sheets, pack out reports, inventories and recipes. *E*
- Train and evaluate the performance of assigned staff; coordinate personnel to meet production schedules; assign and schedule rotation of personnel at work stations; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train and supervise student workers. *E*
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; clean preparation surfaces and central kitchen appliances. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Compile payroll for assigned staff; assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information; arrange for substitute workers as needed. *E*
- Operate a computer and assigned software; input a wide variety of data related to food production activities; maintain automated records and generate computerized reports. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, griddles, tilting skillets, warmers, wrapping and heat seal machines, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; ~~may~~ drive a District or personal vehicle to conduct work and attend meetings. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Production Center Supervisor classification plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center. Incumbents work with a large variety of menus, order food items from outside vendors, work closely with warehouse personnel, assure food production and packaging schedules meet distribution timelines and assure the quality of items

produced. Incumbents will be assigned to one of the four main units, Pastry Production, Cook/Chill, Deli Sandwiches/Salads and Reconstruction with other areas of responsibility assigned in addition to the main units. The additional areas of responsibility may include: Ingredient Room, Pot Room, Vending, Slicing Room, Dock Distribution, Pack Out, Summer School, Parks, Nursery, Child Development Center programs, Head Start or Employee Scheduling. Incumbents may be expected to supervise additional units or areas as needed to assure smooth and efficient daily operations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods of cooking, baking and preparing food items in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Sanitation and safety practices related to the cooking, preparation and serving food in large quantities.

Operation of commercial kitchen equipment and utensils.

Principles and practices of training and supervision.

Laws, codes, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Proper methods of food rotation and storage.

Inventory methods and practices.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematical computations.

Proper lifting techniques.

Ability to:

Plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center.

Prepare, cook and bake food items in accordance with health and sanitation regulations.

Prepare attractive, appetizing and nutritious meals for students and staff.

Develop, follow, adjust and extend recipes.

Train, supervise and evaluate the performance of assigned staff.

Maintain nutrition service equipment and areas in a clean and sanitary condition.

Observe and follow health and safety regulations.

Operate commercial kitchen utensils and equipment.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Maintain a variety of records and prepare reports.

Complete work with many interruptions.

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Graduation from high school. College-level coursework in institutional food management, quantity food preparation or a related field is preferred. ~~Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.~~

Experience:

Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Nutrition Services Supervisor III.

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

SPECIAL REQUIREMENTS

Incumbents must obtain a valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). ~~issued by an authorized agency within completion of probationary period and Incumbents must~~ maintain certification throughout employment in this classification.

~~Some po~~Positions in this classification ~~may~~ require possession of a valid California Class C driver's license and the use of a personal or District automobile. Positions driving a District automobile must meet the District's safe driving standard and applicants for those positions will be required to obtain and submit. Applicants for this classification will be required to obtain. at his/her own expense, and submit, 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.

WORKING ENVIRONMENT

Production center kitchen environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing and walking for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 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 monitor food quality and quantity and 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 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: 7/1/2004

Revised: 9/24/2009

Revised: 2/4/2016

Revised:



PERSONNEL COMMISSION

Class Code: 5069
Salary Range: 42 (M2)

PRODUCTION CENTER MANAGER

JOB SUMMARY

Under administrative supervision, plan, coordinate and manage the daily activities and operations of the Central Kitchen Production Center; assure food is prepared according to recipes and established quality and portion control standards; coordinate personnel to meet production schedules; train and supervise 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.

- Plan, coordinate and manage the daily activities and operations of the Central Kitchen Production Center; maintain standards of efficiency, safety and sanitation; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; prepare production schedules and staffing assignments; coordinate personnel to meet production schedules. **E**
- Determine appropriate gross quantities of food and supplies to be used in daily production activities and necessary meal components required in food preparation and service. **E**
- Inspect and monitor food preparation and serving areas to assure that health and safety standards are maintained and recipes are followed; oversee quality and portion control in the preparation and handling of foods; review freezer and refrigeration temperature logs. **E**
- Participate in the formulation and development of Central Kitchen policies, procedures and programs; develop and implement emergency food production response procedures. **E**
- Develop new recipes; assure conformance to meal component standards; calculate and document serving sizes, nutritional analysis and values. **E**
- Test and make recommendations regarding improved recipes, new products and menu items; conduct cooking and taste tests at school sites; prepare food products for bid testing; prepare special diet menu items for students. **E**
- Oversee the daily operations and special events of the Board Building cafeteria and Catering division of the Central Kitchen; introduce new menu items and food presentation and service procedures. **E**
- Prepare or review the preparation of a wide variety of reports, records and files related to assigned activities such as portion control, industrial accidents, food and

equipment testing, production reports, orders, pack out reports, inventories and recipes. *E*

- Monitor inventory levels of food, supplies and equipment; cost, estimate and order appropriate amounts of commodities, food and emergency items; assure availability of fresh products to meet production schedules; contact vendors regarding orders; receive and inspect delivery of food and supplies. *E*
- Confer with Nutrition Services warehouse staff regarding warehouse dock loading procedures, remote site deliveries, storage and products received; arrange for emergency shipments of items to school sites. *E*
- Continually inspect work areas and equipment to assure the safety of staff; report safety, sanitary and fire hazards to appropriate personnel. *E*
- Assist in the development and preparation of preliminary budgets for Production Center operations; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Communicate with administrators, school sites, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Operate and make minor adjustments to nutrition service equipment such as slicers, strainers, mixers, tilting skillets, griddles, warmers, wrapping and heat seal machines, ovens and can openers; operate a computer and assigned software; drive a District or personal vehicle to various sites to conduct work. *E*
- Oversee and assure central kitchen equipment preventative maintenance schedules are met in accordance with established timelines; monitor equipment safety, repair and use; arrange for major repairs as necessary. *E*
- Test and evaluate new kitchen equipment for strength, ease of use and safety. *E*
- Attend a variety of meetings and in-service trainings. *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 Production Center Manager plans, coordinates and manages the daily activities and operations of the District's Central Kitchen Production Center and Board Building Cafeteria including procurement, delivery, scheduling of menus and large-volume production. Incumbents assure food is prepared according to recipes and established quality and portion control standards and assure compliance with applicable laws, codes, rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods of cooking, baking, preparing and serving food items in large quantities.
 Methods of developing, adjusting and extending recipes and proper substitutions.
 Sanitation and safety practices related to the cooking and preparing food in large quantities.

Nutritional values and menu planning techniques.
Operation of commercial kitchen equipment and utensils.
Principles and practices of training and supervision.
Laws, codes, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic budgeting practices regarding monitoring and control.
Proper methods of food rotation and storage.
Inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Mathematical computations.
Proper lifting techniques.

Ability to:

Plan, coordinate and manage the daily activities and operations of the Central Kitchen Production Center and Board Building Cafeteria.
Prepare, cook and bake food items in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Develop, test, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate commercial kitchen utensils and equipment.
Operate a computer and assigned software.
Monitor and control expenditures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Associate's degree in institutional food management, culinary arts, quantity food preparation or a related field.

Experience:

Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Production Center Supervisor.

An additional year of experience may substitute for one year of the required education.

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

SPECIAL REQUIREMENTS

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification. issued by an authorized agency.

Valid California Class C driver's license and use of a personal or District vehicle.

Applicants for this classification will be required to obtain ~~and submit~~, at his/her own expense, and submit 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.

WORKING ENVIRONMENT

Production center kitchen and warehouse environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Standing, walking or sitting for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Climbing ladders.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity and 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.

PCA: 7/1/2004
Revised: 2/4/2016
Revised:

PERSONNEL COMMISSION



April 13, 2020

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

Background and Findings

The Public Information Director requested staff create a new management classification of Communications Specialist to support of the Office of Public Information. An incumbent will participate in the development and management of a variety of comprehensive communication programs and systems for the District, manage media and general information requests, and develop and manage content for District social media and websites.

Salary Placement

Staff conducted a compensation study of the proposed class of Communications Specialist. Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with six agencies to support a compensation recommendation. The survey median of the six agencies is \$6,472. This median is closest to LBUSD's salary range 32 (M2) with a maximum step of \$6,549 per month.

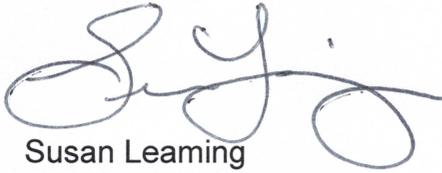
The Superintendent of Schools and the Public Information Director are in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Communications Specialist
2. Allocate the classification of Communications Specialist to 32 (M2)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 32 (M2)
DRAFT

COMMUNICATIONS SPECIALIST

JOB SUMMARY

Under general direction, perform a variety of specialized duties in support of the District's Public Information Office; participate in the marketing and communication initiatives of the District; train 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.

- Participate in the development and management of a variety of comprehensive communication programs and systems for the District including websites, social media, flyer distribution and parent/community communication systems. **E**
- Research, draft, and proofread content for press releases, newsletters, brochures, flyers, websites, agendas, correspondence, and general marketing materials; approve flyers for posting in accordance with established guidelines. **E**
- Process, prioritize and manage media requests and general information requests from community members and outside agencies; serve as a resource regarding District policies and procedures. **E**
- Develop and manage approved content for District social media and websites; share and promote relevant, positive and appropriate content from news and social media affiliates; proactively share information of interest to stakeholders. **E**
- Monitor and track news and social media activity regarding the District; maintain ongoing awareness of current issues affecting the District; draft media talking points and speeches as requested. **E**
- Serve as a contact for District staff regarding use of social media; participate in coordinating and providing technical support and training to District staff in the proper use of social media, websites, and other communication programs and systems to assure adherence to District policies and best practices. **E**
- Participate in emergency communication planning and support; monitor related news and social media coverage; disseminate information and respond to inquiries; serve as a District spokesperson as assigned. **E**
- Participate in and oversee the planning, organizing, and implementation of a variety of social events, programs, projects and activities related to the District's public information efforts; assist in taking photos and videos of events. **E**

- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfer, reassignment, termination and disciplinary actions. *E*
- Participate in the development of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Prepare a variety of complex reports including charts and statistical data; research analyze and compile necessary information and data; maintain records, files and databases related to assigned activities. *E*
- Communicate with administrators, school sites, parents, personnel, public agencies and vendors to coordinate activities, resolve issues, and exchange information. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning the Office of Public Information operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software including desktop publishing software; drive a personal vehicle 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

An incumbent in the Communications Specialist classification participates in the development and management of a variety of comprehensive communication programs and systems for the District including websites, social media, flyer distribution and parent/community communication systems. Incumbents are directly involved in developing, writing and editing a variety of print or electronically-based communication materials as well as coordinating public affairs, media, community relations and marketing activities.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of public affairs, marketing, community relations and communication programs and systems.

General principles of layout, composition, use of graphics, and photography in communications.

Public information channels and methods of distributing news.

Techniques of managing appropriate content on websites and social media.

Elements of writing news releases and other media materials using correct English, grammar, spelling, punctuation and vocabulary.

Associated Press style and proofreading techniques.
Social media writing, best practices, and analytics.
Public speaking techniques.
Oral and written communication skills.
Applicable laws, codes, rules and regulations related to assigned activities.
Research methods and report writing techniques.
Budget preparation and control of expenditures.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

Ability to:

Develop and manage content for District social media, websites and other communication programs and systems.
Prepare compelling, jargon-free, and accurate communications for broad appeal and specialized audiences.
Utilize web technologies, vehicles and formats to achieve communication goals.
Analyze and select pertinent facts and integrate them into communication vehicles.
Assure communications meet District quality standards and policies.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Understand issues from a broad, strategic perspective.
Train, supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software including desktop publishing software.
Prioritize, schedule and complete work with many interruptions.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree in public relations, journalism, communications or a related field.

Experience:

Two years of professional or internship media and public relations experience involving print, internet and social media.

Experience communicating effectively, both orally and in writing, in Spanish 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.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

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

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.

PCA:

PERSONNEL COMMISSION



April 8, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specifications

Background and Findings

The Business Services Administrator requested staff modify the special requirements of 27 Maintenance job family classifications in order to continue efforts to support the health and safety of classified staff engaged with various building materials. As outlined in California's General Industry Safety Orders and the Occupational Safety and Health Standards Board (OSHA) regulations, personnel in these classifications are provided ongoing training and utilize protective gear such as specialized clothing, protective footwear, and respirators.

Specifically, the following statement will standardize existing statements on the class descriptions regarding protective clothing, gear and equipment:

"Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear and equipment as required by law and provided by the District."

The classifications identified to be updated are:

1. Air Conditioning and Refrigeration Technician
2. Asphalt Worker
3. Boiler and Gas Appliance Technician
4. Building Maintenance Worker
5. Building Maintenance Worker/Driver
6. Carpenter
7. Electrician
8. Environmental Health and Safety Manager
9. Environmental Health and Safety Technician
10. Fence Erector
11. Glazier
12. HVAC Technician
13. Landscape Irrigation Technician

14. Locksmith
15. Maintenance Manager
16. Maintenance Mechanic
17. Painter
18. Pest Control Technician
19. Plant Utilities Operator
20. Plasterer
21. Plumber
22. Pool Operator
23. Senior Locksmith
24. Sheet Metal Worker
25. Sign Maker
26. Water/Boiler Treatment Specialist
27. Welder

The Business Services Administrator has reviewed and approved the modifications.

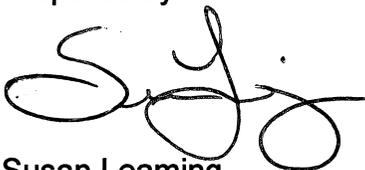
Due to duplicating requirements, rather than attach complete copies of each class specification, staff has attached a matrix that lists the affected classifications, the replaced language in italics, and underlined in classifications where the language is being introduced.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised 27 classifications listed above in this report.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer

Maintenance Job Family
 Matrix of Proposed Modifications to Special Requirements
 April, 2020

<u>Title</u>	<u>Existing Special Requirements</u>
Air Conditioning and Refrigeration Technician	Possession of the Mandatory “Universal Refrigerant Technician Certification” at the time of appointment: Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. <i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Asphalt Worker	<i>Incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Boiler and Gas Appliance Technician	Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. <i>Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.</i>
Building Maintenance Worker	<i>Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law.</i> Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District.
Building Maintenance Worker/Driver	Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver’s license and valid Mobile Crane Operator Certification. Training to obtain the license and crane certification is at District expense. Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. <i>Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law.</i>
Carpenter	Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver’s license after appointment. Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing. <i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Electrician	<i>Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.</i>

Maintenance Job Family
 Matrix of Proposed Modifications to Special Requirements
 April, 2020

<u>Title</u>	<u>Existing Special Requirements</u>
Environmental Health and Safety Manager	<p><i>Incumbents in this class will be required to wear protective clothing, gear and equipment as required by law.</i> Successful completion of AHERA building inspector/management planner, OSHA hazardous waste operations, Department of Health Services lead certification for inspector/assessor and first responder courses at time of application. Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by the requirement to safely wear protective clothing and the demonstrated hazards caused by smokers who work with asbestos) Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense. This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.</p>
Environmental Health and Safety Technician	<p>At the time of appointment, successfully pass an asbestos medical examination at district expense in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Code. Failure to meet the requirement for a satisfactory physical will result in withdrawal of the offer of employment. Be, and remain, clean shaven and a non-smoker while in this classification, (necessitated by requirement to have protective clothing worn safely, and because of the demonstrated hazards caused by smokers who work with hazardous materials.) Under Federal law those individuals required to possess a hazardous materials endorsement shall be subject to alcohol and controlled substance pre-employment testing. <i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i></p>
Fence Erector	<p><i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i></p>
Glazier	<p><i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law</i></p>

Maintenance Job Family
 Matrix of Proposed Modifications to Special Requirements
 April, 2020

<u>Title</u>	<u>Existing Special Requirements</u>
HVAC Technician	Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. <u>Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear and equipment as required by law and provided by the District.</u>
Landscape Irrigation Worker	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Locksmith	<i>Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.</i>
Maintenance Manager	<i>An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Maintenance Mechanic	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Painter	Some employees in this class may be required to take training in order to obtain at District expense a valid class B drivers license after appointment. <i>Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.</i>
Pest Control Technician	Possession of a valid California State Structural Pest Control License, Branch 2 (general pest) and Branch 3 (termite). The incumbent is required to wear respiratory protection equipment and pass periodic physical examinations prescribed for those who must wear respiratory equipment. <u>Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear and equipment as required by law and provided by the District.</u>
Plant Utilities Operator	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Plasterer	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>

Maintenance Job Family
 Matrix of Proposed Modifications to Special Requirements
 April, 2020

<u>Title</u>	<u>Existing Special Requirements</u>
Plumber	A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. <i>Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.</i>
Pool Operator	Possession of a valid Red Cross Lifeguard certificate or equivalent is required at the time of application and must be maintained throughout employment in this classification. Possession of a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification. Renewal certification training for employees is at the District's expense. Possession of a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate. Renewal certification training for employees is at the District's expense. <u>Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear and equipment as required by law and provided by the District.</u>
Senior Locksmith	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Sheet Metal Worker	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Sign Maker	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Water/Boiler Treatment Specialist	<i>Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.</i>
Welder	License as a certified welder for structural steel issued by the City of Los Angeles Department of Building and Safety prior to appointment. <i>Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.</i>

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in Disciplinary Matter PAGES: 52-254

Date: April 23, 2020

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service in accordance with the rules and related materials.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.