

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
June 9, 2016

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of May 26, 2016 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda -
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Facilities Project Manager-Planning 5-6
2. **RATIFY** job announcement bulletin for Instructional Assistant-Parent Resources Center / Bilingual Spanish 7-8
3. **RATIFY** job announcement bulletin for Nutrition Services Projects and Equipment Production Manager 9-10
4. **RATIFY** job announcement bulletin for Nutrition Services Worker 11-12
5. **RATIFY** job announcement bulletin for Purchasing Agent - Revised 13-14
6. **RATIFY** job announcement bulletin for Risk Management Benefits Coordinator 15-16
7. **APPROVE** the certification of High School Equivalency Examiner - BL Spanish 16-0101-5201 eligibility list established June 10, 2016 17
8. **APPROVE** the certification of Instructional Assistant - Intensive Behavioral Treatment 16-0094-5035 eligibility list established June 06, 2016 17
9. **APPROVE** the certification of Instructional Assistant - Male Academy 16-0097-5199 eligibility list established June 01, 2016 17

III. OLD BUSINESS

IV. NEW BUSINESS

1. APPROVE the following:

Revise the classification specification and title for Administrator, Construction
Revise the classification specification and title for Administrator, Facilities,
Development and Planning

18-23

2. ANNOUNCE the Personnel Commission Employee of the Year

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 23, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the 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) 1.

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

**MINUTES
Regular Meeting**

May 26, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, May 26, 2016, 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 Stacey V. Lewis.

ROLL

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

Present: Stacey Lewis
 Linda Vaughan
 Terence Ulaszewski

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Follmuth, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Matt Woods, Executive Director of Information and Technology Systems; Brian Jackson, Administrator of Technology Support Services.

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of May 12, 2016.

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

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, reminded the Commission of the annual Classified Employee Celebration today, Thursday, May 26, 2016 and that the Classified Employee of the Year will be announced at noon.

Shristie Nair, Personnel Analyst reported on recruitment activities and mentioned 21 recruitments are in progress. Recruitment and Testing

Services staff have been meeting with subject matter experts regarding four pending recruitments scheduled to open soon.

Dale Culton, Certification Services Manager, reported 198 Instructional Aide-Special probationary employees have been hired this fiscal year.

Mary Cates, Human Resources Supervisor, reported that she and Judith Lopez, Human Resources Technician, attended the High School Office Supervisors meeting on May 25, 2016 and presented on the classified LTE (Limited Term Employees) evaluation form and review of classified VA's (Vacancy Assignment).

Susan Leaming, Personnel Analyst, gave an update on the Child Care and Instructional Job Study. Ms. Leaming reported she met with the Library Media Center Assistants, Library Media Assistants, CSEA, David Zaid from Employee Relations, and Dale Culton to discuss the impact of the consolidation of classifications on the employees, particularly in regards to seniority.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-12, except items 7 and 9. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve items 7 and 9.

1. **RATIFY** job announcement bulletin for Food Production Utility Worker
2. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
3. **RATIFY** job announcement bulletin for Nutrition Services Manager
4. **RATIFY** job announcement bulletin for School Safety/Security Specialist
5. **RATIFY** job announcement bulletin for Senior Food Production Utility Worker
6. **RATIFY** job announcement bulletin for Senior Systems Analyst
7. **APPROVE** the certification of Accounting Manager 16-0098-0346 eligibility list established May 27, 2016
8. **APPROVE** the certification of Instructional Aide-Special 16-0083-0448 eligibility list established May 13, 2016
9. **APPROVE** the certification of Job Developer 16-0087-0463 eligibility list established May 27, 2016
10. **APPROVE** the certification of Kids Club Supervisor I 16-0089-3268 eligibility list established May 20, 2016
11. **APPROVE** the certification of Kids Club Supervisor II

16-0088-3627 eligibility list established May 20, 2016

12. **APPROVE** the certification of Kids Club Supervisor III
16-0089-3268 eligibility list established May 20, 2016

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

OLD BUSINESS

NONE

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the following:
Create the classification of Technology Field Operations Manager
Allocate the classification of Technology Field Operations Manager to salary range 46 (M2).

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

Following discussion, the Commission elected Terence Ulaszewski to serve as Chairperson and Linda Vaughan as Vice-Chairperson. The motion carried with a unanimous vote of those present for New Business item 2.

2. Annual Election of Officers per P.C. Rule 2.6

Mr. Kato explained that the Classified Employee Celebration is an annual celebration in order to recognize the many contributions departmental and school site classified staff make towards student achievement. The celebration is coordinated by a committee of volunteers and financial support is through a variety of personal and private donations. Mr. Kato thanked everyone who contributed to the success of this event.

3. **DISCUSS** the Classified Employee Celebration

Mr. Kato explained that the Personnel Commission Employee of the Year will be announced in June. This recognition provides staff members the opportunity to receive recognition for their commitment to excellence and exemplary service. Each year, the recipient of the award will receive a plaque and his/her name added to the permanent Personnel Commission plaque displayed in the Commission Office.

4. **DISCUSS** the Personnel Commission Employee of the Year

Commissioner Linda Vaughan updated the Commission on her retirement from Lynwood Unified School District. Mr. Kato along with those present congratulated Ms. Vaughan for her 43 years of service with Lynwood Unified School District.

OTHER ITEMS

Commission Stacey Lewis announced the City of Long Beach will be hosting a variety of summer events including concerts in the park and movies at the beach. The event schedules are available through the city's website. In addition, Ms. Lewis thanked the Commission for giving her the opportunity to serve as the Commission Chair for the last two years.

Valeeta Pharr, CSEA Chapter 2 President, recognized the Personnel Commission for their collaborative efforts towards the Classified Employee Celebration event.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for June 9, 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 8:45 a.m. to discuss the Public Employee Performance Evaluation-Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

The Personnel Commission returned to open session at 8:55 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m. with the consent of the members.

ABOUT OUR DISTRICT

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

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

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

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

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



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**FACILITIES PROJECT
MANAGER-PLANNING**

\$93,108 – \$109,308 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager – Planning. Under general direction, perform a variety of administrative and professional duties related to the District's facilities planning and construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; conduct a variety of analytical studies and prepare reports; supervise and evaluate the performance of assigned personnel; perform related as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering and Construction, then Facilities Project Manager – Planning.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable.

Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

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

Occasional evening and variable hours.

SALARY AND BENEFITS

The annual salary for Facilities Project Manager – Planning is \$93,108 to \$109,308, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Wednesday, June 15, 2016

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER / BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, June 15, 2016

Applications Accepted: May 25, 2016 – June 15, 2016

JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Cabrillo High School.

JOB SUMMARY:

Under immediate supervision, assist in organizing, developing and coordinating activities specifically related to the operations of a District Parent Center; assist in preparing for and performing instructional activities that will assist parents in acquiring information and skills which will strengthen their roles as partners in their children's education; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree or completion of two years of college-level coursework with course emphasis in Adult Education, Social Science, Guidance, Counseling or a related field is required. Workshops, seminars and in-services directly relating to Parent Education are highly desirable.

EXPERIENCE:

One year of experience working with adults in an educational setting including specifically preparing and conveying instructional information. Verifiable supervised experience as a volunteer in a school or related activity may be substituted on an equal basis.

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

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile, the possession of a valid California Class C driver's license, and may be required to travel from one school location to another.
- (2) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.
- (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START:	\$20.81
6 MONTHS:	\$21.96
1 ½ YEARS:	\$23.17
2 ½ YEARS:	\$24.45
3 ½ YEARS:	\$25.80

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 16-0113-3278 SF

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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Dual Exam 16-0119-5078 SF



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES PROJECTS & EQUIPMENT PRODUCTION MANAGER

\$83,532 -- \$98,076 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Projects & Equipment Production Manager. Under direction, a Nutrition Services Projects & Equipment Production Manager plans and coordinates the construction and renovation projects for the District's central kitchen and school site kitchen cafeteria facilities. In this role the Nutrition Services Projects & Equipment Production Manager works with District Maintenance, and Facilities Planning and Construction personnel as well as architects, engineers and consultants. An incumbent has principal responsibility in the design and installation of nutrition services equipment at District sites. An incumbent also has major responsibility for ongoing maintenance and repair of commercial food production equipment performed by skilled nutrition service maintenance personnel working from the Nutrition Center and servicing all District nutrition service kitchen facilities; perform related duties as assigned.

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

THE IDEAL CANDIDATE

Successful candidates will have graduated with a bachelor's degree from an accredited college or university in engineering, construction management, architecture or a closely related field.

Additionally, candidates will have three years experience managing or supervising kitchen facility construction, installation, repair and maintenance of commercial food production kitchen equipment with a large residential, industrial, or governmental entity is required. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment. May be required to travel one school location to another.

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

SALARY AND BENEFITS

The annual salary for Nutrition Services Projects & Equipment Production Manager is \$83,532 to \$98,076, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Friday, June 17, 2016

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Tuesday, June 21, 2016
SUBSTITUTE SALARY: \$13.86

JOB INFORMATION:

POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition services facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

SPECIAL REQUIREMENTS:

(1) Valid Food Handler's certificate is desirable. (2) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START: \$13.86
6 MONTHS: \$14.62
1 ½ YEARS: \$15.42
2 ½ YEARS: \$16.28
3 ½ YEARS: \$17.18

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0120-5068 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PURCHASING AGENT - REVISED

FINAL FILING DATE:

4:30 p.m., Wednesday, June 15, 2016

Applications Accepted: June 10, 2016 – June 15, 2016

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). There are two current vacancies, one located at the Purchasing Branch and the second one at Nutrition Services Branch.

JOB SUMMARY:

Under general supervision, perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; coordinate ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in public administration, business administration or a related field.

EXPERIENCE:

One year of procurement experience including writing specifications. Experience in a public agency is preferred.

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

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license, and may be required to travel from one school location to another. (2) Positions in this classification assigned to the Nutrition Center require applicants to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START: \$30.43
6 MONTHS: \$32.11
1 ½ YEARS: \$33.87
2 ½ YEARS: \$35.75
3 ½ YEARS: \$37.71

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER**

Dual Exam 16-0115-5128 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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ABOUT OUR DISTRICT

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

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

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

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

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

Dual Exam 16-0116-5102 RO

Maria Braunstein



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**RISK MANAGEMENT
BENEFITS COORDINATOR**

\$98,292 - \$115,428 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Risk Management Benefits Coordinator. Under administrative direction, plan, organize, and coordinate the services and activities of the District's employee health and welfare insurance benefits programs; participate in reviewing, selecting and negotiating benefit plans, vendors and providers; train and evaluate the performance of professional and support staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Risk Management Benefits Coordinator.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, human resources management or a related field, including coursework in benefits administration is required.

Additionally, candidates will have three years of experience coordinating employee benefits programs, including one year in a managerial capacity is required. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable.

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

Or

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

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

SPECIAL REQUIREMENTS

Certified Employee Benefit Specialist (CEBS) certification is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. May be required to travel from one school location to another.

SALARY AND BENEFITS

The annual salary for Risk Management Benefits Coordinator is \$98,292 to \$115,428, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Friday, June 24, 2016

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

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

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17

Date: June 9, 2016

Reason for
Consideration: Approval

**High School Equivalency Examiner-
BL Spanish**

Dual

16-0101-5201

List Valid: 6/10/16 – 06/10/17

Total applications received: 29

Total invited to exam: 15

No. Passed: 6

No. Failed: 2

No. Withdrew: 7

No. Screened Out: 14

**Instructional Assistant-Intensive
Behavioral Treatment**

Dual

16-0094-5035

List Valid: 6/06/16 – 6/06/17

Total applications received: 175

Total invited to exam: 72

No. Passed: 49

No. Failed: 13

No. Withdrew: 10

No. Screened Out: 103

Instructional Assistant-Male Academy

Promo

16-0097-5199

List Valid: 6/01/16 – 12/01/16

Total applications received: 38

Total invited to exam: 14

No. Passed: 8

No. Failed: 13

No. Withdrew: 2

No. Screened Out: 15

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 2, 2016



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

May 24, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specifications

Background and Findings

The Business Services Administrator recently reviewed the class specifications for Administrative Coordinator – Construction (salary range 51 M2) and Administrative Coordinator – Facilities, Development and Planning (salary range 51 M2) while initiating recruitment activities. Both classifications are currently vacant.

Specifically, the Business Services Administrator requested the titles be modified to assist with recruitment efforts. The "Administrative Coordinator" title is not an industry standard and the level of responsibility is not reflective of titles used by other agencies.

Attached are copies of the revised specifications showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Administrator, Construction and direct all positions and employment lists be reclassified for the purpose of title change only
2. Approve the revised classification and title of Administrator, Facilities, Development and Planning and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5097
Salary Range: 51 (M2)

ADMINISTRATIVE COORDINATOR/ADMINISTRATOR, —FACILITIES, DEVELOPMENT AND PLANNING

JOB SUMMARY

Under administrative direction, plan, coordinate, ~~manage-administer~~ and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; supervise and evaluate the performance of assigned personnel; 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, ~~manage-administer~~ and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare and oversee preparation of plans, estimates, requests for proposals, specifications, bid forms and contracts for construction, renovation and related services. **E**
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and monitor projects to assure completion of work in compliance with District standards outlined in contractor agreements. **E**
- ~~Participate in C~~coordinate and overseeing pre-construction and planning activities related to modernization, new construction, portable inventory and replacement, master planning, site environmental investigations and compliance with applicable laws, codes, rules and regulations. **E**
- Participate in developing long-range facilities plans; assist in maintaining the District's site and building master plans and related documentation. **E**
- Provide operational leadership to facilities, planning, engineering and construction management; meet regularly to coordinate and integrate multiple stages of ongoing projects to assure seamless, timely, and cost effective completion. **E**
- Review, evaluate and conduct procedural studies of existing facilities work methods and operations; recommend proposals for improvements and implement modifications as needed. **E**
- Develop and implement safety programs; evaluate personnel in the proper performance of safe and efficient work methods and practices and appropriate use and care of equipment. **E**

- Develop and recommend new or revised policies, procedures, rules, regulations, and project schedules for facilities, construction and engineering projects. *E*
- Confer with District staff and manufacturer representatives regarding new or improved products, trade practices and methods of construction; prepare recommendations regarding the purchase of equipment and products. *E*
- Assist in developing, preparing and monitoring the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Serve as the Executive Director in the absence of the Executive Director as necessary. *E*

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 ~~Administrative Coordinator~~ Administrator—Facilities, Development and Planning position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of administration, supervision and training.
Applicable federal, State and local laws, codes and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.

California Environmental Quality Act (CEQA) laws related to school facilities programs.
Developer fee statutes, and redevelopment revenue programs.
Legislative processes and the structure of local and State government.
Public agencies responsible for planning and development of the local geographic area.
Budget preparation and control.
Project management theory and techniques.
Appropriate safety procedures and hazardous material compliance.
Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.
Principles and practices of supervision and training.
Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, coordinate, ~~manage~~ administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch.
Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Analyze situations accurately and adopt an effective course of action.
Assure compliance with applicable laws, codes, rules and regulations.
Plan, direct and evaluate the work of others.
Prepare and deliver oral presentations.
Develop and prepare departmental budgets.
Analyze and develop work methods, procedures and schedules.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Read and interpret plans and specifications.
Plan and organize work.
Operate a computer and assigned software.

Education and Training:

Bachelor's degree in planning, construction management, architecture or a related field.

A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Experience:

Four years of management-level experience in construction, urban studies or facilities planning.

Experience in educational facility planning and construction is preferred.

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

SPECIAL REQUIREMENTS

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

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

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and inspect construction sites.
Sitting for extended periods of time.
Walking over rough and uneven surfaces.
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

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.

**~~Administrative Coordinator~~ Administrator, Facilities, Development & Planning –
Cont. Page 5**

PCA: 4/20/2006
Revised: