

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

MEETING AGENDA

**Regular Meeting
Building B, Room 29
July 21, 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 July 7, 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 Custodian 5-6
2. **RATIFY** job announcement bulletin for Electronics Technician (Substitute) 7-8
3. **RATIFY** job announcement bulletin for Groundskeeper 9-10
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish 11-12
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish 13-14
6. **RATIFY** job announcement bulletin for Nutrition Services Worker – Avalon (Revised) 15-16
7. **RATIFY** job announcement bulletin for Plant Supervisor I 17-18
8. **RATIFY** job announcement bulletin for Plant Supervisor II 19-20
9. **RATIFY** job announcement bulletin for School Support Secretary – BL Spanish 21-22

10. **RATIFY** job announcement bulletin for Student Evaluation Technician 23-24
11. **APPROVE** the certification of Instructional Aide – Special eligibility list 16-0118-0448 established July 20, 2016 25
12. **APPROVE** the certification of Instructional Aide – Special 16-0136-0448 eligibility list established July 21, 2016 25
13. **APPROVE** the certification of School Safety/Security Specialist 16-0112-5015 eligibility list established July 15, 2016 25
- III. **OLD BUSINESS**
- IV. **NEW BUSINESS**
1. **APPROVE** the following:
Revised class specification of Nutrition Services Facilities and Equipment Manager and direct all positions and employment lists be reclassified for the purpose of title change only 26-32
2. **APPROVE** the following:
Revised classification and title of Benefits Administrator and direct all positions and employment lists be reclassified for the purpose of title change only 33-38
- V. **OTHER ITEMS**
- VI. **NEXT REGULAR MEETING**
August 4, 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**

July 7, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, July 7, 2016, at 8:15 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 Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
 Linda Vaughan

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; David Zaid, Director of Employee Relations; and Marilyn Balmer, Personnel Analyst-Retired.

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of June 23, 2016.

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

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, reported on the Personnel Commission Administration Building summer cleaning schedule.

Mr. Kato reported on recruitment and testing activities. We currently have 32 active recruitments in preparation for Fall. He stated that 6 recruitments will be opening soon.

Susan Learning, Personnel Analyst, updated the Commission on the Child

Care and Instructional Job Study. Notices have been distributed. Webpages have been updated. Ms. Learning thanked Adriana Araujo, Judith Lopez, Dale Culton and Mary Cates for their hard work in helping out with the distribution and updating of the notices and webpages including inputting correct assignments into the payroll system.

Dale Culton, Certification Services Manager, updated the Commissioners on IA-Special positions. Mr. Culton also notified the Commissioners of the summer cleanup of files and records.

Mary Cates, Human Resources Supervisor provided the Commission an update on summer placements. Last day of summer school for all sites is July 29, 2016.

Valeeta Pharr, CSEA Chapter 2 President informed the Commission on summer school location site notifications.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-21.

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Custodian - Avalon
3. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
4. **RATIFY** job announcement bulletin for Facilities Project Manager Planning
5. **RATIFY** job announcement bulletin for Health Assistant
6. **RATIFY** job announcement bulletin for Instructional Aide - Special - Avalon
7. **RATIFY** job announcement bulletin for Laborer (Temporary Positions)
8. **RATIFY** job announcement bulletin for Nutrition Services Projects and Equipment Production Manager
9. **RATIFY** job announcement bulletin for Nutrition Services Worker - Avalon
10. **RATIFY** job announcement bulletin for Risk Management Benefits Coordinator
11. **RATIFY** job announcement bulletin for Sheet Metal Worker
12. **RATIFY** job announcement bulletin for Senior Health Assistant

13. **RATIFY** job announcement bulletin for Senior Office Assistant - Avalon
14. **RATIFY** job announcement bulletin for Senior Systems Analyst
15. **APPROVE** the certification of Food Production Utility Worker eligibility list 16-0106-0477 established July 8, 2016
16. **APPROVE** the certification of Intermediate Payroll Accounting Technician 16-0105-0756 eligibility list established June 30, 2016
17. **APPROVE** the certification of Nutrition Services Manager 16-0108-5061 eligibility list established July 5, 2016
18. **APPROVE** the certification of Senior Food Production Utility Worker 16-0107-0478 eligibility list established July 8, 2016
19. **APPROVE** the certification of Warehouse Manager 16-0104-0301 eligibility list established June 24, 2016
20. **APPROVE** the certification of Warehouse Manager 16-0104-0301 eligibility list established June 24, 2016
21. **APPROVE** the certification of Warehouse Supervisor 16-0103-0300 eligibility list established on June 27, 2016

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

OLD BUSINESS

None

NEW BUSINESS

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

1. **APPROVE** the following:
Adopt the revised class specification of Groundskeeper

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

Following discussion, a motion was made by Ms. Vaughan seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the following:
Create the classification of Administrator, K-16 Collaborations and District Programs

Allocate the Administrator, K-16 Collaborations and District Programs classification to salary range 48 (M2)

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

OTHER ITEMS

Mr. Ulaszewski thanked David Zaid, Director of Employee Relations for his attendance at the meeting. Mr. Kato thanked Mr. Zaid and Ms. Pharr for their collaborative efforts regarding district classified employees.

Valeeta Pharr, CSEA Chapter 2 President updated the commission on the collective bargaining unit, salary schedule and the CSEA President's calendar.

Mr. Ulaszewski congratulated CSEA on their 90th Anniversary.

NEXT REGULAR MEETING

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

CLOSED SESSION

None

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:48 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m. Wednesday July 27, 2016
Applications Accepted July 25, 2016-July 27, 2016.

JOB INFORMATION:

The current need is for substitute Custodians. However, the eligible list may also be used to fill future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience OR successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School for Adults. A copy of the Certificate of completion must be attached to employment application.

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations Branch require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) Accepting employment in a permanent (non substitute) position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

START: \$17.69
6 MONTHS: \$18.67
1 ½ YEARS: \$19.69
2 ½ YEARS: \$20.77
3 ½ YEARS: \$21.91

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website:

www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

The examination process for this recruitment will consist of a paper screening of the applicant's training, background and experience; evaluation of responses on a supplemental application; a written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. *Candidates who have completed the 60-hour Building Maintenance course at Long Beach School for Adults will have five (5) additional points added to their passing score. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0001-0139 AS

LBUSD employees, please see reverse side for
Important information.

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRONICS TECHNICIAN (SUBSTITUTE)

FINAL FILING DATE:

4:30 p.m., Monday, August 1, 2016

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, install, repair, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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

SPECIAL REQUIREMENTS:

(1) Valid Class C California Driver's License. Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one school location to another. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) 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: \$28.06
6 MONTHS: \$29.60
1 ½ YEARS: \$31.23
2 ½ YEARS: \$32.95
3 ½ YEARS: \$34.76

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

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Dual Exam 17-0005-0110 RO

LBUSD employees, please see reverse side for
important information.

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

Guidelines:

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Monday, August 1, 2016

Applications Accepted: July 26, 2016 – August 1, 2016

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the possession of a valid California Class C driver's license, and may be required to travel from one school location to another.

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

(3) 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: \$18.68
6 MONTHS: \$19.71
1 ½ YEARS: \$20.97
2 ½ YEARS: \$21.93
3 ½ YEARS: \$23.14

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.

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Dual Exam 17-0006-0172 SF

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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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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT - BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, July 21, 2016

Applications Accepted: July 18, 2016 – July 21, 2016

JOB INFORMATION:

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

JOB SUMMARY:

Under the general direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.

EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) Positions in this classification requires incumbents to have the ability to communicate effectively, both orally and in writing in a language other than English.
- (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or 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 made by the agency.

SALARY RANGE HOURLY:

START: \$18.17
6 MONTHS: \$19.18
1 ½ YEARS: \$20.23
2 ½ YEARS: \$21.34
3 ½ YEARS: \$22.51

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0134-5050 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 cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT - SCHOOLS - BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, July 21, 2016

Applications Accepted: July 18, 2016 – July 21, 2016

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.

EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience.

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

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) Positions in this classification requires incumbents to have the ability to communicate effectively, both orally and in writing in a language other than English.
- (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or 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: \$18.17
6 MONTHS: \$19.18
1 ½ YEARS: \$20.23
2 ½ YEARS: \$21.34
3 ½ YEARS: \$22.51

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
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24 hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 16-0135-5052 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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

ON CATALINA ISLAND

NUTRITION SERVICES WORKER-AVALON (REVISED)

FINAL FILING DATE:

4:30 p.m., Wednesday, July 20, 2016

SUBSTITUTE SALARY: \$13.86

Catalina Island employees receive an additional \$3.29 per hour.

JOB INFORMATION:

PERMANENT 10 MONTH POSITION. POSITION IS .375% FTE (3 HOURS A DAY). LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

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

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0131-5068 OL

LBUSD employees, please see reverse side for
important information.

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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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- ❖ **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.

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Wednesday, July 27, 2016

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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

SALARY RANGE HOURLY:

START: \$20.94
6 MONTHS: \$22.09
1 ½ YEARS: \$23.31
2 ½ YEARS: \$24.59

APPLICATION:

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SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 17-0003-5026 OL

LBUSD employees, please see reverse side for
important information.

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

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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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- ❖ **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.**

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Wednesday, July 27, 2016

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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

SALARY RANGE HOURLY:

START: \$22.72
6 MONTHS: \$23.97
1 ½ YEARS: \$25.28
2 ½ YEARS: \$26.67

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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

Promo Exam 17-0004-5027 OL

LBUSD employees, please see reverse side for
important information.

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

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Guidelines:

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SCHOOL SUPPORT SECRETARY-BL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, July 26, 2016

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent 10 months position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Buffum TLC.

JOB SUMMARY:

Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with Long Beach Unified School District.

Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in the School Support Secretary-Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/billiterate test.

(2) Some positions in this classification may require the use of a personal automobile and possession of a valid California Driver's license.

(3) May be required to travel from one school location to another.

(4) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START: \$23.34
6 MONTHS: \$24.62
1 ½ YEARS: \$25.98
2 ½ YEARS: \$27.41

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER

Promo Exam 17-0002-5159 SF

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

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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

EXTENDED RECRUITMENT

APPLY TO:

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/)

STUDENT EVALUATION TECHNICIAN - 0399

TEMPORARY FALL POSITIONS ONLY

Application Period: March 28, 2016 – July 22, 2016

EXTENDED Filing Date: 4:30 p.m., Friday, July 22, 2016.

HOURLY SALARY: \$20.81

JOB INFORMATION:

This recruitment is for CELDT Student Evaluation Technicians with the Long Beach Unified School District. Assignments are in temporary part-time positions working from September 1, 2016 – October 25, 2016. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled late-August to early-September.

APPLICATION:

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

JOB SUMMARY: Under general supervision, administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension. Incumbents translate written materials and serve as interpreters for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings. Student Evaluation Technicians are typically assigned to the PALMS (Program Assistance for Language Minority Students) or Special Education office and drive a personal vehicle to visit multiple sites. Incumbents will possess excellent oral communication skills and display sensitivity to those encountered during the course of work and perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

TRAINING:

Graduation from high school and training or coursework in normal/abnormal psychology, language acquisition, education or child growth and development.

EXPERIENCE:

Some experience in the process and procedure of test administration, scoring, or related evaluation techniques used to measure, rank or rate the results in terms of student academic achievement and level or personnel employment testing.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII EMPLOYMENT SYSTEM EMPLOYER

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 25

Date: July 21, 2016

Reason for
Consideration: Approval

Instructional Aide – Special

Open

16-0118-0448

List Valid: 7/20/16-7/20/17

Total applications received: 68

Total invited to exam: 31

No. Passed: 16 No. Failed: 2

No. Withdrew: 13

No. Screened Out: 37

Instructional Aide – Special

Open

16-0136-0448

List Valid: 7/21/16-7/21/17

Total applications received: 143

Total invited to exam: 69

No. Passed: 23 No. Failed: 1

No. Withdrew: 45

No. Screened Out: 74

School Safety / Security Specialist

Dual

16-0112-5015

List Valid: 7/15/16-7/15/17

Total applications received: 75

Total invited to exam: 21

No. Passed: 15 No. Failed: 0

No. Withdrew: 6

No. Screened Out: 54

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: July 15, 2016



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

July 8, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specification

Background and Findings

The recruitment for the classification of Nutrition Services Projects & Equipment Production Manager (salary range 42 M2) was opened May through July 2016. Due to an insufficient number of applicants who applied to the position, the entrance qualifications were reviewed by staff and the Nutrition Services Director. It is recommended that the education and experience requirements be updated to attract a larger pool of applicants appropriate to today's labor market.

The recommended changes to the education and experience requirements recognize those who may have worked in the construction and maintenance fields and have applicable courses, certificates or licenses in lieu of a college degree. It is anticipated that the construction and maintenance knowledge, skills and abilities can transfer to nutrition services construction, repair and renovation projects.

The title was also updated to clarify the function of the classification. Utilizing the universal term "facilities" in the title highlights the construction and maintenance aspects of this classification. This title change should be more descriptive to applicants with a facilities or maintenance background.

The Nutrition Services Director has reviewed and approved the proposed modifications to the classification specification.

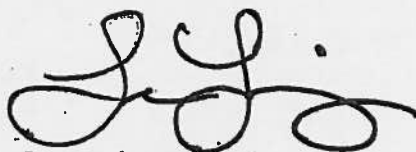
Attached is a copy of the revised specification showing proposed deletions annotated with ~~striketthroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised class specification of Nutrition Services Facilities and Equipment Manager 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 CORE VALUES

Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork



PERSONNEL COMMISSION

Class Code: 5078
Salary Range: 42 (M2)

NUTRITION SERVICES PROJECTS-FACILITIES & EQUIPMENT PRODUCTION MANAGER

JOB SUMMARY

Under direction, plan, organize and coordinate the new construction and renovation projects of school kitchen cafeteria facilities and the Nutrition Center; review the design and supervise the installation of commercial food production equipment; plan, organize and supervise the maintenance and repair of commercial food production equipment; 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, direct, schedule, assign, and evaluate the work of assigned personnel involved in the installation, repair and maintenance of commercial food production, handling, storage and packaging equipment. *E*
- Prepare specifications and consult with vendors regarding the design, development and installation of commercial food production equipment; meet with manufactures' representatives to evaluate commercial food production equipment; analyze proposals and bids and recommend awards. *E*
- Plan, organize and manage the preventative maintenance and repair program of food service commercial food production equipment at the central kitchen and school kitchen cafeterias; supervise the work performed by skilled nutrition service maintenance personnel or contracted services for special equipment. *E*
- Coordinate activities with other Business Service Departments to ensure that services requested and provided meet applicable codes and the specifications of the Nutrition Services Branch. *E*
- Prepare planned survey reports related to food service equipment replacement; recommend alterations at school kitchen cafeterias or the Nutrition Center and establish priorities for accomplishment; develop and recommend budgets for inclusion in departmental budget. *E*
- Review existing plans and specifications, evaluate existing systems and equipment, infra structure and support systems, and outline a scope of work for the development of new or renovation construction projects; determine operational needs for new and existing kitchen cafeteria facilities and consult with District Nutrition Services, Facility Planning, and Maintenance personnel on the renovation of existing and new construction of food service kitchen facilities. *E*

Nutrition Services ~~Projects-Facilities~~ & Equipment Production-Manager -
Continued **Page 2**

- Prepare Request for Proposals (RFP's) and Request for Qualifications (RFQ); assist in the selection process of architects, engineers, consultants and contractors. *E*
- Prepare plans that schedule and track the progress of project activities, identify problems that impede or cause delays and recommend remedial action; monitor the timely completion of the project; prepare summary reports and cost status. *E*
- Review project specifications for constructability and coordinate the support activities and services for successful, timely completion of a project; coordinate project construction work with contractors, architects, consultants and District Nutrition Services, Facility Planning and Maintenance personnel; evaluate and approve change orders in light of project costs and schedules. *E*
- Monitor the timely completion of design documents, prepare summary reports of the design process, schedule and cost status. *E*
- Conduct or supervise inspections of food service kitchen facility construction or renovation work in progress to ensure compliance with plans, specifications, contract provisions and building, health and safety codes and regulations. *E*
- Communicate with a variety of regulatory agencies such as the California Air Resources Board, Los Angeles County Sanitation District and Long Beach and Los Angeles County health departments to assure compliance with applicable regulations; generate and submit required reports. *E*
- Coordinate food service kitchen cafeteria project closeouts on as-built drawings, requirements stated in District manuals, punch list, training and warranty stipulations. *E*
- Work with District Budget and Accounting personnel to identify funding sources and to ensure that accounts follow funding source regulations and requirements. *E*
- Prepare a variety of reports such as preventive maintenance, construction proposals, cost estimates, project status, change orders, etc.; direct the maintenance of project records and files and maintenance and repair activities. *E*
- Operate office equipment such as a computer and assigned software, multi-line telephone, ~~personal computer, terminal and keyboard~~. *E*
- May respond to emergency calls. *E*
- Operate a District vehicle. *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

A Nutrition Services ~~Projects-Facilities~~ & 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-Facilities~~ & 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.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, tools, equipment, and materials used in accomplishing building maintenance, construction and repair work.

Principles of management and supervision.

~~Nutrition services principles such as food ordering, storage, handling, safety and sanitation standards and techniques.~~

~~Correct utilization of cafeteria equipment.~~

~~Kitchen layout, equipment and procedures.~~

~~Principles, practices, tools, equipment, and materials used in accomplishing building maintenance, construction and repair work.~~

Planning and organization of construction and maintenance projects.

Appropriate safety precautions and procedures.

Applicable city, county, State, and Federal building codes and regulations.

General budget development and control procedures.

Job cost estimating and control procedures.

Collective bargaining agreements.

Basic principles of public contract law and purchasing.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Writing skills to prepare clear and concise specifications and reports.

Ability to:

Plan, assign, and supervise the work of others.

Make recommendations regarding the design of equipment for new school kitchen cafeteria facilities and renovation of the central kitchen and school kitchen facilities.

Review equipment, material and labor costs.

Review, analyze and interpret statistical data.

Prepare clear, concise reports and make recommendations.

Read, interpret, and modify plans and specifications.

Recognize and correct safety hazards.

Learn nutrition services principles such as food ordering, storage, handling, safety and sanitation standards and techniques.

Learn correct utilization of cafeteria equipment.

Learn kitchen layout, equipment and procedures.

Remain current with technical developments in nutrition service skilled trade areas, and make recommendations for changes.

Inspect new construction and renovation of ~~nutrition service kitchen cafeteria facilities~~ and ~~nutrition service equipment~~ to insure contract compliance, schedules and safety standards are met.

Maintain and direct the keeping of work costs, plans and related records.

Devise preventive and predictive maintenance programs.

Nutrition Services Projects Facilities & Equipment Production Manager -
Continued **Page 4**

~~Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment including a computer and assigned software.~~
Establish and maintain effective working relationships with others contacted in the course of work.

Plan and direct multiple operations, delegate to subordinates and calculate operational effectiveness.

Analyze written materials and oral communications.

Communicate effectively, orally and in writing.

Education and Training:

~~Graduation with a bachelor's degree from an accredited college or university~~ Graduation from high school supplemented by college-level coursework, certificates or licenses related to the essential functions of the job.

OR

Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration or plumbing.

~~in engineering, construction or project management, architecture or a closely related field.~~

Experience:

Five years of experience in general maintenance, construction and repairs of buildings and structures including at least one year in a supervisory capacity.

~~Three years experience managing or supervising~~ Experience in kitchen facility construction, installation, repair and maintenance of commercial food production kitchen equipment with a large residential, industrial, commercial 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.

WORKING ENVIRONMENT

Administrative office and visits to sites.

Out-of-doors sometimes during inclement weather.

Sometimes subject to dust, fumes, dampness, odors, refuse and sewage.

May work irregular hours and schedules and be on call for emergencies.

PHYSICAL DEMANDS

Nutrition Services ~~Projects~~ Facilities & Equipment ~~Production~~ Manager -
Continued **Page 5**

Occasional lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds. Climb ladders, stairs, scaffolding and ramps one or more stories above ground level. Stooping, kneeling, crouching, and crawling through attics, under flooring, similar places and tight spaces.

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

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to perform inspections and read a variety of materials.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License is required at the time of appointment.

An applicant for this class will be require 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.

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: 12/17/2002
Revised: 10/7/2004
Revised: 4/28/2016
Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

July 13, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specification

Background and Findings

The recruitment for the classification of Risk Management Benefits Coordinator (salary range 48 M2) was opened May through July 2016 and there was an insufficient number of qualified applicants who applied to this position. Staff met with the Financial Services Officer and recommended that the title of the classification be changed to reflect the title of comparable classifications both in the private and public sector. It is anticipated that the title of Benefits Administrator will be more recognizable to future applicants by reflecting industry standards.

The Financial Services Officer has reviewed and approved the proposed modifications to the classification specification.

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

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Benefits Administrator 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: 5402
Salary Range 48 (M2)

RISK MANAGEMENT-BENEFITS COORDINATORADMINISTRATOR

JOB SUMMARY

Under administrative direction, plan, organize, and ~~coordinate-administer~~ 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.

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 ~~coordinate-administer~~ the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403 (b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations. *E*
- Coordinate the reviewing, selecting and negotiating of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts and amendments. *E*
- Direct preparation of records and reports necessary to develop cost analysis for guidance and decision-making of management; *E*
- Review and analyze district health and welfare benefits costs and make recommendations for cost reduction; *E*
- Manage carrier and vendor relationships in the service and delivery of the District's health and welfare plans. *E*
- Manage the implementation of plan design, carrier, and vendor changes that affect the administration of the health and welfare plan including developing timelines, managing testing and directing member and organizational communications. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and coordinate the use of temporary staff; assure confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefit matters. *E*
- Manage and coordinate District-wide open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks and brochures. *E*

- Serve as a liaison between the District and insurance company representatives and agents; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. *E*
- Develop and recommend policies, regulations and collective bargaining contracts related to employee health and welfare insurance benefits. *E*
- Serve as subject matter expert in the administration and plan design of the health and welfare plans during union related activities, including attending negotiations and presenting to both management and bargaining groups. *E*
- Communicate with District employees, administrators, retirees, and outside agencies such as insurance providers and the District's broker/consultant to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues;
- Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. *E*
- Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees. *E*
- Oversee the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; review and approve financial reports and bank reconciliations. *E*
- Prepare or supervise the preparation of a wide variety of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Requests for Proposals, policies, manuals and contracts. *E*
- Provide technical expertise and information to management regarding assigned functions and recommend policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Participate in the development and preparation of preliminary budgets for assigned activities; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Participate in the development, implementation and management of benefits management information systems. *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. *E*
- Lead the Health Benefits Committee and serve as a member of assigned committees such as the Health Benefits Committee; prepare and deliver oral presentations as requested. *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

The ~~Risk Management Benefits Coordinator Administrator~~ plans, organizes and ~~coordinates~~ administers the services and activities of the District's employee health and welfare insurance benefits programs. An incumbent will take leadership in reviewing, selecting and negotiating benefit plans, vendors and carriers and train and evaluate the performance of assigned professional and support staff.

EMPLOYMENT STANDARDS**Knowledge of:**

~~Coordination~~ Administration, organization and management of employee benefit programs.

Methods, practices and procedures used in benefits administration and contract negotiations.

Regulatory agencies governing health and welfare insurance.

Principles and practices of collective bargaining agreements.

Applicable laws, codes, rules and regulations related to assigned activities.

Budgeting and accounting practices regarding monitoring and control.

Research methods and report writing techniques.

Record-keeping techniques.

Principles and practices of assuring high-quality customer service.

Principles and practices of training and supervision.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operations of a computer and assigned software.

Ability to:

Plan, organize and ~~manage~~ administer the services and activities of the District's employee health and welfare insurance benefits program.

Prepare and supervise the preparation of a variety of auditable records, files and reports.

Analyze situations accurately and adopt an effective course of action.

Analyze, interpret and explain legal contract language.

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

Train, supervise and evaluate the work of others.

Prepare and deliver oral presentations.

Compose complex communications and informational materials.

Oversee the accounting activities of benefit programs and contracts.

Participate in the development and preparation of preliminary budgets.

Monitor and control expenditures.

Analyze and develop work methods, procedures and schedules.

Communicate effectively both orally and in writing.
Plan and organize work.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.

Education and Training:

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

Experience:

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.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Potential for contact with dissatisfied or abusive individuals.

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.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally to file materials.
Bending at the waist, kneeling or crouching to file 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.

7/27/2006

Revised: 9/27/12PCA: