

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
December 10, 2015

10:00 a.m.

ADDENDUM
PAGE NO.

- I. GENERAL COMMUNICATIONS FUNCTIONS
 1. Call to order – Stacey V. Lewis
 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 November 12, 2015 1 – 3
 5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
 6. **HEAR** public on items not listed on the agenda
 7. **HEAR** report from the Executive Officer
- II. CONSENT AGENDA
 1. **RATIFY** job announcement bulletin for Executive Director – Facilities Development and Planning 4 – 5
 2. **RATIFY** job announcement bulletin for Middle School Office Supervisor 6 – 7
 3. **RATIFY** job announcement bulletin for Multimedia Technology Supervisor 8 – 9
 4. **APPROVE** the certification of ASB Financial Technician 16-0041-0751 eligibility list established December 10, 2015 10
 5. **APPROVE** the certification of Benefits Analyst 16-0020-5198 eligibility list established December 4, 2015 10
 6. **APPROVE** the certification of Campus Security Officer 16-0015-5011 eligibility list established December 2, 2015 10
 7. **APPROVE** the certification of Campus Security Officer 16-0024-5011 eligibility list established December 2, 2015 10
 8. **APPROVE** the certification of Campus Security Officer 16-0029-5011 eligibility list established December 2, 2015 10
 9. **APPROVE** the certification of Instructional Assistant Computer Resources 16-0034-0603 eligibility list established December 3, 2015 10

10. **APPROVE** the certification of Instructional Aide – Special 16-0031-0448
eligibility list established November 16, 2015 10
11. **APPROVE** the certification of Nutrition Services Worker 16-0023-5068
eligibility list established December 1, 2015 11
12. **APPROVE** the certification of Production Center Supervisor 16-0027-5070
eligibility list established December 1, 2015 11
13. **APPROVE** the certification of Library/Media Assistant 16-0028-0465
eligibility list established November 20, 2015 11
14. **APPROVE** the certification of Locker Room Attendant 16-0033-0208
eligibility list established November 16, 2015 11
15. **APPROVE** the certification of Senior ASB Financial Technician 16-0042-0761
eligibility list established December 10, 2015 11
- III. OLD BUSINESS
- IV. NEW BUSINESS
 1. **APPROVE** the abolishment of the following classification:
Abolish the classification of Assistant Warehouse Manager 12 – 17
 2. **APPROVE** the revision of the following:
Revise the classification specification for Administrator, K-16
Collaborations and External Programs 18 – 24
 3. **APPROVE** the revision of the following:
Revise the classification specification for School Safety Officer 25 – 30
 4. **APPROVE** the recommendation to remove from eligibility list ID 24331595 31 – 43
 5. **APPROVE** the recommendation to remove from eligibility list ID 13506477 44 – 58
- V. OTHER ITEMS
 1. **DISCUSSION** of the PCASC event attended by Commissioners and
Executive Officer on November 13, 2015
- VI. NEXT REGULAR MEETING

January 7, 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

November 12, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, November 12, 2015, at 8:20 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Stacey V. Lewis.

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda J. Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Oralia Leyva, Human Resources Technician; Stephanie Lea, Human Resources Technician; and Kasey Noble, Interim Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Juan Garcia, CSEA Chief Job Steward; and Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of October 29, 2015.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reminded the Commission of the Personnel Commission Association of Southern California (PCASC) session being held on Friday, November 13, 2015. Mr. Kato reported on collaboration efforts with Long Beach Unified School District and CSEA on changing salary dates of employees from a Quadri-Weekly to Semi-Monthly and the calculation of seniority. Mr. Kato reported he would be attending the CSEA Interest and

Chapter meeting this month to address any concerns they may have.

Shristie Nair, Personnel Analyst, reported on 21 current and 19 upcoming recruitments. Ms. Nair informed the Commission of meetings she has had with subject matter experts to ensure relevancy and validity of examinations.

Susan Leaming, Personnel Analyst, notified the Commission that 95 classified employees were trained in CPR on Friday, October 30, 2015. Ms. Leaming reported that the CPR class included infant CPR and Automated External Defibrillator (AED) training.

Mary Cates, Human Resources Supervisor, reported that Judith Lopez, Human Resources Technician, attended a free AESOP training on Tuesday, November 10, 2015.

Judith Lopez, Human Resources Technician, informed the Commission on the pending AESOP modification to comply with the new law providing sick time to substitute employees. Ms. Lopez mentioned that she would like to implement a training on how to use AESOP for Instructional Aide – Special substitutes in association with Special Education; as a similar program is offered by Human Resource Services for substitute teachers.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-7, with the revision of calendar to a 220 day flex schedule on the bulletin for Production Specialist/Editor.

1. **RATIFY** job announcement bulletin for Production Specialist/Editor (REVISED)
2. **RATIFY** job announcement bulletin for Senior Administrative Secretary
3. **APPROVE** the certification of Instructional Aide – Special 16-0030-0448 eligibility list established October 30, 2015
4. **APPROVE** the certification of Senior Office Assistant 16-0005-0677 eligibility list established November 5, 2015
5. **APPROVE** the certification of Senior Office Assistant – Bilingual Spanish 16-0006-5089 eligibility list established November 5, 2015
6. **APPROVE** the certification of Senior Office Assistant – Schools 16-0003-3363 eligibility list established November 5, 2015
7. **APPROVE** the certification of Senior Office Assistant – Schools – Bilingual Spanish 16-0004-5091 eligibility list established November 5, 2015

OLD BUSINESS

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to move Old Business item 1 to Closed Session.

1. **RECEIVE** the Hearing Officer's report in the disciplinary matter of employee # 00377623

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms.

Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the revision and abolishment of the following:
Revise the classification specification for Instructional Warehouse Assistant
Abolish the classification of Library Services Assistant

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 creation and allocation of the following classification:
Create the classification of Instructional Assistant – Male Academy
Allocate the classification of Instructional Assistant – Male Academy to salary range 20 (C1)

OTHER ITEMS

Commissioner Terence Ulaszewski expressed his gratitude and extended his sincerest thanks to Veterans, their spouses and children in honor of Veterans Day.

Commissioner Stacey Lewis echoed Mr. Ulaszewski's sentiment in honoring Veterans and their families. Ms. Lewis informed the Commission of her attendance at the Talent Acquisition Conference in Beverly Hills on November 4 – 5, 2015, where "Candidate Experience" was a key initiative. Ms. Lewis encouraged the staff to continue their hard work in making the candidate experience positive. Ms. Lewis extended her appreciation to the Personnel Commission staff and stressed the importance of validating one another.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that Classified staff is able to take vacation time during the week of Thanksgiving.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for December 10, 2015, at 10:00 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 9:05 a.m. to receive and discuss Old Business item 1.

OPEN SESSION

The Personnel Commission returned to open session at 10:09 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:10 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world.

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

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

Long Beach, the International City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.



An Exciting Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR – FACILITIES DEVELOPMENT AND PLANNING

**\$129,646 – \$152,235
Annually**

DUAL EXAM 16-0046-5084 mb

Maria Kraunstein

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Executive Director – Facilities Development and Planning. Under the direction of the Chief Business and Financial Officer, this Executive Director will plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition; develop, administer and monitor the District's long-range capital improvement strategic master plans.

The District offers an excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, education (specializing in school business), planning, environmental design, architecture, engineering, construction management, or a related field. A Master's degree in urban planning or above-mentioned fields is highly desirable.

Additionally, candidates will have five years of large-scale facilities planning and construction management experience. Experience in educational facilities planning, funding and construction management is highly preferred.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

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

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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.** Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbUSD.k12.ca.us/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

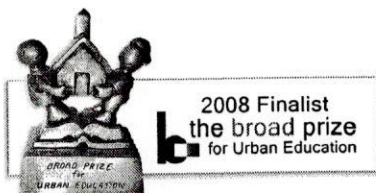
4:30 p.m., Friday, December 4, 2015

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

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

<http://www.lbUSD.k12.ca.us/Departments/Personnel Commission/>

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Promotional Employment Opportunity

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/Main_Offices/Personnel_Commission/

MIDDLE SCHOOL OFFICE SUPERVISOR – 3357

Final Filing Date: 4:30 p.m., Tuesday, December 15, 2015

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$4,068	\$4,297	\$4,528	\$4,777
HOURLY:	\$23.47	\$24.76	\$26.13	\$27.56

JOB INFORMATION: Permanent 10 months, 100% full-time position. The current vacancies are located at Lindbergh and Nelson Middle School.

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/ (click the "Promotional Opportunities" link). 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 the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel; and perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor with the Long Beach Unified School District.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one school location to another. (3) 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.

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.

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/MERIT SYSTEM EMPLOYER

Exam 15-0037-3357 AS
Promotional Examination

LBUSD Employees, please see reverse side for important information

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

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

Guidelines:

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

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

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

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



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Departments/Personnel_Commission/

MULTIMEDIA TECHNOLOGY SUPERVISOR - 5154

Final Filing Date: 4:30 p.m., Tuesday, December 15, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$5,632	\$5,943	\$6,270	\$6,614
<u>HOURLY:</u>	\$32.50	\$34.29	\$36.18	\$38.16

JOB INFORMATION: Permanent 10 month flex, 100% position. The current vacancy is located in Multimedia Services.

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 direction, plan, oversee and implement technology and related systems for the Office of Multimedia Services (OMS); plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots; train and supervise the performance of assigned personnel; perform related duties as assigned.

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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Associate's degree in computer science, communications, video editing, video production or a closely related field.

EXPERIENCE: Three years of experience in audio, video and multimedia production including digital video/graphics, video editing and production technology systems and software.

SPECIAL: (1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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.** Attendance will be at the applicant's expense. 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

Exam 16-0051-5154 EE
Dual Examination

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:

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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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10 – 11

Date: December 10, 2015

Reason for
Consideration: Approval

ASB Financial Technician

List Valid: 12/10/15 – 12/10/16

Total applications received: 41

No. Passed: 3 No. Failed: 14

Dual Exam

Total invited to exam: 22

No. Withdrew: 5

16-0041-0751

No. Screened Out: 19

Benefits Analyst

List Valid: 12/04/15 – 12/04/16

Total applications received: 52

No. Passed: 3 No. Failed: 4

Dual Exam

Total invited to exam: 12

No. Withdrew: 5

16-0020-5198

No. Screened Out: 40

Campus Security Officer

List Valid: 12/02/15 – 12/02/16

Total applications received: 120

No. Passed: 1 No. Failed: 0

Open Continuous

Total invited to exam: 2

No. Withdrew: 1

16-0015-5011

No. Screened Out: 118

Campus Security Officer

List Valid: 12/02/15 – 12/02/16

Total applications received: 109

No. Passed: 6 No. Failed: 4

Open Continuous

Total invited to exam: 12

No. Withdrew: 2

16-0024-5011

No. Screened Out: 97

Campus Security Officer

List Valid: 12/02/15 – 12/02/16

Total applications received: 17

No. Passed: 12 No. Failed: 1

Open Continuous

Total invited to exam: 17

No. Withdrew: 4

16-0029-5011

No. Screened Out: 86

Instructional Assistant Computer Resources

List Valid: 12/03/15 – 12/03/16

Total applications received: 57

No. Passed: 6 No. Failed: 4

Dual

Total invited to exam: 20

No. Withdrew: 10

16-0034-0603

No. Screened Out: 37

Instructional Aide – Special

List Valid: 11/16/15 – 11/16/16

Total applications received: 84

No. Passed: 24 No. Failed: 0

Open Continuous

Total invited to exam: 46

No. Withdrew: 22

16-0031-0448

No. Screened Out: 38

Nutrition Services Worker

List Valid: 12/01/15 – 12/01/16

Total applications received: 230

No. Passed: 70 No. Failed: 28

Open

Total invited to exam: 186

No. Withdrew: 88

16-0023-5068

No. Screened Out: 44

Production Center Supervisor

List Valid: 12/01/15 – 12/01/16

Total applications received: 13

No. Passed: 5 No. Failed: 3

Promotional

Total invited to exam: 9

No. Withdrew: 1

16-0027-5070

No. Screened Out: 4

Library/Media Assistant

List Valid: 11/20/15 – 11/20/16

Total applications received: 213

No. Passed: 9 No. Failed: 4

Dual Exam

Total invited to exam: 20

No. Withdrew: 7

16-0028-0465

No. Screened Out: 193

Locker Room Attendant

List Valid: 11/16/15 – 11/16/16

Total applications received: 49

No. Passed: 19 No. Failed: 2

Promotional

Total invited to exam: 24

No. Withdrew: 3

16-0033-0208

No. Screened Out: 25

Senior ASB Financial Technician

List Valid: 12/10/15 – 12/10/16

Total applications received: 29

No. Passed: 5 No. Failed: 2

Dual

Total invited to exam: 8

No. Withdrew: 1

16-0042-0761

No. Screened Out: 21

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: December 4, 2015



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

November 17, 2015

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification Specification

Background and Findings

The single incumbent classification of Assistant Warehouse Manager (38 M2) was created in 1998 and has been vacant since the last incumbent retired in June 2013.

The District central warehouse is managed by a Warehouse Manager (42 M2) who has responsibility for planning, organizing and managing the operations and activities of the warehouse. Under the Warehouse Manager is the Warehouse Supervisor (29 S1) who participates in daily warehousing activities and has responsibility for directly supervising staff involved in the shipping, receiving, storing and issuing of materials, commodities and equipment.

Staff spoke with District administration who believe the current staffing structure meets the needs of the warehouse and do not anticipate utilizing the Assistant Warehouse Manager classification in the future.

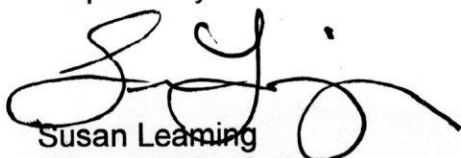
No current employees will be affected by this action as the class is vacant and there is no reemployment list in place.

Recommendations

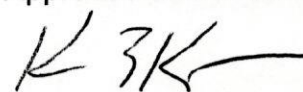
Staff recommends the Personnel Commission:

1. Abolish the class specification of Assistant Warehouse Manager

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0770
Salary Range: 38 (M2)

ASSISTANT WAREHOUSE MANAGER

JOB SUMMARY

Under general direction, plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse; assure smooth and efficient warehouse operations and the timely shipping, receiving, storing and issuing of materials, commodities and equipment. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and coordinate the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; process related paperwork; input and update computerized records. **E**
- Follow up with vendors and shipping companies regarding damaged shipment reports and arrange for adjustments; confer with District personnel regarding purchase order payment authorization. **E**
- Oversee and participate in the filling and processing of requisitions; pull, pack and ship items in accordance with requisition specifications; verify merchandise counts; wrap and label pallets; move merchandise to loading docks and staging or will call areas for shipment or pickup; complete and submit related paperwork. **E**
- Coordinate the loading of delivery trucks, driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods and equipment. **E**
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software; arrange for equipment repairs. **E**
- Oversee and participate in periodic and annual inventory activities; prepare items in stock for inventory; count and record numbers of stock items. **E**

- Plan and organize warehouse space for new and regular stock items; plan for storage of bulk items or special orders; coordinate the identification and disposition of records and surplus materials. *E*
- Participate in the formulation and development of warehouse policies and procedures; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Provide recommendations concerning the purchase of new warehouse equipment and supplies; evaluate and make recommendations regarding vendor proposals, leases and service contracts. *E*
- Participate in the development of the division's preliminary annual budget; authorize and control expenditures in accordance with established limitations. *E*
- Oversee the preparation and maintenance of records and files such as equipment inspection reports, Material Safety Data Sheets (MSDS) and daily activity sheets; compile data and prepare reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Oversee and assure warehouse and work areas are maintained in a clean, safe and orderly condition. *E*
- Lock and unlock warehouse doors and gates; maintain security of warehouse areas according to established guidelines; set alarms as appropriate. *E*
- Serve as the Warehouse Manager in the absence of the Warehouse Manager as assigned. *E*
- Attend and participate in meetings, conferences and trainings; conduct presentations as directed. *E*
- Certify District employees in the operation of forklifts. *E*
- Assist in the gathering and disposition of records and surplus materials.

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

DISTINGUISHING CHARACTERISTICS

An Assistant Warehouse Manager participates in the planning, organization and overseeing of the daily operations and activities of the District's centralized warehouse. An incumbent directly supervises staff involved in the shipping, receiving, storing and issuing of materials, commodities and equipment and also participates in daily warehousing activities. An incumbent will participate in resolving issues regarding damaged items, incomplete or partial vendor shipments, tracking lost or missing shipments and the authorization of payments to vendors.

EMPLOYMENT STANDARDS**Knowledge of:**

Methods, practices and terminology used in warehouse operations.
Shipping and receiving procedures.
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
Operation of equipment used in the receipt, storage and shipping of materials, commodities and equipment.
Proper storage techniques.
Proper lifting techniques.
Space utilization and inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Report preparation techniques.
Health and safety regulations.
Mathematical computations.
Principles and practices of supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse.
Train and evaluate the performance of assigned personnel.
Receive, store, ship and deliver materials, supplies and equipment to various locations.
Operate a variety of warehouse equipment including a forklift.
Operate a computer and assigned software.
Drive a District vehicle to conduct work.
Utilize space efficiently and effectively.
Oversee the maintenance and recording of inventory.
Interpret, apply and explain rules, regulations, policies and procedures.
Understand and resolve issues, complaints or problems.
Prioritize and schedule work.
Meet schedules and time lines.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Perform mathematical computations.

Education and Training:

Associate's degree including coursework in logistics, business administration, public administration or a related field.

Experience:

Three years of experience receiving, inspecting, storing and shipping general stores and equipment including one year in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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

Valid Forklift Operator Certification at time of appointment.

Incumbents must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator Trainer course within six months of employment.

WORKING ENVIRONMENT

Office and warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Driving a vehicle to conduct work.

Working at heights.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

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

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials.
Standing for extended periods of time.
Walking.
Climbing ladders to reach supplies and equipment.
Heavy physical labor.

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: 4/16/98
Revised: 3/6/2008



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

November 23, 2015

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specification

Background and Findings

The Assistant Superintendent, High Schools recently reviewed the class specification for Administrator, K-16 Collaborations and External Programs (salary range 48 M2) while initiating recruitment activities. The classification of Administrator, K-16 Collaborations and External Programs was created in 2000 and has never been revised.

In October 2012, a team of Long Beach representatives from the Long Beach Unified School District; California State University, Long Beach; Long Beach Community College; and the Port of Long Beach established an intermediary for the Long Beach Collaborative to Advance Linked Learning (LBCALL) that would foster college, career, and pathway development after high school. LBCALL supports and promotes Linked Learning and the connection between education and workforce, school and career, and classroom learning and the workplace.

While the existing specification is written to encompass all K-16 collaborations and external programs that may be assigned, duty statements were updated to provide applicants a more thorough job preview and to emphasize developing workforce preparation and employment pathways for students through external partnerships. Staff also added standard management duty statements related to monitoring budgets and supervising and evaluating assigned staff.

The Assistant Superintendent, High Schools has reviewed and approved the proposed modifications to the classification specification.

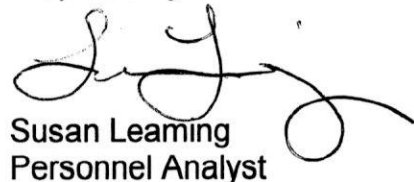
Attached is a copy of the revised specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Administrator, K-16 Collaborations and External Programs

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: 3338
Salary Range: 48 (M2)

ADMINISTRATOR, K-16 COLLABORATIONS & EXTERNAL PROGRAMS

JOB SUMMARY

Under general direction, to plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District; and to perform related duties as required 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, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District. E
- Plan, organize, manage, and integrate special funding activities and partnerships including identifying possible funding and collaboration sources in the corporate and foundation arenas, expanding initial programs to full collaborative partnerships, and preparing grant application materials. **E**
- Oversee communications and public relations for assigned external programs; act as a liaison and facilitate communication with California State University, Long Beach, Long Beach City College, the City of Long Beach, the Port of Long Beach and a variety of state and federal agencies related to the K-16 collaborations in which the District participates. **E**
- Manage and provide leadership to assigned K-16 collaborations and external programs; coordinate meetings, public speaking, conference presentations, receptions and reception sponsors; prepare strategic planning models and continually monitor and report progress of ongoing programs. **E**
- Facilitate effective networking and position the Long Beach Unified School District as an organization promoting active partnerships among public and private corporate and public agency sponsors. **E**
- Develop, conduct and evaluate District educational initiatives and campaigns for assigned programs, including direct partnerships and collaboration with media, governmental agencies, corporate or other organizations and stakeholders. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the Long Beach Unified School District. E

- Develop and coordinate roles for local employers, community-based organizations, workforce development agencies, vocational schools and post-secondary education institutions that connect school to careers and support student employability and workforce preparation through Linked Learning. *E*
- Provide focus on detail and follow-through for program proposals and implementation; provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students and attain policy goals of the District's mission. *E*
- Meet with and address a variety of groups, including school administrators, Superintendent of Schools, Board of Education members, officials of public and private agencies and corporations, to gather and disseminate information relative to a variety of educational reforms, school initiatives, external programs and partnerships and other related issues. *E*
- Establish and monitor goals, benchmarks and milestones with partners; steward existing collaborative relationships to further enhance and improve program outcomes. *E*
- Develop or Assist in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect District collaborative programs, administration or fiscal policies. *E*
- Develop and monitor assigned budgets; provide operating analyses to various groups including the Board of Education, District administration and oversight committees; assure compliance with applicable laws, codes, rules and regulations. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*

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

DISTINGUISHING CHARACTERISTICS

An Administrator, K-16 Collaborations and External Programs plans, develops and maintains communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, state and local regulations related to grant-funded programs, as well as foundation sources.

History of and emerging issues in school reform work and of school reform efforts in California and nationally.

Grant writing processes, applications, procedures and deadlines.

Public education concerns, issues and legislation.

Strategic planning and project management techniques.

Concepts, principles, kinds, and practices of grant development.

Budget preparation and control.

Fundraising activities and grant acquisition techniques.

Marketing techniques and strategies including online resources and other communication medias.

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

Public speaking techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Ability to:

Plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District.

Represent LBUSD the Long Beach Unified School District in a professional manner.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.

Build partnership associations and coalitions with a variety of corporate and government agencies.

Adapt to changing circumstances and work quickly under pressure of deadlines.

Research potential partnerships and funding sources through use of online resources and other communication medias.

Develop and monitor budgets.

Prepare and deliver effective oral presentation including the use of PowerPoint or similar computer graphics.

Establish and maintain effective working relationships with public and corporate executives, and elected officials and others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Assure compliance with applicable laws, codes, rules and regulations.

Supervise and evaluate the performance of assigned staff.

Develop and implement long-term strategic plans.

Accept and carry out responsibility for direction, control and planning.

Maintain current knowledge of educational reforms, initiatives and trends.

Communicate effectively both orally and in writing.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and assigned office equipment.

Education and Training:

Graduation from an accredited four-year college or university with a degree in social science, English, public relations, social work, education, or related field is required.

A Master's degree in one of these fields is desirable.

Experience

Three years experience in lobbying, advocacy, public policy, coalition building, and grant writing, for public, non-profit agencies is required. Experience within a public education setting is preferred.

To have established a network or resources for partnerships, collaborative and public and private corporations, and agency sponsors 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

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

Position in this class may routinely require district paid travel throughout the United States, with varied work hours.

WORKING ENVIRONMENT

Office environment.
;fFrequent interruptions.
;eContinuous visits to sites and other agencies.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
~~;sSitting or standing and operating a personal computer for extended periods of time.~~
~~;sSeeing to read handwritten documents or other records and reports a variety of materials.~~
~~;hHearing and speaking to exchange information in person or on the telephone and deliver oral presentations.~~
~~;sStamina, poise and presence sufficient to speak knowledgeably and confidently to groups.~~

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: 5/26/2000

Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

November 13, 2015

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

Background and Findings

The Chief of School Safety and Emergency Preparedness recently reviewed the class specification for School Safety Officer while initiating recruitment activities and requested Commission Staff make some minor revisions.

A duty statement regarding issuing citations to juveniles was added as School Safety Officers routinely issue citations. The duty statement related to going on patrol with a Long Beach police officer was removed as the "juvenile car" program is no longer in existence and not expected to return.

Lastly, the special requirement related to selectively certifying in a language other than English was removed because the department has never invoked the certification and the Chief does not see a need to in the future.

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

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of School Safety Officer

Prepared by:

Susan Learning
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



Class Code: 5014
Salary Range: 31 (C1)

SCHOOL SAFETY OFFICER

JOB SUMMARY

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

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.

- Patrol roads and streets near District sites in a school ~~security~~-patrol vehicle and on foot to protect against crimes such as vandalism, burglary, trespass and theft; detain suspects and call for assistance of local law enforcement agencies when arrest is required; prepare written incident reports. **E**
- Respond to alarm calls at sites to determine if unauthorized entry or faulty operation of an alarm has occurred; reset alarms as needed. **E**
- Report safety hazards observed at sites while on patrol. **E**
- Respond to dispatcher calls for assistance at sites where disturbances and unruly behavior among students or by adults occur; work with site administrators in making a demonstration of authority to keep order; conduct search of a student's personal effects to determine possession of illegal substances or materials. **E**
- Patrol areas adjacent to schools identified as locations of loitering by students and adults; request identification of students as appropriate; transport truant students to school or the truancy center; transport students home as directed. **E**
- Participate in discussions with individual students, parents and school staff for the purpose of channeling student activities into acceptable behavior, good attendance and academic achievement. **E**
- ~~Go on vehicle patrol with a Long Beach Police Officer in designated District areas to work as a team in providing timely service in juvenile crime prevention and serve as liaison between the community police department and school administration and staff. **E**~~
- Prepare reports about crimes against District property and offenses against District personnel or students; coordinate reporting and action with local law enforcement agencies. **E**
- Issue citations for various juvenile offenses including petty theft, possession of illegal substances, battery and other penal code violations. **E**

- Respond to emergency situations such as site lock downs, civil disturbances or gang violence at or near a school site; take action to prevent or intervene in altercations; may render first aid or cardiopulmonary resuscitation as needed. *E*
- Keep a log to record activities and incidents that occur on the assigned shift. *E*
- Operate two-way radio, observing unit designators. *E*
- Operate a District security vehicle observing legal and defensive safe driving practices. *E*
- May serve as dispatcher in school safety communications center as needed.
- May attend and participate in hearings and trials of suspects.

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 School Safety Officer, in uniform and armed, is on patrol throughout the District on or near District sites to provide security for and prevent crime against students, faculty, staff and District property. An incumbent demonstrates sensitivity to and awareness of the behavior and perceptions of adolescents in communicating and enforcing school District rules and regulations and California codes. In addition to routine patrol in the District, an incumbent works closely with site administrators by assisting with calming individual or groups of unruly students or parents and responding to emergency calls from sites.

EMPLOYMENT STANDARDS

Knowledge of:

Rules and regulations pertaining to the protection of buildings and grounds belonging to the District.

California Penal Code, Education Code, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, other criminal matters, and law-enforcement procedures.

Sections of the California Welfare and Institutions Code that pertain to Juvenile Court law.

District school safety officer manual of rules and regulations.

Group dynamics related to adolescents.

Techniques of group and crowd control.

Handgun use and safety measures.

Patrol and security methods and procedures.

Geographical layout of the District.

Policies and procedures of local law-enforcement and emergency agencies.

Security measures and devices.

District security alarm systems.

First aid and life saving techniques.

Personal computer and keyboard.

Ability to:

Learn policies of the District's school safety program.

Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.

Learn and have a general familiarity with applicable juvenile laws, Penal Code, and Education Code sections.

Qualify to use a handgun.

Control behavior of students in a wide variety of situations.

Deal effectively with juveniles and maintain good relations with school personnel, police officers, and the public.

Observe and retain names, faces, and details of events or occurrences.

Exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on district property.

Keep complete and accurate records and prepare clear and concise reports.

Operate two-way radio equipment.

Understand and carry out both oral and written instructions.

Operate a vehicle observing legal and defensive driving practices.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Training:

Equivalent to graduation from high school.

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

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

Experience:

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

OR

One year as a Campus Security Officer, School Safety/Security Specialist or Gang Intervention Specialist in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.

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

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

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts.

~~Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected.~~

WORKING ENVIRONMENT

Outdoors and indoors.

Occasional inclement weather.

School facilities to include classrooms, offices, other rooms and grounds.

Areas adjacent to school sites.

Community streets and roads.

Other District sites such as Purchasing, Warehouse, Personnel Commission, etc.

Exposure to dissatisfied or abusive individuals, confrontations, fights and use of hand weapons.

PHYSICAL DEMANDS

Visual field and depth and color.

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

Seeing to read, prepare and proofread documents and perform assigned duties.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment.

Lifting objects weighing up to 50 pounds.

Agility and strength to make apprehensions and to protect self from attack.

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

Per Board of Education resolution 071805-B, effective July 18, 2005, this classification has been designated as a police class. 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.

8/94

Revised 9/14/2000

Revised 4/11/2002

Revised 6/19/2003

Revised 5/5/2005

Revised: 7/13/2006

Revised: 9/21/2006

Revised: 2/19/15

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 31 - 43

Date: December 10, 2015

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the eligible is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 44 - 58

Date: December 10, 2015

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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