

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

MEETING AGENDA

Regular Meeting
B Building Room 29

8:15 a.m.
April 2, 2015

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey 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 March 19, 2015 1-4
5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary 5-6
2. **RATIFY** job announcement bulletin for Administrative Secretary – Bilingual Spanish 7-8
3. **RATIFY** job announcement bulletin for Campus Security Officer 9-10
4. **RATIFY** job announcement bulletin for Executive Secretary (C) 11-12
5. **APPROVE** the certification of Custodian eligibility list established March 27, 2015 13
6. **APPROVE** the certification of Custodian eligibility list established March 27, 2015 13
7. **APPROVE** the certification of Custodian eligibility list established March 27, 2015 13
8. **APPROVE** the certification of Custodian eligibility list established March 27, 2015 13
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list established April 2, 2015 13
10. **APPROVE** the certification of Kids' Club Supervisor I eligibility list established March 31, 2015 13

	11. APPROVE the certification of Kids' Club Supervisor II eligibility list established March 31, 2015	13
	12. APPROVE the certification of Kids' Club Supervisor III eligibility list established March 31, 2015	13
III.	OLD BUSINESS	
	13. APPROVE the certification of the revised Computer Support Technician eligibility list established March 12, 2015	13
	14. RATIFY job announcement bulletin extension for Executive Officer Personnel Commission and Classified Employment	14-15
IV.	NEW BUSINESS	
	1. APPROVE the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9 Second Reading	16-19
	2. APPROVE the adoption of the revised classification specification for Building Maintenance Worker	20-25
	3. APPROVE the adoption of the revised classification specification for Personnel Analyst	26-43
	4. APPROVE the Public Hearing date for Proposed Personnel Commission Budget for 2015-2016	44-45
	5. APPROVE the recommendation to remove from eligibility list ID 10492576	46
	6. APPROVE the recommendation to remove from eligibility list ID 21917902	46
	7. APPROVE the recommendation to remove from eligibility list ID 7708354	46
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	April 16, 2015, at 8:15 a.m. in Building B Room 29	
VII.	CLOSED SESSION	
	Public employee performance evaluation – Interim 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**

March 19, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, March 19, 2015 at 8:15 a.m. in B Building, 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 Linda Vaughan

ROLL

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

Present: Stacey Lewis
 Linda Vaughan
 Terence Ulaszewski

**MINUTES OF REGULAR
MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of March 5, 2015.

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

**RECEIVE
CORRESPONDENCE**

Patricia Heineke, Interim Executive Officer informed the Commission there was one item of correspondence regarding the decision of a hearing. This item has been referred to Human Resource Services.

PUBLIC HEARD

No public comments were heard.

**REPORT FROM INTERIM
EXECUTIVE OFFICER**

Interim Executive Officer Heineke reported, Classified Employee of the Year nominations are now being accepted. The Classified Employee Celebration will be held on May 22, 2015 from 11:00 a.m. – 2:00 p.m., and will have a country theme. Donations supporting the event are being received from administrators and vendors.

Ms. Heineke said she is collecting information from other districts on how they screen applications as she is looking at revising the standards. She also provided the Commission information on current legislation.

Ms. Heineke talked about the number of Instructional Aide-Special employees listed on the Board of Education agenda as resigning during the probationary period. Commissioner Lewis suggested face-to face exit interviews be conducted with individuals who resign during the probationary period.

Dale Culton, Certification Services Manager, reported, Marin Loeun, provisional Human Resources Technician, coordinated group interviews on March 12th, to fill Instructional Aide-Special vacancies. Of the 24 individuals who were invited to interview, 17 accepted probationary assignments and 4 processed to work as substitutes. As a result the number of Instructional Aide-Special vacancies has been reduced to 20. In addition, since January 2015, 32 substitute Custodians

have been hired and an additional 18 have been processed and are waiting on start dates.

Mary Cates, Human Resources Supervisor, reported 685 applications for Summer employment had been received as of March 17th. The deadline to submit Summer School applications is 4:30 p.m. on March 20, 2015.

Maria Lynn Braunstein, Personnel Analyst, reported staff is currently working on recruiting and testing for 30 classifications with an additional 14 recruitments in line to be opened soon.

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 consent agenda items 1-19 except for item 4, 7, 14 and 15 which were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist
3. **RATIFY** job announcement bulletin for Custodian Assistant
5. **RATIFY** job announcement bulletin for Purchasing Agent
6. **APPROVE** the certification of Associate Educational Research Analyst eligibility list established March 11, 2015
8. **APPROVE** the certification of Custodian eligibility list established March 11, 2015
9. **APPROVE** the certification of Custodian eligibility list established March 11, 2015
10. **APPROVE** the certification of Custodian eligibility list established March 11, 2015
11. **APPROVE** the certification of Instructional Aide - Special eligibility list established March 16, 2015
12. **APPROVE** the certification of Intermediate Office Assistant BL Spanish eligibility list established March 11, 2015
13. **APPROVE** the certification of Intermediate Office Assistant – Schools BL – Spanish eligibility list established March 11, 2015

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve consent agenda items 4, 7, 14 and 15.

4. **RATIFY** job announcement bulletin for Human Resources Technician
7. **APPROVE** the certification of Computer Support Technician eligibility list established March 12, 2015
14. **APPROVE** the certification of School Safety Officer eligibility list established March 11, 2015
15. **APPROVE** the certification of Warehouse Materials Processor eligibility list established March 16, 2015

OLD BUSINESS

Valeeta Pharr, CSEA Chapter 2 President, reported she met with Superintendent Steinhauser and presented him a copy of the Personnel Commission Technology needs report.

NEW BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the first reading of the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation for the abolishment of the following Classifications:

Attendance Service Field Assistant
Attendance Service Field Assistant - BL Spanish
Attendance Service Field Assistant - BL Khmer

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the adoption and allocation, and abolishment of the Head Start classifications as follows:

ADOPT the classification of Head Start Senior Family Services Liaison
ALLOCATING the classification to salary range 18 (C1)

ABOLISH the following classifications:
Head Start Family Child Care Manager
Head Start Support Services Manager
Head Start Disability/Mental Health Assistant

The Commission moved items 4 - 11 of New Business to Closed Session.

4. **APPROVE** the recommendation to remove from eligibility list ID 22318258
5. **APPROVE** the recommendation to remove from eligibility list ID 2722941
6. **APPROVE** the recommendation to remove from eligibility list ID 19512713
7. **APPROVE** the recommendation to remove from eligibility list ID 15067691
8. **APPROVE** the recommendation to remove from eligibility list ID 6966327
9. **APPROVE** the recommendation to remove from eligibility list ID 5904164
10. **APPROVE** the recommendation to remove from eligibility list ID 162285765
11. **APPROVE** the recommendation to remove from eligibility list ID 21156821

OTHER ITEMS

Ms. Pharr informed the Commission, Mr. Ozzie Rios, CSEA 2nd Vice-President, will be representing CSEA on the Classified Employee of the Year selection committee.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be April 2, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:59 a.m. to consider New Business items 4 -11.

OPEN SESSION

The Personnel Commission returned to open session at 9:15 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 22318258.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 2722941, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after September 2015.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 19512713.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 15067691.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 6966327.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 5904164.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 16285765.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 21156821.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:17 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chair

Patricia Heineke, Interim Executive Officer



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/Main_Offices/Personnel_Commission/

ADMINISTRATIVE SECRETARY - 3339

Applications will be accepted online for two days ONLY: Monday, April 20th and Tuesday, April 21st, 2015 at 4:30 PM.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$4,295	\$4,530	\$4,780	\$5,044
HOURLY:	\$24.78	\$26.14	\$27.58	\$29.10

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

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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.

JOB SUMMARY: Under the direction of an assigned Director or administrator, an Administrative Secretary will provides varied and complex secretarial support services to relieve the administrator of administrative and clerical detail. Incumbent plans, coordinates and organizes office activities and coordinates flow of communications for the assigned supervisor; trains and evaluates assigned personnel; and performs 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: Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE: Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California 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. 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.

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 15-0143-3339 ss
Dual Exam

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

long
beach
unified
school
district



Promotional 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/Main_Offices/Personnel_Commission/

ADMINISTRATIVE SECRETARY – BL SPANISH - 5140

Applications will be accepted online for two days ONLY: Monday, April 20th and Tuesday, April 21st, 2015 at 4:30 PM

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$4,295	\$4,530	\$4,780	\$5,044
HOURLY:	\$24.78	\$26.14	\$27.58	\$29.10

JOB INFORMATION: The list is being created to fill future vacancies as they occur.

REQUIREMENTS TO APPLY: Employees of the School District 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.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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.

JOB SUMMARY: Under the direction of an assigned Director or administrator, an Administrative Secretary will provides varied and complex secretarial support services to relieve the administrator of administrative and clerical detail. Incumbent plans, coordinates and organizes office activities and coordinates flow of communications for the assigned supervisor; trains and evaluates assigned personnel; and performs 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: Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE: Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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) Positions in the Administrative 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/biliterate test.

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 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.

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 15-0144-5140
Promotional Exam

Salme

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

APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladera Ave., Lakewood, CA 90718 Office: (562) 438-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

CAMPUS SECURITY OFFICER – 5011

Final Filing Date: 4:30 p.m. Thursday, April 18, 2018.

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,936	\$3,068	\$3,288	\$3,448	\$3,637
HOURLY:	\$18.94	\$17.88	\$18.66	\$19.69	\$20.89

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

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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.

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.

JOB SUMMARY: Under general supervision, a Campus Security Officer, working closely with administrators and staff, is charged with providing security and safety for students and staff at District schools. And incumbent becomes knowledgeable of students behavior and attitudes and familiarizes him/herself with individual students, taking preventive action against disruptive or illegal acts and promoting safe student practices. An incumbent attempts to gain the trust and confidence of students and advises them on the observance of school procedures and rules; and perform related duties as assign.

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:

Equivalent to graduation from high school. College-level courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. **A copy must be attached to your application in order to be considered.**

EXPERIENCE:

One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

SPECIAL:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (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) 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. (4) Some incumbents may be required work adjustable work schedules that will include evenings and weekend assignments. (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.

WORKING ENVIRONMENT:

Urban school campus, indoors and outdoors; occasional inclement weather; driving a car on city streets; occasional visits to residences within District boundaries; event crowds; verbal abuse from students and parents; some light lifting; with occasional loads of up to 50 pounds; occasional violence or threat of violent behavior by students.

PHYSICAL DEMANDS:

Strength to break up fights between and among youth; strength to restrain youth from committing violence; standing for extended periods of time and walking for long periods of time; running; crouching; bending; carrying objects weighing up to 50 pounds; reading hand and typed notes and memoranda; hear normal voice-range frequencies and communicate on a two-way radio; speaking to exchange information in person and on the telephone.

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; an occupational written examination (60%) and a qualifications appraisal interview (40%) 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 VI/VIEMET SYSTEM EMPLOYER

Exam 18-0148-5011 EE
Dual examination

LBUSD Employees, please see reverse side for important information

Marie Braunstein

LBUSD Employees, please see below 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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.



Classified Promotional 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/Main_Offices/Personnel_Commission/

EXECUTIVE SECRETARY (C) - 0678

Final Filing Date: 4:30 pm Tuesday, April 21, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>
<u>MONTHLY:</u>	\$4,786	\$5,049	\$5,328	\$5,621
<u>HOURLY:</u>	\$27.61	\$29.13	\$30.74	\$32.43

REQUIREMENTS TO APPLY:

Employees of the School District 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 12-months, 100% position. The Current vacancy is located in Financial Services.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at 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.

JOB SUMMARY: Under the direction of an Executive staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of 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 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: Graduation from high school supplemented by college-level coursework in secretarial science or a related field.

EXPERIENCE: Either five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California 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. 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.

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 IX/MERIT SYSTEM EMPLOYER

15-0142-0678 ss
Promotional Exam

LBUSD Employees, please see reverse side for Important Information

2/2/15

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

PAGES: 13

Date: April 2, 2015

Reason for
Consideration: Approval

NEW BUSINESS

Custodian **Open/Continuous** **15-0109-0139**

List Valid: 03/27/15 – 03/27/16

Total applications received: 126 Total invited to exam: 36

No. Passed: 9 No. Failed: 0 No. Withdrew: 27 No. Screened Out: 90

Custodian **Open/Continuous** **15-0110-0139**

List Valid: 03/27/15 – 03/27/16

Total applications received: 122 Total invited to exam: 47

No. Passed: 16 No. Failed: 5 No. Withdrew: 26 No. Screened Out: 75

Custodian **Open/Continuous** **15-0114-0139**

List Valid: 03/27/15 – 03/27/16

Total applications received: 110 Total invited to exam: 33

No. Passed: 5 No. Failed: 3 No. Withdrew: 25 No. Screened Out: 77

Custodian **Open/Continuous** **15-0115-0139**

List Valid: 03/27/15 – 03/27/16

Total applications received: 178 Total invited to exam: 38

No. Passed: 12 No. Failed: 3 No. Withdrew: 23 No. Screened Out: 140

Elementary School Office Supervisor Promotional **15-0089-3345**

List Valid: 04/02/15 – 04/02/16

Total applications received: 27 Total invited to exam: 21

No. Passed: 3 No. Failed: 13 No. Withdrew: 5 No. Screened Out: 6

Kids' Club Supervisor I **Dual** **15-0095-3266**

List Valid: 03/31/15 – 03/31/16

Total applications received: 128 Total invited to exam: 38

No. Passed: 14 No. Failed: 9 No. Withdrew: 15 No. Screened Out: 90

Kids' Club Supervisor II **Dual** **15-0096-3267**

List Valid: 03/31/15 – 03/31/16

Total applications received: 54 Total invited to exam: 12

No. Passed: 3 No. Failed: 5 No. Withdrew: 4 No. Screened Out: 42

Kids' Club Supervisor III **Dual** **15-0097-3268**

List Valid: 03/31/15 – 03/31/16

Total applications received: 58 Total invited to exam: 19

No. Passed: 6 No. Failed: 6 No. Withdrew: 7 No. Screened Out: 39

OLD BUSINESS

Computer Support Technician(Revised) **Dual** **15-0092-5108**

List Valid: 03/12/15 – 03/12/16

Total applications received: 170 Total invited to exam: 51

No. Passed: 8 No. Failed: 34 No. Withdrew: 9 No. Screened Out: 119

CERTIFIED TO BE CORRECT:

Patricia Heineke

DATE: March 26, 2015

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.

BUSD 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 lead Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 10,000 people, making it the largest employer in Long Beach.

BUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district 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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 15-0125-5095 MB



An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

EXECUTIVE OFFICER, PERSONNEL COMMISSION AND CLASSIFIED EMPLOYMENT

\$12,370 - \$14,528 Monthly

DEADLINE EXTENDED:

Closing:

4:30 p.m. Thursday, April 9, 2015

JOIN OUR WINNING TEAM

Are you a creative, collaborative, customer service oriented, visionary human resource leader? Are you often recognized for your outstanding leadership and management skills? Do you have a strong background in the critical areas of human resources, such as employee recruitment, testing, selection, classification and compensation, staff development and employee recognition? Do you have experience coaching and training managers or supervisors in HR skills? If so, we invite you to join our team as Executive Officer, Personnel Commission and Classified Employment. As Executive Officer, you will plan, administer and supervise professional level functions, activities and operations of the Personnel Commission to insure the efficient, effective and timely delivery of classified staffing services to the District. You will also serve and provide direct services and support to the Personnel Commission as the Secretary to the Commission.

In behalf of the Commission you will provide consultative services to the Board of Education and Superintendent of Schools and participate as an active member of the District's Executive Staff, providing expertise on State and Federal employment laws as they relate to the merit system, including issues of collective bargaining. Excellent communication skills and strong sense of ethics, fairness and impartiality are a must.

THE IDEAL CANDIDATE

The successful candidate for this position will be a strong practitioner of the continuous quality improvement process and change management. As a proven E-Leader, they will have experience in leveraging HR IT systems for improved service and efficiency in the pursuit of District goals. A Bachelor's degree with major course work in public or business administration, human resources, industrial or organizational psychology, education or related fields would be the minimum academic preparation required. Advanced degree(s) in any of these areas is highly desirable. An appointee in this class must have completed or complete prior to conclusion of the probationary period the Merit System Training Academy offered by the California School Personnel Commissioners Association.

Additionally, candidates will have at least seven years of professional public personnel management experience, including a minimum of three years in related merit/civil service management experience. California school district merit system experience in a medium/large district is preferred.

Other combinations of training and experience that could likely provide required knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Position requires the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment.

SALARY AND BENEFITS

The salary for the Executive Officer, Personnel Commission and Classified Employment is \$12,371 to \$14,528 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

Our process will consist of a rated screening of your application for related education and training, work experience, and an evaluation of responses on a supplemental application. Only the highest rated candidates in the application screening process, whose background, skills, and experience most closely match those that we are seeking will be invited to continue in the selection process. This process will include a technical oral interview and a qualifications appraisal oral interview. Candidates who pass both parts of the examination process will be placed on an eligibility list in order of their relative merit as determined by these competitive examinations. Those who place among the top three ranks on the eligibility list will be invited to a hiring interview with the Personnel Commission.

HOW TO APPLY

The Personnel Commission Application and Supplemental Application can be obtained from our website. All applications must be submitted online via at [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). A resume will not substitute for the required forms. Applications must be submitted no later than:

4:30 p.m. Thursday, April 9, 2015

Applicants with disabilities who 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 made on a case-by-case basis.

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



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 26, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: *Revisions to the Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe; amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a second reading for approval with the following rationale:

Rule 10.1.C. CREDITABLE PAY PERIOD: As of July 1, 2014 the 217 day calendar was increased to 220 days. Staff spoke with the Director of Employee Relations and the 220 day calendar will be in place until at least the end of the 2017 fiscal year. Future changes to this calendar would be brought to the Commission for revision as there is no generic term for this group of employees that could be used to substitute for the number of calendar days.

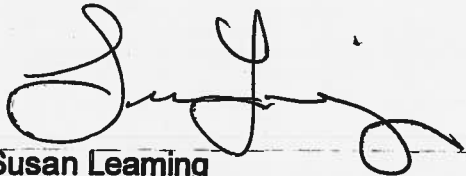
Rule 10.9 CAREER INCREMENT: As a result of recent collective bargaining activities with TALB which were also extended to non-represented Classified staff, career increment compensation amounts will be increased by future cost of living adjustments. Rather than bring §10.9 back to the Commission for revision each time a cost of living adjustment is agreed upon, the proposed language simply refers readers to the current Classified salary schedules.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve the revised version of these rules.

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke
Interim Executive Officer

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. **PAY PERIOD DEFINED.** For purposes of compensation, a "pay period" is a period of 20 consecutive working days.
- B. **STEP ADVANCEMENT.** Except as permitted by Section G, each full or part-time regular employee subject to a six month probationary period shall advance to the next higher step in the applicable salary range as follows:

Initial Step:

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

Following Step:

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1.A serve a one year probationary period. However, advancement to the first following step shall occur as above, following the six month or 130 day period, whichever is longer.)

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

- C. **CREDITABLE PAY PERIOD.** A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one service year, as follows:
1. 12-month calendar employees - 7 pay periods
 2. 220217-day work year employees - 6 pay periods
 3. school session employees - 5 pay periods

10.9 CAREER INCREMENT

Effective July 1, 2005, Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules. The following are increments as approved and the guidelines for determining eligibility:

- A. ~~Classified employees are eligible for a \$1,250 career increment compensation if they have completed 14 years of credited service with the Long Beach Unified School District.~~
- B. ~~Classified employees are eligible for an additional \$1,250 career increment compensation (totaling \$2,500) if they have completed 19 years of credited service with the Long Beach Unified School District.~~
- C. ~~Classified employees are eligible for an additional \$2,000 career increment compensation (totaling \$4,500) if they have completed 24 years of credited service with the Long Beach Unified School District.~~
- D. ~~Classified employees are eligible for an additional \$2,500 career increment compensation (totaling \$7,000) if they have completed 29 years of credited service with the Long Beach Unified School District.~~

E.A. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.

F.B. Payment of a career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weekly period following attainment of the required number of years of credited service.



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 25, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to a Classification Specification

Background and Findings

Commission staff and Maintenance administration reviewed the Building Maintenance Worker (Salary Range 23 C2) classification specification in anticipation of upcoming recruitment activities. The classification of Building Maintenance Worker (BMW) was established in 1987 and last revised in 2000.

The District is planning on hiring three new BMW positions to provide maintenance support at the comprehensive high schools. The BMW class description states that *incumbents perform work in connection with the repair or maintenance of school properties or equipment and perform more simple kinds of repair and maintenance work*. The trades include plumbing, electrical, carpentry, and painting.

A review of the position description questionnaires from the last Maintenance job family study showed BMWs assigned to the high schools have historically completed minor painting projects including touching up areas and covering graffiti. The class description states incumbents *prepare surfaces for minor painting and apply finish or coverings using brushes, rollers, spray equipment and cutters as necessary; assist Painters as necessary on minor painting projects*. There is no definition of "minor" provided in the description.

Through discussions with Maintenance administration, painting projects up to 800 square feet, or approximately the size of a classroom, would be considered a minor project and larger projects would be referred to the Paint shop. For larger projects the BMW at the high school would assist Painters to complete the work.

Language was also added to clarify that if a position requires an employee to drive a forklift, training will be provided by the District.

The Business Services Administrator is in agreement with the recommended modifications. Copies of the revised class descriptions are attached.

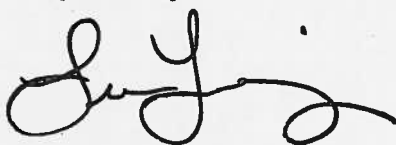
Recommendations

Staff recommends the Personnel Commission:

1. Adopt the following revised class specification:

- **Building Maintenance Worker**

Prepared by:



**Susan Leaming
Personnel Analyst**

Approved and Recommended:



**Patricia A. Heineke
Interim Executive Officer**



PERSONNEL COMMISSION

Class Code: 0625
Salary Range: 23 (C2)

BUILDING MAINTENANCE WORKER

JOB SUMMARY

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

EXAMPLES OF DUTIES

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

- Participate in maintenance and construction projects as directed. **E**
- Perform minor repair of broken pipe including assisting journey-level personnel in cutting and threading pipe and cleaning sewer lines; clean clogged drains. **E**
- Perform minor maintenance on washers, diaphragms, valves, fittings, and assist in repair of drinking fountain bubblers. **E**
- Perform minor repairs to toilets, urinals, dispensers, partitions, sinks, and other fixtures. **E**
- Repair or perform routine maintenance, on door hinges and strike plates. **E**
- Replace ceramic, ceiling, and floor tile. **E**
- Prepare surfaces for minor painting projects up to approximately 800 square feet and apply paint, finish or coverings using brushes, rollers, spray equipment and cutters as necessary; assist Painters, as necessary, on minor-painting projects. **E**
- Remove or repair carpeting, drapes, plaster, and dry wall on minor projects. **E**
- Make minor or emergency roof repairs. **E**
- Perform minor repair, installation, assembly and assist in construction of doors, windows and window frames, partitions, furniture, counters, bulletin boards, chalk boards, shelving, pictures, playground equipment and other items. **E**
- Assist in or make minor repair to screens, barriers, wire fences, and install mesh wire. **E**
- Repair or replace air vent registers and lockers. **E**
- Perform preventive maintenance on buildings, grounds, and equipment. **E**
- Use a variety of hand and power tools and operate equipment. **E**
- Perform minor cement work that involves mixing and pouring cement. **E**
- Load truck with materials and equipment, drive to and from destinations and unload and deliver materials and equipment. **E**

- Remove broken glass and/or board up windows. *E*
- Dig ditches and trenches and assist in the installation of pipes. *E*
- Repair springs, handles, and other hardware on kitchen and other equipment. *E*
- Patch asphalt; perform other heavy manual labor. *E*
- Maintain inventory in preventive maintenance program. *E*
- May troubleshoot breakdowns or problems with site maintenance. *E*
- Keep required records on work performed. *E*
- Operate a district vehicle. *E*
- Plan and lay out assigned tasks. *E*
- Assist with the repair, replacement, service and maintenance of electrical systems, including conduit and duct systems, light and power circuits, motor appliances, plugs ballasts, fans, switches, bells, intercom and buzzer systems, fuses, clocks, and intrusion and fire alarm systems. *E*
- Assist with the installation, interior and exterior wiring and cable for equipment, appliances and telecommunications systems. *E*
- Assemble lighting fixtures and field lighting fixtures. *E*
- Requisition supplies, parts, and labor needs. *E*
- Assist in all maintenance areas as assigned, by performing unskilled, and semi-skilled work assignments. *E*
- Use a jackhammer for concrete and asphalt removal. *E*
- May perform minor repair and replacement on electrical fixtures, such as plugs, elements, light bulbs, light switches, defusers, and ballasts. *E*
- May operate a fork lift as assigned by the position. *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 Building Maintenance Worker typically performs a wide variety of work maintaining and repairing school district plant facilities. An incumbent works primarily in a specific building trade or the preventive maintenance program at sites where the work requires establishing rapport with site personnel and accommodation of school activities and schedules. An incumbent is expected to maintain a high level of proficiency standards in accomplishing the work performed. While the work accomplished appears to be the same as that done by journey-level trades workers, the latter workers are expected to perform the more difficult work assignments in a more specialized way, and usually involving new construction or extensive modification as a part of repair.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, common materials, tools and equipment used in the building maintenance trades including carpentry, painting, plumbing, electrical, and other maintenance areas.

Basic shop math.

Appropriate safety precautions and procedures.

Ability to:

Perform building maintenance and repair work.

Identify and use properly hand and power tools and machinery used in various trades including carpentry, painting, plumbing, electrical, and other maintenance areas.

Maintain routine records.

Operate a District vehicle observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

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

Perform or learn to perform a wide range of general maintenance and repair work not requiring the full scope of all journey-level skills.

Erect and work from rigging and scaffolding.

Assist in estimating costs of labor and materials for a work project.

Work from blueprints and sketches.

Training:

Equivalent to graduation from high school.

Experience:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

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.

Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law.

Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District.

WORKING ENVIRONMENT

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

PHYSICAL DEMANDS

Strength; heavy work, lifting, carrying, and/ or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone .

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/21/96;
Revised: 3/2/00
Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 25, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Classification Specification

Background and Findings

Commission staff and Human Resource Services administration reviewed the Personnel Analyst (Salary Range 40 M2) classification specification in anticipation of upcoming recruitment activities. The classification of Personnel Analyst was established in 1965 and last revised in 2001.

Since the revisions were extensive, attached is a copy of the current class specification, the proposed specification with deletions annotated by strikethroughs and additions underlined, and the proposed specification with changes accepted for easier reading.

Duties assigned to Personnel Analysts since the last revision in 2001 were added including District-wide staff development activities, displacement services, vacancy assignment approvals, department web page maintenance, and administration of an online applicant tracking system. Stylistic changes to existing duty statements were made throughout the description.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the following revised classification specification:

- Personnel Analyst

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Patricia A. Heineke
Interim Executive Officer



PERSONNEL COMMISSION

Class Code: 0236
Salary Range: 40 (M2)

PERSONNEL ANALYST

JOB SUMMARY

Under general direction, at the professional level, to participate in the administration of the multiple functions of a civil service merit system classified personnel commission or certificated personnel services, including recruitment, test construction, selection, classification, compensation and general administrative matters; to analyze data and prepare reports; to 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.

- Supervise and coordinate activities of clerical paraprofessional and professional staff; prepare work assignment schedules and expedite work flow; study and standardize procedures to improve efficiency of department; review work performed; prepare employee performance evaluations. **E**
- Observe jobs; interview workers; compile and analyze occupational data for classification definition and analysis purposes. **E**
- Consult with and counsel prospective candidates regarding teaching opportunities within the district. **E**
- Review employment applications; screen for minimum qualifications, credentials completeness, conviction records and related information. **E**
- Conduct incumbent - specific job analyses and audits to determine appropriate allocation of individual positions within organizational hierarchy. **E**
- Conduct external agency surveys to compare such areas as salaries, costs, benefits, working conditions, employment practices, personnel policies, job titles and descriptions, recruitment and examining procedures, rules and related administrative matters; analyze and compare data as it relates to district standards; prepare reports and make recommendations based on findings. **E**
- Consult with subject matter experts to determine type, scope and breadth of employment Skills, Knowledge, Abilities, or Traits (SKAT) for such purposes as developing class specifications, job announcements and exam processes. **E**
- Collect and dissect written, oral and performance based examination information and data, supplemental applications, work samples, evaluations of Training and Experience (T & E's) and rating guides to evaluate testing processes; compile exam statistics for analysis of testing procedures. **E**

- Operate personal computer using commercial and district software programs, including word processing, applicant tracking, exam analysis and job analysis software, train and instruct staff in the operations of computer software. *E*
- Develop recruitment strategies, including composing and placing advertisements, attending job fairs, career days; develop network with other agencies to distribute and/or publicize current certificated vacancies or classified Vacancy Announcement bulletins. *E*
- Attend Personnel Commission and/or Board of Education meetings to observe actions, answer questions; speak publicly about complex personnel issues; may make official presentations to the Commission, Executive Staff, and/or Board of Education. *E*
- Conduct official training programs on behalf of the commission or district regarding technical and administrative classified or certificated personnel functions. *E*
- Attend workshops, seminars and in-services to enhance knowledge of personnel laws, exam processes, job analysis, personnel performance evaluations, and classification and compensation practices. *E*
- Oversee compilation of applicant information for inclusion in the Human Resource Services or Personnel Commission Annual Report, EEOC documents, and other personnel related reports. *E*
- May assist in review and revision of the Rules of the Classified Service and certificated processes and procedures.
- May assist in preparation of the Human Resource Services or Personnel Commission budget.

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 Personnel Analyst, with a high degree of personal integrity, performs complex professional technical work unique to civil service personnel administration and certificated personnel administration, including the areas of recruitment, test construction and validation, and classification and compensation. Incumbents supervise professional, paraprofessional and clerical staff. Positions in this class interact with all levels of district personnel, the office of the Superintendent of Schools, members of the Personnel Commission and staff, the general public, other public agencies and professional organizations. Incumbents will function well in an increasingly client services environment where positive outcomes and customer satisfaction are highly valued and important, along with meeting the district's and the Commissions' high standards and commitment to merit principles. Incumbents will demonstrate an ongoing understanding of work in a multi-cultural multi-ethnic society and exhibit a high level of tolerance for others presenting differing views of subjects.

EMPLOYMENT STANDARDS

Knowledge of

Principles and techniques of public personnel administration, including position classification, compensation, administration, recruitment and testing processes and procedures.

Job analysis and evaluation methodologies and techniques.

Research design and statistics models used in test construction and validation.

Personnel assessment techniques including test design, construction, employee performance evaluation and human resource administration.

Merit Principles of public personnel administration.

State and Federal rules, regulations and Guidelines relating to employment selection procedures, affirmative action and discrimination.

Recruitment strategies and sources.

Organization, work flow management and personnel supervision.

Personal computers and computer software such as Windows, MS Word.

Ability to:

Research and conduct studies, interpret and analyze data, and prepare clear and concise oral and written reports.

Interpret and apply personnel laws, codes, rules and regulations appropriately.

Design, develop and implement recruitment, examination and selection strategies and prepare applicable rating guides, forms, supplemental applications and exam materials.

Compile and analyze organizational and occupational information for job analysis, classification processes.

Apply current theory and techniques of job analysis to employee selection processes.

Oversee and participate in the administration and scoring of examination selection processes.

Operate personal computer software programs including custom internal software and commercial software programs, including Access, Excel or other database software.

Communicate effectively in person and on the telephone, and in both oral and written formats.

Coordinate multiple tasks simultaneously while continuously evaluating/re-evaluating priorities.

Produce highly professional level work as a self starter, and bringing creative energy to work project accomplishments.

Work with upset or angry individuals or groups in a professional manner and strive to resolve such unpleasant situations as appropriate.

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

Assign, train, schedule, review and evaluate the work of professional, paraprofessional and clerical staff.

TRAINING

A Bachelor's degree in personnel management, psychology, social sciences, business or public administration, industrial/organizational psychology or a related field is required. Course work in personnel/psychological testing, statistics and/or research design is desirable.

EXPERIENCE

At least three years of directly related professional personnel experience involving technical analysis and administration of major personnel functions in classification, test construction and compensation administration, including at least one year each of hands - on job classification analysis work, development of selection examination processes, preferably in a public agency merit system, or a certificated personnel system in a California public school setting.

A master's degree in public, business, or personnel administration or one of the behavioral sciences may be substituted for one year of the required experience.

Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

WORKING ENVIRONMENT

Office environment; frequent interruptions; occasional visits to school sites and other agencies.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer for extended periods of time, seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing and speaking to exchange information in person or telephonically; agility sufficient to perform professional examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

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.

SPECIAL REQUIREMENTS

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

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 09/04/97
Revised 10/01



PERSONNEL COMMISSION

Class Code: 0236
Salary Range: 40 (M2)

PERSONNEL ANALYST

JOB SUMMARY

Under general direction, at the perform highly responsible and professional level, to participate in the personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of the multiple functions of a civil service merit system classified personnel commission or certificated employees; serve as a resource to District personnel services, including recruitment, test construction, selection, classification, compensation and general administrative matters; to analyze data and prepare reports; to perform related duties as, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; 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.

- Supervise and coordinate activities of clerical paraprofessional and professional staff; prepare work assignment schedules and expedite work flow; study and standardize procedures to improve efficiency of department; review work performed; prepare employee performance evaluations. E
- Observe jobs; interview workers; compile and analyze occupational data for classification definition and analysis purposes. E
- Consult with and counsel prospective candidates regarding teaching opportunities within the district. Perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; assure compliance with applicable laws, codes, rules and regulations. E
- Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; participate in the formulation and amendment of personnel policies, procedures, rules and regulations, and systems; communicate with administrators regarding staffing needs. E
- Plan and conduct individual and job family classification and compensation analysis studies; review, prepare and modify classification specifications; recommend. E
- Review employment applications; screen for minimum qualifications, credentials completeness, conviction records and related information. E
- Conduct incumbent specific job analyses and audits to determine appropriate allocation of individual positions, classifications and salary ranges within organizational hierarchy; monitor. E

- ~~Conduct external agency surveys to compare such areas as salaries, costs, benefits, working conditions, employment practices, personnel policies, job titles and descriptions, recruitment and examining procedures, rules and related administrative matters; analyze and compare data as it relates to district standards; prepare reports and make recommendations based on findings~~maintain the District's classification plan. E
- ~~Consult with subject matter experts to determine type, scope and breadth of employment Skills, Knowledge, Abilities, or Traits (SKAT)~~knowledge, skills and abilities for such purposes as developing classclassification specifications, job announcements and examexamination processes. E
- ~~Collect and dissect written, oral~~Plan, oversee and performance-based examination informationparticipate in the administration of recruitment and data, supplemental applications, work samples, evaluations of Trainingemployment examination construction; develop examination plans; develop, conduct and Experience (T & E's)validate selection procedures including selection tests, interviews and other recruitment materials. E
- ~~rating guides to evaluate testing processes~~Oversee, review and participate in the creation of employment eligibility lists; compile exam statistics for analysis of testing procedures. E
- ~~Operate personal computer using commercial and district software programs, including word processing, applicant tracking, exam analysis and job analysis software, train and instruct staff in the operations of computer software. E~~
- ~~Develop recruitment strategies, including composing and placing advertisements, attending job fairs, career days; develop network with other agencies to distribute and/or publicize current certified vacancies or classified Vacancy Announcementand employment bulletins. E~~
- ~~Administer assigned online applicant tracking system; oversee and participate in the screening of employment applications for minimum qualifications, credentials completeness, conviction records and related information in accordance with established guidelines. E~~
- ~~Plan, develop, schedule, present and facilitate District-wide staff development training programs and classes; conduct training needs assessment surveys; meet with management and employees to address training and development needs. E~~
- ~~Attend Personnel Commission and/or Board of Education meetings to observe actions, answer questions; speak publicly about complex personnel issues; may make official presentations to the Commission, Executive Staff, and/or Board of Education. E~~
- ~~Conduct official training programs on behalf of the commission or district regarding technical and administrative classified or certificated personnel functions~~Participate in implementing District staffing reductions; calculate employee seniority; plan, develop and provide displacement services for affected employees. E
- ~~Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials; maintain confidentiality of sensitive and privileged information. E~~

- ~~• Attend workshops, seminars and in-services to enhance knowledge of personnel laws, exam processes, job analysis, personnel performance evaluations, and classification and compensation practices. *E*~~
- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services or Personnel Commission Annual Report, EEOC documents, Public Records Requests and other personnel related reports. *E*
- Design and conduct a variety of surveys related to personnel practices, policies, regulations, and procedures; prepare related recommendations for administrative review. *E*
- Research, compile and provide a variety of information for reports, special projects, Board of Education and Personnel Commission meetings and contract negotiations; make recommendations to administration regarding personnel matters as requested. *E*
- ~~• May assist in review and revision of the Rules of the Classified Service and certificated processes and procedures.~~
- Attend Personnel Commission, Board of Education, Principal or School Site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make official presentations as requested. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain personnel policies, procedures, contracts, laws, codes, rules and regulations. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain knowledge of current trends in the field of personnel administration; prepare and deliver presentations to individuals or groups concerning personnel operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; maintain department web pages as assigned by the position. *E*
- Drive a personal vehicle to various sites to conduct work. *E*
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *E*
- May assist in preparation of the Human Resource Services or Personnel Commission departmental budget.

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.

DISTINGUISHINGDISTINGUISHING CHARACTERISTICS

~~The This is the full journey level class within the Personnel Analyst, with a high degree of personal integrity, performs complex professional technical work unique to civil service personnel administration and certificated personnel administration, including the areas of recruitment, test construction and validation, and classification and compensation. Incumbents supervise professional, paraprofessional and clerical staff. Positions in this class series.~~

Personnel Analysts interact with all levels of district personnel, the office of the Superintendent of Schools, members of the Personnel Commission and staff District personnel, the general public, other public agencies and professional organizations. Incumbents will function well in an increasingly a client services environment where positive outcomes and customer satisfaction are highly valued and important, along with meeting the district's and the Commissions' high standards and commitment to merit and civil service principles. Incumbents will demonstrate an ongoing understanding of work working in a multi-cultural multi-ethnic diverse society and exhibit a high level of tolerance for are respectful to others presenting differing views of subjects. Personnel Analysts actively participate as part of a department leadership team.

Employees within this class are distinguished from the Associate Personnel Analyst by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and department. Positions in this class are normally filled by advancement from the Associate Personnel Analyst level, or when filled from the outside, require significant related experience.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and techniques practices of public personnel administration, including position classification, compensation, administration, recruitment, employment examination construction and testing processes and procedures selection.

Job analysis and evaluation methodologies and techniques.

Research design and statistics models used in test construction and validation.

Personnel assessment techniques including test design, construction, employee performance evaluation and human resource administration.

Merit Principles of public personnel administration and practices of supervision and training.

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

District organization, operations, policies and Guidelines relating to employment selection procedures, affirmative action objectives.

Record-keeping and discrimination report preparation techniques.

Recruitment strategies and sources.

Organization, work flow management and personnel supervision.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office equipment including a computer and assigned software such as Windows, MS Word.

Mathematical computations.

Public speaking techniques.

Ability to:

~~Research and conduct studies, interpret and analyze data, and prepare clear and concise oral and written reports.~~

~~Interpret and apply personnel~~ Perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection.

~~Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations appropriately.~~

~~Train, supervise and evaluate the performance of assigned staff.~~

~~Design, develop and implement recruitment, examination and selection strategies and prepare applicable rating guides, forms, supplemental applications and exam materials.~~

~~Compile and analyze organizational and occupational information for job analysis, and classification processes.~~

~~Apply current theory and techniques of job analysis to employee selection processes.~~

~~Oversee and participate in the administration and scoring of examination selection processes.~~

~~Operate personal computer software programs including custom internal software and commercial software programs, including Access, Excel or other database software.~~

~~Research, compile and analyze data.~~

~~Prepare comprehensive narrative and statistical reports.~~

~~Prepare and maintain records and files.~~

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

~~Communicate effectively in person and on the telephone, and in both oral and written formats.~~

~~Coordinate multiple tasks simultaneously while continuously evaluating/re-evaluating priorities.~~

~~Produce highly professional level work as a self starter, orally and bringing creative energy to work project accomplishments in writing.~~

~~Work with upset or angry individuals or groups in a professional manner and strive to resolve such unpleasant situations as appropriate.~~

~~Prepare and deliver oral presentations.~~

~~Establish and maintain cooperative and effective and professional working relationships with those contacted in the course of work. — others.~~

~~Assign, train, schedule, review and evaluate the work of professional, paraprofessional and clerical staff.~~

TRAINING

~~A Bachelor's degree in personnel management, psychology, social sciences, business or public administration, industrial/organizational psychology or a related field is required. Course work in personnel/psychological testing, statistics and/or research design is desirable.~~

EXPERIENCE

~~At least three years of directly related professional personnel experience involving technical analysis and administration of major personnel functions in classification, test construction and compensation administration, including at least one year each of hands-on job classification analysis work, development of selection examination processes, preferably in a public agency merit system, or a certificated personnel system in a California public school setting.~~

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Make generalizations, evaluations or decisions without immediate supervision.

Maintain confidentiality of sensitive and privileged information.

Work independently with little direction.

Plan, prioritize and organize work.

Education and Training:

Bachelor's degree in public, business, or human resources administration, psychology or a closely related field.

Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

Experience:

Three years of experience as a generalist in the areas of classification, compensation, recruitment and selection including increasingly responsible professional personnel experience in a merit system or similar civil service organization, one year of which must have been at the management or supervisory level.

A master's degree in public, business, or personnelhuman resources administration, psychology or one of the behavioral sciencesa closely related field may be substituted for one year of the required experience.

Any other combination of training and experience which wouldthat could likely provide the requireddesired skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment; frequent.

Frequent interruptions; occasional visits.

Driving a vehicle to school sites and other agenciesconduct work.

Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer keyboard.

Sitting for extended periods of time, seeing.

Seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing a variety of materials.

Hearing and speaking to exchange information in person or telephonically; agility sufficient to perform professional examining of records and materials and on the conduct of performance tests which may include bending telephone.

Bending at the waist, kneeling and stooping 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.

SPECIAL REQUIREMENTS

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

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 09/04/97

Revised 10/01

Revised:



PERSONNEL COMMISSION

Proposed

**Class Code: 0236
Salary Range: 40 (M2)**

PERSONNEL ANALYST

JOB SUMMARY

Under general direction, perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; 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.

- Perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; participate in the formulation and amendment of personnel policies, procedures, rules and regulations, and systems; communicate with administrators regarding staffing needs. **E**
- Plan and conduct individual and job family classification and compensation analysis studies; review, prepare and modify classification specifications; recommend allocation of individual positions, classifications and salary ranges within organizational hierarchy; monitor and maintain the District's classification plan. **E**
- Consult with subject matter experts to determine type, scope and breadth of employment knowledge, skills and abilities for such purposes as developing classification specifications, job announcements and examination processes. **E**
- Plan, oversee and participate in the administration of recruitment and employment examination construction; develop examination plans; develop, conduct and validate selection procedures including selection tests, interviews and other recruitment materials. **E**
- Oversee, review and participate in the creation of employment eligibility lists; compile exam statistics for analysis of testing procedures. **E**
- Develop recruitment strategies, including composing and placing advertisements, attending job fairs, career days; develop network with other agencies to distribute and publicize current vacancies and employment bulletins. **E**

- Administer assigned online applicant tracking system; oversee and participate in the screening of employment applications for minimum qualifications, credentials completeness, conviction records and related information in accordance with established guidelines. *E*
- Plan, develop, schedule, present and facilitate District-wide staff development training programs and classes; conduct training needs assessment surveys; meet with management and employees to address training and development needs. *E*
- Participate in implementing District staffing reductions; calculate employee seniority; plan, develop and provide displacement services for affected employees. *E*
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials; maintain confidentiality of sensitive and privileged information. *E*
- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services or Personnel Commission Annual Report, EEOC documents, Public Records Requests and other personnel related reports. *E*
- Design and conduct a variety of surveys related to personnel practices, policies, regulations, and procedures; prepare related recommendations for administrative review. *E*
- Research, compile and provide a variety of information for reports, special projects, Board of Education and Personnel Commission meetings and contract negotiations; make recommendations to administration regarding personnel matters as requested. *E*
- Attend Personnel Commission, Board of Education, Principal or School Site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make official presentations as requested. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain personnel policies, procedures, contracts, laws, codes, rules and regulations. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain knowledge of current trends in the field of personnel administration; prepare and deliver presentations to individuals or groups concerning personnel operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; maintain department web pages as assigned by the position. *E*
- Drive a personal vehicle to various sites to conduct work. *E*
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *E*
- May assist in preparation of the departmental budget.

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

This is the full journey level class within the Personnel Analyst series. Personnel Analysts interact with all levels of District personnel, the general public, other public agencies and professional organizations. Incumbents function well in a client services environment where positive outcomes and customer satisfaction are highly valued and important, along with meeting high standards and commitment to merit and civil service principles. Incumbents demonstrate an understanding of working in a diverse society and are respectful to others presenting differing views of subjects. Personnel Analysts actively participate as part of a department leadership team.

Employees within this class are distinguished from the Associate Personnel Analyst by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and department. Positions in this class are normally filled by advancement from the Associate Personnel Analyst level, or when filled from the outside, require significant related experience.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of personnel administration including classification, compensation, recruitment, employment examination construction and selection.
Job analysis methodologies and techniques.
Research design and statistics models used in test construction and validation.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
District organization, operations, policies and objectives.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of office equipment including a computer and assigned software.
Mathematical computations.
Public speaking techniques.

Ability to:

Perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection.
Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations.
Train, supervise and evaluate the performance of assigned staff.

Design, develop and implement recruitment, examination and selection strategies and prepare applicable rating guides, forms, supplemental applications and exam materials. Compile and analyze organizational and occupational information for job analysis and classification processes.

Apply current theory and techniques of job analysis to employee selection processes. Research, compile and analyze data.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

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

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Make generalizations, evaluations or decisions without immediate supervision.

Maintain confidentiality of sensitive and privileged information.

Work independently with little direction.

Plan, prioritize and organize work.

Education and Training:

Bachelor's degree in public, business, or human resources administration, psychology or a closely related field.

Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

Experience:

Three years of experience as a generalist in the areas of classification, compensation, recruitment and selection including increasingly responsible professional personnel experience in a merit system or similar civil service organization, one year of which must have been at the management or supervisory level.

A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
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.

PCA 09/04/97
Revised 10/01
Revised:

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

**SUBJECT: Establish a Public Hearing date for Proposed
Personnel Commission Budget for 2015-2016**

PAGE: 44

Date: April 2, 2015

**Reason for
Consideration: Action**

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

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

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

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

It is recommended the Commission set the Public Hearing date for the Proposed Personnel Commission Budget for 2015-2016 on Thursday, April 16, 2015 at 8:15a.m. at the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, California .



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

Division of Business Advisory Services

Annual Budget of Personnel Commission

**Fiscal Year 2015 - 2016
(Education Code Section 45253)**

Long Beach Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

Personnel Commission Meeting Room, 4400 Ladoga, Lakewood, Ca 90713-2749
(Place)

on April 16, 20 15 at 8:15 o'clock A. M.

You are invited to attend and present your views.

Signed _____
Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The

Date of meeting _____, 20____

Signed _____
Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by _____
Los Angeles County Office of Education

By _____, Deputy

Date _____, 20____



PERSONNEL COMMISSION

4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708
FAX (562) 425-1320

Commissioners
Stacey V. Lewis, Chair
Linda Vaughan, Vice-Chair
Terence Ulaszewski, Member

Interim Executive Officer
Patricia Heineke

DATE: April 2, 2015
TO: Personnel Commission
FROM: Patricia Heineke, Interim Exec. Officer
RE: Report on Removal of Persons from Eligibility Lists

Background

At this meeting we are reporting on the intended removal of three individuals from eligibility lists. We are recommending removal of one Individual from the Instructional Assistant – Computer Resources list (ID #10492576), one from the Instructional Assistant – Special list (ID #21917902), and one from the Intermediate Office Assistant – Schools list (ID #7708354).

In the case of the eligible for Intermediate Office Assistant – Schools, she failed to put a conviction on her application, nor did she put it on her fingerprinting form. The other two individuals, at the time of their application, had violations they failed to note on their applications and fingerprint forms.

Each of these individuals was sent a letter by certified and regular mail advising of the intent to remove their names from the eligibility list, and given the opportunity to appeal to the Interim Executive Officer. Only the eligible for Instructional Assistant – Special contacted the office to appeal the removal. The Interim Executive Officer met with the individual and denied the appeal based on recency of the conviction.

There were no appeals submitted by the other two eligibles.

Recommendation

APPROVE removal of three eligibles as follows: Instructional Assistant – Computer Resources, ID #10492576; Instructional Assistant – Special, ID #21917902; Intermediate Office Assistant – Schools, ID #7708354.