

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.
February 19, 2015

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Linda Vaughan
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 February 5, 2015. 1-3
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. OLD BUSINESS

1. **DISCUSS** the Technology Needs in Personnel Commission / Classified Employment Office 4-5

III. NEW BUSINESS

1. **RATIFY** the job announcement bulletin for Intermediate Payroll Accounting Technician. 6-7
2. **RATIFY** the job announcement bulletin for Senior Payroll Accounting Technician. 6-7
3. **APPROVE** the certification of Financial Services Officer eligibility list established February 5, 2015. 8
4. **APPROVE** the certification of Instructional Aide-Special eligibility list established February 19, 2015. 8
5. **APPROVE** the certification of Instructional Assistant Intensive Behavioral Treatment eligibility list established February 18, 2015. 8
6. **APPROVE** the certification of Job Developer eligibility list established February 2, 2015. 8
7. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list established January 30, 2015. 8
8. **APPROVE** the certification of Staff Secretary eligibility list established February 18, 2015. 8

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|------|---|-------|
| 9. | APPROVE the certification of Staff Secretary – Bilingual Spanish eligibility list established February 18, 2015. | 8 |
| 10. | APPROVE the extension of Purchasing Agent eligibility list established February 20, 2015 to August 20, 2015 | 8 |
| 11. | APPROVE revisions to the class specification for School Safety Officer, effective February 20, 2015. | 9-34 |
| 12. | APPROVE revisions to the class specification for School Safety Supervisor, effective February 20, 2015. | 9-34 |
| 13. | APPROVE revisions to the class specification for School Safety Operations Supervisor, effective February 20, 2015. | 9-34 |
| 14. | APPROVE revisions to the class specification for Assistant School Safety and Emergency Preparedness Director, effective February 20, 2015. | 9-34 |
| 15. | APPROVE revisions to the class specification for Chief of School Safety and Emergency Preparedness Director, effective February 20, 2015. | 9-34 |
| 16. | APPROVE revisions to the class specification for Telecommunications Technician, effective February 20, 2015. | 35-44 |
| 17. | APPROVE revisions to the class specification for Telecommunications Supervisor, effective February 20, 2015. | 35-44 |
| IV. | OTHER ITEMS | |
| V. | NEXT REGULAR MEETING | |
| | March 5, 2015, at 8:15 a.m. in Building B Room 29 | |
| VI. | CLOSED SESSION | |
| | Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment | |
| VII. | 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

February 5, 2014

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, February 5, 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 Stacey Lewis

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 January 22, 2015.

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

RECEIVE
CORRESPONDENCE

No correspondence was received.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM
EXECUTIVE OFFICER

Interim Executive Officer Heineke reported the Summer School calendar is on the website.

Ms. Heineke also reported with an attendance of about 230, the CSPCA conference in San Diego was a success. The 2016 CSPCA conference is scheduled for February 25 - February 28, 2016 in Anaheim, California.

Dale Culton, Certification Services Manager, reported he attended a seminar on the changes to PERS and STRS retirement plans.

Mary Cates, Human Resources Supervisor, announced Summer School applications are on the District and Personnel Commission website and have been distributed via email to all sites.

Marilyn Balmer, Personnel Analyst, reported, since the addition of the provisional Human Resources Technician in Recruitment and Testing in January, 11 Custodian and 6 Instructional Aide Special recruitments with approximately 852 applicants have been conducted.

Ms. Heineke said she met with Frank Gutierrez, Director, Principal Liaison, to discuss the Custodian substitute challenge.

Ms. Heineke asked the Commission if they would like to consider having a joint open house with CDC when they move into the A wing of the Monroe site. The Commissioners said it sounded like a good idea and would like staff to review that option.

OLD BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RATIFY** the job announcement bulletin for Nutrition Services Supervisor II.

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **RATIFY** the job announcement bulletin for Nutrition Services Supervisor III.

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 Instructional Aide-special eligibility list.

OTHER ITEMS

Ms. Vaughan reported she enjoyed attending the CSPCA conference and learning about the new laws. There was discussion on the new California sick leave law.

Ms. Lewis said she was concerned with the age of the technology used in the Personnel Commission offices. She asked Staff to conduct an audit of the current equipment in use and to provide the Commission a report with the cost to replace the aging technology. The Commissioners expressed strong support to replace the aging computers currently in use by Staff and for testing. CSEA Chapter 2 President, Val Pharr said she supports the updating of technology and provided resources that may be able to assist in the procurement of equipment that is being replaced at other sites.

Ms. Lewis said she would be absent from the February 19, 2015 Commission meeting.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be February 19, 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 to closed session at 8:47 a.m. in accordance with provisions of the Government Code (Section 54957) to consider Public Employee Performance Evaluation, Title: Interim Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

The Personnel Commission returned to open session at 8:58 a.m. There were no reportable actions taken during closed session.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:59 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chair

Patricia Heineke, Interim Executive Officer



PERSONNEL COMMISSION

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

Interim Executive Officer
Patricia Heineke

DATE: February 19, 2015
TO: Personnel Commission
FROM: Patricia Heineke, Interim Exec. Officer

RE: Report on Technology Needs in Personnel Commission / Classified Employment Office

Background

In response to a request at the Personnel Commission meeting of February 5, 2015, we have completed an inventory of technology needs within the department.

As you know, the District, along with all districts in California, has been suffering from severe a financial shortfall due to a lack of funding from the state for several years. Because of this there has not been a regular review and upgrade of computers and printers in the department.

As an example, the computers in the computer testing lab are all from 2004 or earlier. The three stations for proctors in testing rooms are from 2004, 2006, and 2007. The four computers in the lobby which are available for applicants to use in applying for positions with the district are from 2004 or older.

Seven computers for staff are from 2013 or 2014, but 14 others are from 2007 or earlier, most from 2004 or earlier.

I have attached a breakdown of the computers and printers that are in the most urgent need for replacement.

Recommendation

DISCUSS the technology needs within the Personnel Commission / Classified Employment Office.

Technology Needs for Personnel Commission Office

February 19, 2015

Listed below are the computers and printers that are in need of replacement. There are 5 computers that were secured in 2014 and two in 2013. These are not included in the needs statement. Although upgrading the monitors for six of these is a consideration, but would be minimal cost.

Staff:

12 computers are from 2007 or older (most 2004)

1 computer is of unknown origin that was made up of spare parts

1 computer holds the SIGMA database, and is older than 2004

Replacement cost @ \$1,063.73 per station is \$14,892.22

Laptops:

2 computers with no wifi (2002 and 2005)

Replacement cost @ \$1,345.66 each is \$2,691.32

Kiosks for applicants:

4 computers from 2004 or older

Replacement cost @ \$1,063.73 per station is \$4,254.92

Testing Lab:

18 computers 2004 or older

18 end-of-life, often malfunctioning printers

3 proctors' stations (2004, 2006, and 2007)

Replacement cost of computers @ \$1,063.73 per station is \$22,338.33

Replacement cost of printers @ \$40 per station (21 stations) is \$840.00

Total cost for replacement including computers and printers is \$45,016.79



Classified Employment Opportunity

APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, Ca. 90713 Office: (562) 435-6708

24 Hour Job Hotline: (562) 481-JOB6
www.lbschools.net/Main_Offices/Personnel_Commission/

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN -- 0756 SENIOR PAYROLL ACCOUNTING TECHNICIAN -- 0762

Final Filing Date: 4:30 p.m., Tuesday, March 3, 2015.

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.

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,166	\$3,360	\$3,548	\$3,740	\$3,945
HOURLY:	\$18.39	\$19.39	\$20.48	\$21.58	\$22.78

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

JOB SUMMARY: Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned. Payroll assignments are moderately complex and require accuracy and attention to detail. An incumbent generally works on assigned parts of the certificated or classified payrolls for employees on traditions, year-round and twelve-month calendars. The first priority is for the Intermediate Payroll Accounting Technician to ensure that the employees' paychecks are correct and paid on time. Increasingly, an incumbent reviews and corrects computer edit reports produced after data is entered from payroll timesheets and time cards. An Intermediate Payroll Accounting Technician applies relevant knowledge of District, Federal and State rules and regulations, Personnel Commission and Board of Education administrative rules, and bargaining unit contracts in processing payroll transactions and completing the forms and documents. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contacts with district employees.

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. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Two years of full-time financial or statistical record keeping work, preferably including payroll systems.

SPECIAL:

(1) 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.

SENIOR PAYROLL ACCOUNTING TECHNICIAN

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,551	\$3,746	\$3,952	\$4,169	\$4,398
HOURLY:	\$20.49	\$21.61	\$22.60	\$24.06	\$25.38

JOB INFORMATION: The current vacancy is a permanent 12 month, 100% position located at Payroll Branch.

JOB SUMMARY: Under general supervision, take the lead and/or review, verify and correct payroll and related transactions; identify and solve payroll; prepare summary payroll reports; and perform related duties as assigned. A Senior Payroll Accounting Technician reviews and corrects discrepancies and errors in certain components of the payroll cycle or process such as leave credits, retirement deductions and reconciling the reported gross calculation reports and warrant registers. An incumbent also solves payroll problems requiring extensive research of records and source documents. A Senior Payroll Accounting Technician applies a thorough knowledge of the interrelated parts of the payroll system in performing difficult and moderately complex work. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contacts with district employees and other public agencies. An incumbent may also serve in a lead capacity to other payroll staff in guiding and assisting them in their assigned duties.

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. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

SPECIAL:

(1) 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.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #15-0120-0756
Exam #15-0113-0762 as
Dual Examination

LBUSD Employees, please see reverse side for important information
Page 6

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: February 19, 2015

Reason for
Consideration: Approval

Financial Services Officer Dual 15-0084-0385

List Valid: 02/05/15 – 02/05/16

Total applications received: 12 Total invited to exam: 5

No. Passed: 2 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 7

Instructional Aide Special Open/Continuous 15-0111-0448

List Valid: 02/19/15 – 02/19/16

Total applications received: 59 Total invited to exam: 8

No. Passed: 7 No. Failed: 1 No. Withdrew: 17 No. Screened Out: 34

Instructional Assistant Intensive

Behavioral Treatment Dual 15-0086-5035

List Valid: 02/18/15 – 02/18/16

Total applications received: 218 Total invited to exam: 128

No. Passed: 61 No. Failed: 18 No. Withdrew: 49 No. Screened Out: 90

Job Developer Dual 15-0101-0463

List Valid: 02/02/15 – 02/02/16

Total applications received: 101 Total invited to exam: 38

No. Passed: 12 No. Failed: 16 No. Withdrew: 10 No. Screened Out: 63

Kids' Club Lead Assistant Dual 15-0056-0515

List Valid: 01/30/15 – 01/30/16

Total applications received: 219 Total invited to exam: 37

No. Passed: 8 No. Failed: 10 No. Withdrew: 19 No. Screened Out: 182

Staff Secretary Promotional 15-0063-3364

List Valid: 02/18/15 – 02/18/16

Total applications received: 22 Total invited to exam: 16

No. Passed: 2 No. Failed: 11 No. Withdrew: 3 No. Screened Out: 6

Staff Secretary - Bilingual Spanish Dual 15-0062-5085

List Valid: 02/18/15 – 02/18/16

Total applications received: 97 Total invited to exam: 63

No. Passed: 7 No. Failed: 38 No. Withdrew: 18 No. Screened Out: 34

EXTEND ELIGIBILITY LIST

Purchasing Agent Dual 14-0043-5128

Extended list expiration date: 8/20/15 Extended list period: 6 months

Total applicants on list: 9 No. of current eligibles: 4 No. of waivers or removals: 5

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: February 13, 2015



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

February 10, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Classification Specifications

Background and Findings

During recent School Safety Officer recruitment activities, several applicants did not possess "American Red Cross" CPR/First Aid certification and some submitted certifications issued by other agencies. Through discussions with Thomas Hickman, Chief of School Safety and Emergency Preparedness, it was determined that CPR/First Aid certification is built into the required Peace Officer Standards and Training (P.O.S.T) certification and therefore it is not necessary to list as a separate "Special Requirement" on the class description.

Staff reviewed other classifications requiring P.O.S.T certification and found the American Red Cross CPR/First Aid statement can be removed from three other classifications:

Chief of School Safety and Emergency Preparedness
Assistant School Safety and Emergency Preparedness Director
School Safety Supervisor

Staff also added statements regarding ongoing firearm training and passing a physical examination, comprehensive background investigation and psychological evaluation to the Chief of School Safety and Emergency Preparedness description. A statement regarding ongoing firearm training was added to the Assistant School Safety and Emergency Preparedness Director description. The School Safety Operations Supervisor description was modified to specify that candidates must pass a comprehensive background investigation.

In addition, staff made minor revisions to correct formatting and typographical errors and assure consistency between the class descriptions.

The Chief of School Safety and Emergency Preparedness has reviewed and approved the recommended changes. Copies of the revised class descriptions are attached.

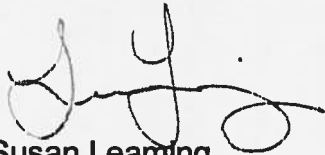
Recommendations

Staff recommends the Personnel Commission:

1. Adopt the following revised class specifications:

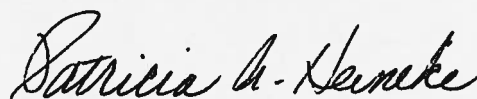
- School Safety Officer
- School Safety Supervisor
- School Safety Operations Supervisor
- Assistant School Safety and Emergency Preparedness Director
- Chief of School Safety and Emergency Preparedness

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke
Interim Executive Officer

PERSONNEL COMMISSION CORE VALUES

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



Class Code: 5014
Salary Range: 31 (C1)

SCHOOL SAFETY OFFICER

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

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

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

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

DISTINGUISHING CHARACTERISTICS

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

EMPLOYMENT STANDARDS

Knowledge of:

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

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

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

District school safety officer manual of rules and regulations.

Group dynamics related to adolescents.

Techniques of group and crowd control.

Handgun use and safety measures.

Patrol and security methods and procedures.

Geographical layout of the District.

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

Security measures and devices.

District security alarm systems.

First aid and life saving techniques.

Personal computer and keyboard.

Ability to:

Learn policies of the District's school safety program.

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

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

Qualify to use a handgun.

Control behavior of students in a wide variety of situations.

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

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

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

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

Operate two-way radio equipment.

Understand and carry out both oral and written instructions.

Operate a vehicle observing legal and defensive driving practices.

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

Education and Training:

Equivalent to graduation from high school.

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

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

Experience:

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

OR

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

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

SPECIAL REQUIREMENTS

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

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

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

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

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

~~American Red Cross standard first aid and cardio-pulmonary resuscitation certification.~~

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

WORKING ENVIRONMENT

Outdoors and indoors.

Occasional inclement weather.

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

Areas adjacent to school sites.

Community streets and roads.

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

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

PHYSICAL DEMANDS

Visual field and depth and color.

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

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

Sitting and standing for extended periods of time.

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

Lifting objects weighing up to 50 pounds.

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

Per Board of Education resolution 071805-B, effective July 18, 2005, this classification has been designated as a police class. In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

8/94

Revised 9/14/2000

Revised 4/11/2002

Revised 6/19/2003

Revised 5/5/2005

Revised: 7/13/2006

Revised: 9/21/2006

Revised:



PERSONNEL COMMISSION

Class Code: 5016
Salary Range: 35 (S1)

SCHOOL SAFETY SUPERVISOR

JOB SUMMARY

Under general supervision, organize and coordinate work assignments and supervise the Office of School Safety and Emergency Preparedness ~~District Branch security~~ personnel in providing safety, protection and security for Districts students, staff, and property; perform school safety functions and serve as relief to ~~Branch department~~ safety personnel as required; 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.

- Schedule and assign patrol officers to shifts; make manpower adjustments to shifts according to officers available and special activities or events needing extra coverage; authorize overtime to patrol officers; direct other ~~Branch department~~ field personnel as needed. **E**
- Coordinate crime prevention and protection activities such as a campus lock-down or truancy sweep in a designated area with local law enforcement agencies. **E**
- Go to sites where emergencies are in progress or peace and order may be under threat; assess the situation and call for additional patrol officers for assistance or local law enforcement personnel as needed. **E**
- Review patrol officer incident reports and daily logs for accuracy and clarity; return to officer for corrections as needed; file reports and logs. **E**
- Supervise School Safety and Emergency Preparedness ~~Branch department~~ personnel assigned gang prevention or student truancy duties and responsibilities; maintain two-way radio contact as needed. **E**
- Supervise the communications center functions and dispatch operators. **E**
- Respond to calls from the public and District employees on a variety of school safety issues; explain District policies and rules and sections of the education code that apply to school systems (e.g. juvenile laws on loitering). **E**
- Investigate and prepare reports on crimes committed on District property such as thefts, burglaries or vandalism. **E**
- Meet with faculty, administrators, or other personnel, including representatives of other agencies, to resolve situations and problems that arise with school safety and emergency preparedness areas of responsibility. **E**
- Supervise the activities of the School Safety Communications Center that include radio and telephone procedures, scheduling personnel, training operators and alarm response procedures. **E**

- Participate in the planning of school safety functions and projected changes in functions and programs for the Office of School Safety and Emergency Preparedness Branch. *E*
- Schedule and coordinate the repair and maintenance of District security vehicles with the District Transportation Branch. *E*
- Adjust employee grievances. *E*
- May assume duties of the Assistant ~~Security~~ School Safety and Emergency Preparedness Director in his/her absence.

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

DISTINGUISHING CHARACTERISTICS

A School Safety Supervisor exercises direct and first line responsibility over field patrol, gang prevention, student truancy, campus security and communications center personnel in the Office of School Safety and Emergency Preparedness Branch. An incumbent applies considerable knowledge of the State education code pertaining to juveniles, District safety rules and regulations and sound judgement and advice appropriate to providing protection and security to students, District staff and property.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of supervision and training.

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

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

Sections of the California Welfare and Institutions and Health and Safety Codes that pertain to Juvenile Court law.

Group dynamics related to adolescents.

Techniques of group and crowd control.

Handgun use and safety measures.

Patrol and security methods and procedures.

Geographical layout of the District.

Local law-enforcement and emergency agencies.

Appropriate use of radio broadcasting equipment.

District safety and fire alarm systems.

First aid and life saving techniques.

Ability to:

Plan, organize, schedule, supervise and evaluate the work of others.

Train security personnel.

Prepare work schedules of assigned personnel.

Prepare Standard Operating Procedures for inclusion in manuals and other administrative documents.

Analyze situations encountered on patrol.

Think clearly and logically, use good judgment, and make rapid and logical decisions in emergencies.

Remember names, faces, and details of occurrences.

Operate two-way radio equipment and enunciate clearly when broadcasting.

Deal effectively with juveniles and maintain good relations with school personnel, local law enforcement personnel and the public.

Conduct thorough investigations.

Keep complete and accurate records.

Prepare concise and descriptive reports recommending actions as appropriate.

Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school.

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

An Associate of Arts Degree or Bachelor's Degree, with a major in administration of justice, business, or public administration is desirable.

Experience:

Three years of full-time experience in law enforcement or security work, preferably with juveniles or adolescents is required, including one year in a lead or supervisory role.

OR

Three years as a School Safety Officer in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

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

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

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

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

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

~~American Red Cross standard first aid and cardio-pulmonary resuscitation certification.~~

WORKING ENVIRONMENT

Outdoors and indoors.

Occasional inclement weather.

School Safety and Emergency Preparedness office.

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

Communication center.

Areas adjacent to school sites.

Community streets and roads.

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

Exposure to dissatisfied or abusive individuals, confrontations, fights and use of hand weapons (baton, mace, etc.)

PHYSICAL DEMANDS

Visual field and depth and color.

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

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

Sitting and standing for extended periods of time.

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

Lifting objects weighing up to 50 pounds.

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

Per Board of Education resolution 071805-B, effective July 18, 2005, this classification has been designated as a police class. In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

2-87

Revised: 4-98

Revised: 4/11/02

Revised: 6/19/03

Revised: 10/19/06

Revised:



PERSONNEL COMMISSION

Class Code: 5188
Salary Range: 35 (S1)

SCHOOL SAFETY OPERATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; develop and schedule School Safety personnel work shifts; research, analyze and prepare complex reports and records; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; assure compliance with applicable laws, codes, rules and regulations. **E**
- Develop and schedule School Safety personnel work shifts to assure adequate coverage; make adjustments to shifts according to staff availability and special activities or events needing extra coverage; authorize and track overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations; collect and review P.O.S.T History Statements and other required documents; conduct interviews with candidates, past employers and other references; maintain auditable records and files. **E**
- Serve as primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. **E**
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. **E**
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. **E**
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. **E**

- Oversee issuance and processing of District identification badges; coordinate the distribution of subpoenas to School Safety personnel. *E*
- Coordinate District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as directed. *E*
- Serve on the District's Emergency Operations Center (EOC) team; participate in EOC trainings; participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. *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

Incumbents in the School Safety Operations Supervisor classification plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness including scheduling of School Safety personnel work shifts and conducting comprehensive background investigations of School Safety employment candidates. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the School Safety and Emergency Preparedness programs and are assigned a variety of special projects.

EMPLOYMENT STANDARDS

Knowledge of:

Research methods and report writing techniques.
General techniques and methodologies of project management.
Financial and statistical record-keeping techniques.
Budget preparation and control of expenditures.
Oral and written communication skills.
Public speaking techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness.
Train, supervise and evaluate the performance of assigned staff.
Develop and schedule School Safety personnel work shifts.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Learn, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Learn employment selection standards set forth by P.O.S.T.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Maintain comprehensive records and files.
Work independently with little direction.
Plan and organize work.

Education and Training:

Associate's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a P.O.S.T approved Background Investigation Course is desired.

Experience:

Two years of experience performing P.O.S.T background investigations or analyzing data and preparing reports and recommendations regarding business processes such as budgets, organizational efficiency, project management, staffing, or records management. Supervisory experience is desirable.

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

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

Valid California Class C driver's license and use of a personal automobile.

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

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 5/1/2014
Revised:



PERSONNEL COMMISSION

Class Code: 5048
Salary Range: 46 (M2)

ASSISTANT SCHOOL SAFETY AND EMERGENCY PREPAREDNESS DIRECTOR

JOB SUMMARY

Under the direction of the Chief of School Safety and Emergency Preparedness, plan, organize and direct school safety and emergency preparedness operations and activities to provide safety and protection for District students, staff and property; train and supervise assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and direct the operations and activities of the Office of School Safety and Emergency Preparedness ~~Division~~ to provide safety and protection for District students, staff and property; assure compliance with local, State and federal laws. **E**
- Serve as incident commander and direct the emergency operations center during unusual occurrences; oversee and direct District emergency response activities to manmade and natural disasters; administer first aid and Cardio-Pulmonary Resuscitation (CPR) as necessary. **E**
- Participate in the administration of emergency plans for District sites; identify safety hazards and potential liability issues and concerns at sites; assist in the implementation of a Standard Emergency Management System (S.E.M.S.). **E**
- Develop and modify school safety and emergency preparedness procedures and field operations; analyze patterns of activities that jeopardize safety at District sites and implement rapid and proactive solutions. **E**
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; confer with ~~Division~~ department personnel regarding field assignments and work schedules. **E**
- Coordinate and conduct trainings for ~~Division~~ department personnel including workshops on juvenile behavior, refresher courses on current laws and regulations for school district safety and State mandated training requirements. **E**
- Maintain current knowledge of laws, codes, rules and regulations related to school district safety and emergency preparedness policies and practices; develop and maintain current operational and procedural manuals related to ~~Division~~ department activities. **E**

- Prepare and distribute correspondence to site administrators, ~~Division~~department personnel and others regarding school safety issues and procedures. *E*
- Participate in and direct the preparation and maintenance of a variety of reports, records, logs and files including automated dispatch systems, incident reports, training files and mandated crime reporting requirements; review incident reports for accuracy and clarity. *E*
- Participate in the development and preparation of the annual preliminary budget for the ~~Division~~department; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Participate in professional organizations and attend conferences and meetings that address school district safety issues such as gang prevention, juvenile and adolescent behavior and criminal activities. *E*
- Communicate with District administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide advice to District personnel regarding students or employees suspected of committing criminal acts. *E*
- Coordinate the development and implementation of District-wide school safety protection and crime prevention programs with local law enforcement agencies including truancy sweeps, vehicle patrol of District sites and activities of police officers stationed at District sites; establish and maintain ongoing relationships with local law enforcement and fire agencies to facilitate investigations and provide mutual support services. *E*
- Drive a District vehicle to conduct work; operate a computer and assigned software; operate modern safety and protective equipment. *E*
- Monitor ~~Division~~department equipment and supply levels and order new or replacement items as necessary. *E*

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

DISTINGUISHING CHARACTERISTICS

An Assistant Chief of School Safety and Emergency Preparedness has daily operational responsibilities for the Office of School Safety and Emergency Preparedness~~Division~~. In this role an incumbent reviews current activities and implements adjustments in ~~Division~~department resources affecting patrol, investigation, gang activity, crime prevention and support service activities. An incumbent is a member of local law enforcement organizations and associations that confer and exchange information on current criminal activities impacting communities and school systems. An incumbent provides ongoing advice to school site administrators on appropriate actions toward students or school staff suspected of injurious or criminal behavior toward others or District property.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of District school safety and emergency preparedness activities.

Laws, codes, rules and regulations related to school district law enforcement and security.

Local law enforcement and emergency service agencies.

Standard Emergency Management System implementation procedures.

Principles and practices of administration, training and supervision.

Basic concepts of child development and behavior.

Crime prevention and criminal investigation techniques.

Handgun use and safety measures.

Record-keeping and report preparation techniques.

Modern safety equipment including emergency radios and related communications equipment.

Budgeting preparation and control.

First aid and CPR techniques.

Operate a computer and assigned software

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and direct school safety and emergency preparedness operations and activities.

Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Serve as a liaison and communicate with law enforcement agencies and community groups.

Assist in the implementation of a Standard Emergency Management System.

Train and evaluate the performance of assigned personnel.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Communicate effectively, both orally and in writing.

Monitor and control expenditures.

Perform first aid and CPR.

Prepare, maintain and direct the preparation of a variety of records and reports.

Prepare and deliver oral presentations.

Plan and organize work.

Operate modern safety equipment.

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

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Bachelors degree in police science, criminal justice, public administration or a related field and completion of the Basic Police Officers Standard Training (P.O.S.T) academy.

Experience:

Four years of professional law enforcement experience including two in a supervisory capacity. Law enforcement experience in educational institutions is desirable.

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

SPECIAL REQUIREMENTS

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

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

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

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

~~American Red Cross standard first aid and CPR certification.~~

WORKING ENVIRONMENT

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Contact with dissatisfied or abusive individuals.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office and specialized equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Climbing stairs and ramps.
Bending at the waist, kneeling or crouching.
Physical agility and stamina.
Walking or standing for extended periods of time.
Sitting for extended periods of time.

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 ~~twelve (12) months~~ 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.

PC Approved: 9/13/01

Revised: 12/4/03

Revised:



PERSONNEL COMMISSION

Class Code: 5007
Salary Range: 57 (M2)

CHIEF OF SCHOOL SAFETY & EMERGENCY PREPAREDNESS

JOB SUMMARY

Under administrative direction of the Superintendent of Schools, ~~to develop, plan, organize, supervise and implement the objectives, activities and staff effort for the Office of School Safety and Emergency Preparedness district school safety operations;~~ to develop plans and coordinate activities of the ~~d~~District emergency preparedness program; and ~~to perform related duties as required assigned.~~

EXAMPLES OF DUTIES

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

- Plan, organize, control and direct school safety services and emergency preparedness activities according to ~~d~~District standards and regulations. **E**
- Advise administrators and appropriate staff on security and protective services provided by department programs and personnel; organize and conduct related in-service training, seminars and workshops. **E**
- Develop and oversee development of operational guidelines for the Office of School Safety and Emergency Preparedness ~~district school safety branch;~~ formulate and coordinate implementation of school safety goals and objectives. **E**
- Direct and participate in confidential and sensitive internal investigations as directed by the Superintendent; conduct internal investigations on safety department staff as warranted; review reports of investigations conducted by department staff and recommend follow-up actions as appropriate. **E**
- Recommend and develop school safety, security and emergency preparedness programs and, standard operating procedures; research and report to administration on legislation, issues and trends in school ~~d~~District safety and security laws and trends. **E**
- Develop, prepare and monitor the school safety and emergency management annual budgets; control and authorize expenditures in accordance with established ~~d~~District guidelines. **E**
- Provide functional supervision of field assignments, patrol routes and scheduling of work shifts of the ~~d~~District school safety force. **E**

- Develop an emergency preparedness plan based on the California Standardized Emergency Management System (SEMS); develop and maintain a manual of operational procedures; provide regular training on eDistrict SEMS plans. *E*
- Work closely with law enforcement personnel in district municipalities on crime prevention and the apprehension of those who commit crimes against students, employees, eDistrict property or equipment; establish a cooperative traffic enforcement program with local police departments. *E*
- Develop and maintain a variety of security, safety and emergency preparedness training programs for the eDistrict school safety force, administration, and designated key eDistrict personnel; inform of changes in regulations, policies and implications of new or amended laws. *E*
- Survey eDistrict sites to assess conditions and recommend improvements in safety and security for employees, students, facilities and equipment. *E*
- Make presentations before groups for such purposes as to clarify the role of the eDistrict school safety force, to explain emergency preparedness and eDistrict emergency response plans; and other related safety and security issues. *E*
- Identify and analyze existing and potential hazards and dangers to students, employees and the public in the event of a major disaster in the eDistrict, civil unrest, acts of violence by groups or individuals, and make plans for various levels of response; coordinate emergency preparedness procedures with eDistrict environmental health and safety personnel. *E*
- Analyze and respond to school site emergencies and determine appropriate actions; maintain at the ready an emergency command system, including an Emergency Operations Center and an alternate or mobile center as a site from which designated personnel will direct and control operations during an emergency; alert key eDistrict officials in the event of an emergency; direct the maintenance and installation of emergency communications systems. *E*
- Serve as liaison and consult with disaster service agencies such as the State Office of Emergency Services and law enforcement and fire, building and parks and recreation departments of municipalities within the eDistrict. *E*
- Assess and make an inventory of the eDistrict work force, student populations and material resources that would be affected by and or be available as resources in the event of a major disaster event and consequent emergency; develop an inspection system that includes all eDistrict sites having minimum levels of supplies and equipment. *E*
- Secure technical and financial assistance available through State and Federal programs and eDistrict business partnerships. *E*
- Keep current on techniques in emergency response and changes in laws affecting emergency management measures. *E*
- Communicate news and information regarding emergency preparedness to eDistrict personnel by means of appropriate media. *E*

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

DISTINGUISHING CHARACTERISTICS

The Chief of School Safety & Emergency Preparedness provides administrative direction and leadership to the Office of School Safety and Emergency Preparedness ~~district safety force~~ in carrying out the readiness for the prevention and investigation of security and/or criminal events, ongoing training requirements and assessment of the effectiveness of the security force to meet its stated objectives. The incumbent also develops and implements the ~~d~~District's emergency preparedness program and maintains ongoing policy and management liaison with federal and state agencies, local police and emergency services agencies.

EMPLOYMENT STANDARDS

Knowledge of:

Laws, codes and ordinances used in law enforcement.

Organization, work management and personnel supervision.

Basic concepts of child development and behavior.

Crime prevention techniques.

Modern safety and protective procedures and equipment.

Handgun use and safety measures.

Basic first aid and Cardio Pulmonary Resuscitation (CPR) certification.

Public relations and community organizations and local government.

Public disaster preparedness organizations, plans and communications search and rescue, including triage and the Incident Command System and Standardized Emergency Management System (SEMS).

Emergency communications techniques including equipment and its use.

Ability to:

Direct and supervise personnel performing assigned functions relating to security and emergency preparedness.

Analyze situations accurately and adopt an effective course of action.

Design and direct training of ~~d~~District security personnel and designated emergency response personnel.

Direct activities, which prevent crimes.

Prepare clear, concise oral and written reports.

Make presentations before groups.

Operate radio equipment.

Operate office equipment such as ~~personal~~ computer, keyboard and multi-line telephone.

Establish and maintain effective relationships with community organizations, the public and representatives of other governmental agencies.

Education and Training:

Graduation from an accredited four year college or university with a bachelors degree in police science, criminal justice, law enforcement or a closely related field.

Both Basic Police Officers Standard and Training POST certification and possession of a California POST Supervisory or Management course certificate are required at time of application.

Experience:

At least five years of professional law enforcement experience, three of which must have included direct supervision and training of law enforcement personnel, is required. Law enforcement experience in educational institutions is desirable.

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

SPECIAL REQUIREMENTS

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

Possession of valid California Class C Driver's license at the time of appointment.

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

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

WORKING ENVIRONMENT

Office environment.

;-oOutdoor environment.

;-vVisit to school sites.

;-tTravel to community organizations and local government agencies.

Exposure to verbal abuse.

;-pPotential physical hazards involved in intervention in anti-social, illegal or violent behavior.

;-pPossible fights and confrontations.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
; ~~s~~Seeing to review and analyze reports, documents or other records.
; ~~h~~Hearing and speaking to exchange information in person, electronically, telephonically.
; ~~s~~Speaking to be heard before crowds and groups of people.
; ~~e~~Climbing stairs and ramps.
; ~~w~~Walking and standing for extended periods of time.
; ~~s~~Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/17/97

Revised: 12/2001

Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

February 10, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Classification Specifications

Background and Findings

The Telecommunications Supervisor recently reviewed the class specification for the Telecommunications Technician classification while initiating recruitment activities and worked with Commission Staff to make minor revisions to the specification. The class specification was last revised in 2007.

As part of the Measure K bond initiative, a new \$10 million districtwide telecommunication system is being built to bring the District up to modern standards. This includes replacement of the phone switching equipment and the addition of new multi-featured handsets at most sites. As a result, the current Nortel telephone system will be replaced by an Avaya Inc. system. Completion of this conversion is estimated to be in the spring of 2016. Effective January 1, 2015, the Telecommunications Shop now reports to Information Services instead of the Maintenance department. The Telecommunication Technician and Telecommunications Supervisor class specifications have been modified to reflect both telephone systems so the District can attract applicants with the necessary knowledge, skills and experience to work on these telephone systems.

Language regarding participation in the implementation of technologies such as VoIP (Voice over Internet Protocol) was added to the Telecommunications Technician description as this is the technology the District is moving towards. VoIP is a technology of transporting telephone calls over the internet instead of the public switched telephone network.

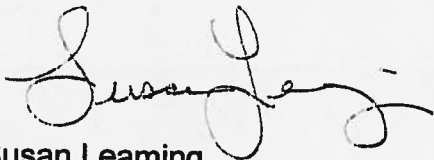
The Executive Director, Information and Technology Systems, Telecommunications Supervisor, and the Telecommunications Technicians have reviewed and approved the recommended changes. Copies of the revised class descriptions are attached.

Recommendations

Staff recommends the Personnel Commission:

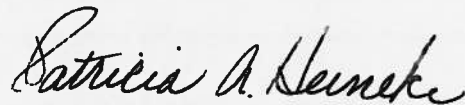
1. Adopt the revised class specifications for Telecommunications Technician and Telecommunications Supervisor

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke
Interim Executive Officer



PERSONNEL COMMISSION

Class Code: 3309
Salary Range: 34 (C2)

TELECOMMUNICATIONS TECHNICIAN

JOB SUMMARY

Under general supervision, install, test, repair, program and maintain a processor controlled digital telecommunications system and related voice mail equipment; maintain and repair Nortel and Avaya telephone and voice mail systems; 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 routinely performed in this classification.

- Inspect, test, install, repair and program large, complex computer-based analog and digital PBX systems such as ~~Nortel's Norstar and Meridian Options 11c-31c~~ Avaya and related voice mail equipment. **E**
- Install, test, repair or replace inside wiring for old and new cable at District sites; remove and replace existing cable and lines from District buildings and outdoors on District property. **E**
- Install, upgrade and repair hardware and software for voice mail, PBX and key systems. **E**
- Perform preventive maintenance on PBX related tape drives, disk drives and hard drives. **E**
- Test and monitor battery back-up system power supplies and uninterruptible power supply (UPS) equipment. **E**
- Install and support networks utilized for telephones, modems, fax machines and to interface with computers; install telecommunications network lines and cable. **E**
- Install system backboards for connection of inside and outside wiring. **E**
- Complete orders for repair service by vendors or telecommunications service providers. **E**
- Install raceway and panduit. **E**
- Estimate time and materials for repair work to be performed. **E**
- Confer with contractors regarding the installation and repair of lines and equipment. **E**
- Order and pick up supplies and parts from vendors as needed. **E**
- Recycle defective and old telephone equipment. **E**
- Provide assistance to end users by demonstrating the operation of telephones and voice mail services; modify telephone programming and relocate telephones. **E**

- Participate in the implementation of new technologies and telecommunication equipment such as integration of telecom into modern construction and VoIP (Voice over Internet Protocol). *E*
- Attend and participate in meetings, conferences and seminars to maintain current knowledge of technological advances in the field. *E*
- Drive a District vehicle to conduct work. *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 Telecommunications Technician works on systems and equipment of varying age, capacities and performance, but knowledge of and experience with Nortel and Avaya products are important because the District utilizes the technology from this vendor. An incumbent installs systems and equipment including laying out panduit and raceway and pulling cable. An incumbent advises and confers with site administrators and staff regarding work to be performed.

EMPLOYMENT STANDARDS

Knowledge of:

General telephony such as color code, line termination, ~~and~~ analog and digital trunking and Session Initiation Protocol (SIP) trunking.

Nortel Meridian telephone systems Options, ~~11e through 81e.~~

~~Current Nortel software releases.~~

Current Norstar and Avaya digital telephone and voice mail systems including ~~0-x 32, 8 x 24 and BCM~~ and current related software.

Current Nortel and Avaya software releases.

Current Nortel and Avaya voice mail application.

Avaya analog, digital and VoIP telephones.

Interface with paging and public address systems.

Applicable electrical codes for safety of equipment and personnel.

Variety of cable used in telecommunications systems.

Digital telecommunications networks such as T1 and ISDN PRI.

Tools and test equipment used on telecommunications hardware including computers to access remote maintenance systems.

Ability to:

Analyze complex system malfunctions with testing devices, tools and diagnostic testing programs.

Survey sites to determine materials necessary for repair of telephones and lines.

Install telecommunications network lines and cable.

Remove and replace existing cable and lines from District buildings and outdoors on District property.

Modify telephone programming and relocate telephones.

Test and repair equipment including fax machines, telephones in elevators, loop and ground start lines, carrier remote equipment, T-1 and off premise exchange (OPX) circuits.

Read blueprints, drawings and sketches.

Read and interpret technical manuals related to existing telecommunications systems.

Use hand tools and instruments such as meters, probes, test sets for inspection, testing and repair work.

Estimate time and materials for repair work to be performed.

Operate a District vehicle observing legal and defensive driving practices.

Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school.

Experience:

Four years of journey-level experience in telephone installation, maintenance and repair work.

Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products is preferred.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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

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

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.
Working in a cramped or restrictive work chamber.
Underground vaults.
Working on ladders and at heights.
Exposure to fumes, dust, solvents and odors.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate hand and power tools and a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Walking and standing for extended periods of time.
Bending at the waist, kneeling, stooping or crawling.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and distinguish colors of wires.
Lifting, carrying, pushing and pulling objects weighing up to 50 pounds.

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 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: 10/27/88
Revised: 3/2/00
Revised: 6/14/2007
Revised:



PERSONNEL COMMISSION

Class Code: 5121
Salary Range: 38 (S1)

TELECOMMUNICATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and oversee the District's telecommunications operations and services; train and supervise assigned personnel perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and oversee the District's telecommunications operations and services; assure compliance with applicable laws, codes, rules and regulations. **E**
- Conduct job site walks; estimate materials, labor, equipment and time requirements for contract and internal work; assign, schedule and inspect the work of contractors and staff installing new systems. **E**
- Review new installation requests; establish priorities for repairs of existing systems and installation of new systems. **E**
- Develop or obtain estimates for new installation projects from vendors and District staff; communicate with the Work Control Center regarding project status; complete related paper work. **E**
- Confer with District and vendor personnel working on site reconstruction or new construction plans and design regarding the installation of telecommunications hardware including cabling, terminal boxes, conduit and relocation of telephones. **E**
- Oversee special projects and program components such as integration of telecom into modern construction, VoIP (Voice over Internet Protocol), materials inventory, and OSHA compliance. **E**
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Develop work schedules to assure proper coordination of activities; review schedules and project plans to assure the scope of projects are clearly defined and within budget. **E**
- Communicate with administrators, vendors, contractors and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information. **E**
- Program and maintain the District's automated telephone directory; troubleshoot directory malfunctions; contact vendor to resolve issues as needed. **E**

- Maintain records and files of telephone system programming, software and hardware; maintain historical files for maintenance of systems and equipment. *E*
- Oversee activities related to District telecom systems and servers for the purpose of minimizing service disruptions and meeting the needs of users; maintain the District's telecommunications upkeep and project work order system. *E*
- Participate in the research, evaluation and development of recommendations regarding the purchase or modification of telecommunications equipment; make recommendations to improve operational effectiveness and minimize costs. *E*
- Develop or assist in developing bid specifications for telecommunications systems and hardware; confer with vendors on the development of bid specifications; serve as advisor at bid conferences. *E*
- Maintain appropriate inventory levels of parts, hardware and systems; order parts as needed to meet emergency repair needs; follow up on delays and missing orders; assist in resolving questions regarding payments of invoices to vendors. *E*
- Plan and coordinate telephone and voice mail training for District users as needed. *E*
- Administer the District's call accounting program; prepare telephone usage reports as requested. *E*
- Prepare a variety of correspondence related to assigned activities. *E*
- Participate in the formulation and development of telecommunications policies, procedures, budgets and programs; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend a variety of meetings, conferences and workshops related to telecommunications to maintain current knowledge of technological advances in the field. *E*
- Perform installation, maintenance and repair work as necessary.

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 Telecommunications Supervisor has first-line coordinating and supervisory responsibility for the installation of new telecommunications software and hardware and maintenance and repair of existing Nortel and Avaya systems. An incumbent provides technical advice on the installation of new systems for those developing plans on new construction and develops contract bid specifications for telecommunications systems and hardware.

EMPLOYMENT STANDARDS

Knowledge of:

Applicable Federal Communications Commission rules and regulations.
Applicable electrical codes for safety of equipment and personnel.
Local and Wide Area Network concepts and practices.

Automated telephone directories.
Traditional (Legacy) PBX, Hybrid PBX (Non IP and IP), VoIP (Premise and Hosted).
Physical installation and facility layouts.
Proper methods and techniques for the installation, repair and maintenance of existing and new telecommunications networks, systems and equipment.
Tools and equipment used on telecommunications hardware.
Storing equipment, materials and supplies.
Inventory procedures and practices.
Call accounting.
Basic record keeping and report preparation techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
General principles and practices of supervision and training.

Ability to:

Plan, coordinate and schedule the installation, maintenance and repair of telecommunications software and hardware systems.
Supervise, train and evaluate the work of assigned personnel.
Use hand tools and instruments such as meters, probes, test sets for inspection, testing and repair work.
Prepare bid specifications for new or replacement of telecommunications systems.
Provide technical advice to facility planners on the installation of communications hardware.
Estimate installation, repair and maintenance costs, time lines and materials.
Prepare memoranda, letters and written reports.
Maintain records and files.
Read and interpret blueprints, sketches and drawings.
Advise District site personnel regarding telecommunications and related services.
Prioritize and schedule work.
Meet schedules and timelines.
Assign and review the work of others.
Communicate effectively both orally and in writing.
Drive a vehicle to conduct work.
Establish and maintain effective working relationships with others.

Education and Training:

Graduation from high school. An Associate's degree is preferred.

Experience:

Five years of experience working with large, complex telecommunications systems and estimating and installing new systems. Experience working with Nortel and Avaya telephone systems and in a lead or supervisory capacity is preferred.

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

SPECIAL REQUIREMENTS

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

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

Incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Office and shop environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate computer keyboards and other specialized equipment.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials and inspect work in progress.

Climbing ladders and working from heights.

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 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.