

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
July 15, 2021

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of July 1, 2021 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant 5-6
2. **RATIFY** job announcement bulletin for District Security Officer 7-8
3. **RATIFY** job announcement bulletin for Plant Supervisor – High School 9-10
4. **RATIFY** job announcement bulletin for Program & Policy Development Advisor 11-12
5. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning 13
6. **RATIFY** job announcement bulletin for Recreation Leader – WRAP Expanded Learning 14-15
7. **APPROVE** the certification of Administrative Secretary – BL Spanish eligibility list 21-0141-5140 established 07/14/2021 16
8. **APPROVE** the certification of Avalon - Custodian eligibility list 21-0086-0139 established 07/14/2021 16
9. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 21-0130-0175 established 07/08/2021 16

10.	APPROVE the certification of Instructional Aide-Special Avalon eligibility list 21-0094-0448 established 07/14/2021	16
11.	APPROVE the certification of Plant Supervisor I eligibility list 21-0108-5026 established 07/07/2021	16
III.	OLD BUSINESS None	
IV.	NEW BUSINESS	
1.	APPROVE the Creation of New Classifications – Web Applications Developer and Senior Web Applications Developer	17-27
2.	APPROVE the recommendation to remove from eligibility list ID 45553322	28-44
3.	APPROVE the recommendation to remove from eligibility list ID 45745789	45-62
V.	OTHER ITEMS None	
VI.	NEXT REGULAR MEETING July 29, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813	
VII.	CLOSED SESSION 1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/. 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 Personnel 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)).	

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

July 1, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, July 1, 2021 at 8:18 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Personnel Analyst; Andrea Armas, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Christopher Itson, Assistant Director Marketing and Media Services; Gilbert Bonilla Jr., CSEA Chapter 2 President; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Julia Plascencia, CSEA Labor Relations Representative; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of June 17, 2021.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported beginning in October 2021, the Personnel Commission will begin to meet in person for meetings. Mr. Kato shared that the Commission meetings will continue to broadcast from the Office of Marketing and Multimedia Services until the end of September. Mr. Kato informed the Commission that the District COVID-19 protocols for mask wearing have changed and depends if the employee is vaccinated. Mr. Kato shared the summer high school intern has been selected to work at the Personnel Commission to learn the different aspects of the office.

Judith Alonso, Personnel Analyst, reported that staff continue to reach out to candidates on various platforms. Ms. Alonso shared that the Commission joined the Los Angeles Unified School District's virtual job fair on June 17 and a job fair webinar with Pacific Gateway Workforce Innovation Network on June 21. Ms. Alonso mentioned that a report generated from the LAUSD job fair showed the virtual booth received 180 participants. Ms. Alonso reported there are 42 recruitments in various stages of the examination process. Ms. Alonso also mentioned there were 56 eligibility lists produced in the last quarter. Ms. Alonso thanked the staff for their continued teamwork.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the first week of summer school is almost complete. Mr. Rios thanked the coordinators from the different sites to make placements for the summer employees. Mr. Rios gave recognition to Susan Brister, Human Resources Technician, for all her work to get the 600 employee assignments online. Mr. Rios recognized Anne Follett, Human Resources Technician, who has been working on a project with Equity, Access, College and Career Readiness (EACCR) office. Ms. Follett has been assisting Christopher Borunda, Administrator, K-16 Collaborations and District Programs, with the employment processing of College Student Aides, Student Tutors, and the summer intern program. Mr. Rios informed the Commissioners that staff continues to send out certification lists, as well as the processing and fingerprinting new employees for the upcoming school year.

Dale Culton, Certification Services Manager, reported in the fall, three (3) Campus Security Officers that were on the re-employment list have accepted a new placement and will go from 75% FTE to 100% FTE.

Susan Leaming, Personnel Analyst, shared she has been working on a few classification items and will be on the next agenda.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Secretary (C)
2. **RATIFY** job announcement bulletin for Heavy Truck-Bus-Automotive Mechanic
3. **RATIFY** job announcement bulletin for Human Resources Assistant
4. **RATIFY** job announcement bulletin for Kids' Club Assistant
5. **RATIFY** job announcement bulletin for Maintenance Manager

6. **RATIFY** job announcement bulletin for Maintenance Team Lead
7. **RATIFY** job announcement bulletin for Purchasing & Contracts Director
8. **RATIFY** job announcement bulletin for Recreation Aide
9. **RATIFY** job announcement bulletin for Senior Accounting Assistant
10. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
11. **APPROVE** the certification of Carpenter (Revised) eligibility list 21-0102-0114 established 06/11/2021
12. **APPROVE** the certification of Chief Communications and Community Engagement Officer eligibility list 21-0137-5285 established 06/29/2021
13. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0138-0139 established 07/02/2021
14. **APPROVE** the certification of Electrician eligibility list 21-0040-0161 established 06/30/2021
15. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 21-0071-5235 established 07/01/2021
16. **APPROVE** the certification of Instructional Aide – Educare – Bilingual Spanish eligibility list 21-0073-5206 established 07/01/2021
17. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 21-0099-5064 established 06/21/2021
18. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 21-0100-5065 established 06/21/2021
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0044-5068 established 06/25/2021
20. **APPROVE** the certification of Plumber eligibility list 21-0039-0242 established 06/25/2021
21. **APPROVE** the certification of Recreation Aide eligibility list 21-0152-5255 established 07/01/2021
22. **APPROVE** the certification of Speech/Language Pathology Assistant eligibility list 21-0117-5024 established 06/23/2021

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-10, and approve items 11-22 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING Mr. Ulaszewski corrected an error on the agenda regarding the date of the next Regular Meeting of Personnel Commission. He announced that the next Regular Meeting is scheduled for Thursday, July 15, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION The Personnel Commission retired into closed session at 8:29 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:45 a.m. and no reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:46 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth is desirable.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another (2) Positions in this classification require the use of a personal automobile and the possession of a valid class C California Driver's License. (3) 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. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable work schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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

Judith M. Almar

SALARY RANGE HOURLY:

START:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to monitor campus activities and read a variety of materials. Dexterity of hands and fingers to operate a computer keyboard. Standing and walking for extended periods of time. Bending at the waist, kneeling or crouching to move supplies and equipment. Sufficient strength to lift or restrain students. Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5288 ALT

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification. (2) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts. (9) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

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. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Agility and strength to make apprehensions and to protect self from attack. Sufficient strength to push and pull rolling and swinging security gates. Walking and climbing stairs.

APPLICATION:

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SELECTION PROCEDURE:

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SYSTEM EMPLOYER

Dual Continuous 5202 ALT

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Heather M. Alonzo

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

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Guidelines:

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR - HIGH SCHOOL

FINAL FILING DATE:

4:30 p.m., Monday, July 26, 2021

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school.

EXPERIENCE:

Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II 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:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

PHYSICAL DEMANDS:

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

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

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SALARY RANGE HOURLY:

START: \$28.16
6 MONTHS: \$29.71
1 ½ YEARS: \$31.35
2 ½ YEARS: \$33.07

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0008-5029 AA

LBUSD employees, please see reverse side
for important information.



Michelle M. Alonzo

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.

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

ABOUT OUR DISTRICT

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

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

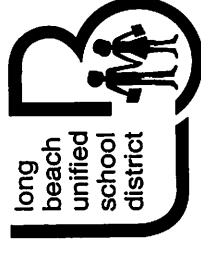
The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

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

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

Dual Exam 22-0009-5286 AA

Anthony M. Alonzo



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

PROGRAM & POLICY DEVELOPMENT ADVISOR

\$128,648 - \$151,070 Annually



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Program and Policy Development Advisor. Under the direction of the Superintendent of Schools or designee, serve as a principal program and policy development advisor and shall develop, implement, and direct strategic and organizational planning programs, functions and activities to support the District's strategic objectives and goals; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Program and Policy Development Advisor.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public administration, business administration, organizational management, education or a closely related field. A Master's degree in one of these disciplines is highly desirable. Additionally, candidates will have five years of professional or management level experience in a school district, institution of higher education, or similar public agency involving strategic planning and data-driven decision making with an emphasis on contemporary public education trends and issues.

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

SPECIAL REQUIREMENTS

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS

The annual salary for Program and Policy Development Advisor is \$128,648 to \$151,070, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m., Friday, July 30, 2021

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION AIDE – WRAP EXPANDED LEARNING

FINAL FILING DATE:

4:30 PM (PST), Thursday, July 29, 2021

JOB INFORMATION:

PLEASE NOTE: This is a part time 10 month position. Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;
- OR
2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

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

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

SALARY RANGE HOURLY:

\$14.28

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/Frist Aid certification throughout employment in this classification.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open 22-0010-5261 - AF



CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION LEADER – WRAP EXPANDED LEARNING

FINAL FILING DATE:

4:30 PM. (PST), Thursday, July 29, 2021

JOB INFORMATION:

PLEASE NOTE: This is a part-time 10 month position. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

One year of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

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

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

SALARY RANGE HOURLY:

\$20.38

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713

Office: (562) 435-5708

24 hour job hotline: (562) 491-JOBS

www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

DUAL 22-0011-5262 - AF

LBUSD employees, please see reverse side for important information.

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 16

Date: July 15, 2021

Reason for Consideration: Approval

ADMINISTRATIVE SECRETARY – BL SPANISH

PROMOTIONAL

21-0141-5140

List Valid: 07/14/2021-07/14/2022

Total Applications Received: 50

No. Passed: 11 No. Failed: 19

Total Invited to Exam: 34

No. Withdrew: 4 No. Screened Out: 16

AVALON – CUSTODIAN

OPEN CONTINUOUS

20-0086-0139

List Valid: 07/14/2021-07/14/2022

Total Applications Received: 68

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 20

No. Withdrew: 15 No. Screened Out: 48

GROUND'S EQUIPMENT OPERATOR I

PROMOTIONAL

21-0130-0175

List Valid: 07/08/2021-07/08/2022

Total Applications Received: 14

No. Passed: 5 No. Failed: 3

Total Invited to Exam: 8

No. Withdrew: 0 No. Screened Out: 6

INSTRUCTIONAL AIDE – SPECIAL AVALON

OPEN CONTINUOUS

21-0094-0448

List Valid: 07/14/2021-07/14/2022

Total Applications Received: 2

No. Passed: 0 No. Failed: 1

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 1

PLANT SUPERVISOR I

DUAL

21-0108-5026

List Valid: 07/07/2021-07/07/2022

Total Applications Received: 68

No. Passed: 11 No. Failed: 35

Total Invited to Exam: 62

No. Withdrew: 16 No. Screened Out: 6

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: July 15, 2021

PERSONNEL COMMISSION



June 30, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classifications

Background and Findings

As a result of the recent *Communications Audit Report* conducted by the National School Public Relations Association, the District requested staff create a Web Applications Developer classification series to support the Office of Communications and Community Engagement. The Web Applications Developer classification is designed to be the entry-level classification in the series and incumbents will perform duties with increasing initiative and independence of action, with a focus on providing website support and training to school site and departmental web content creators. The Senior Web Applications Developer classification is the journey-level classification in the series and has oversight responsibility of the District's website and application design activities. An incumbent will serve as a lead and provide work direction and guidance to incumbents in the Web Applications Developer classification.

Staff worked with the Public Information Director to develop the new classifications and identify the essential duties of the classes.

Salary Placement

Staff conducted a compensation study of the proposed classes. Local agencies typically used for salary surveys were surveyed for compensation comparison. Staff found similarity between classification duties and organizational structure with seven agencies to support compensation recommendations. The survey median of the seven agencies is \$9,240 per month for the Senior Web Applications Developer. This median is closest to LBUSD's salary range 45 (C1) with a maximum step of \$9,256. The survey median for the Web Applications Developer is \$7,426 per month. This median is closest to LBUSD's salary range 37 (C1) with a maximum step of \$7,451.

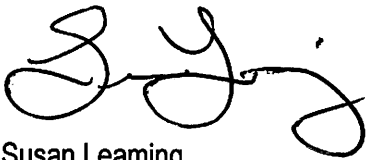
The Public Information Director is in support of the proposed classification specifications and salary recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the classification specifications of Web Applications Developer and Senior Web Applications Developer
2. Allocate the classification of Web Applications Developer to 37 (C1)
3. Allocate the classification of Senior Web Applications Developer to 45 (C1)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 37 (C1)
DRAFT

WEB APPLICATIONS DEVELOPER

JOB SUMMARY

Under general supervision, create applications, workflows and databases based on user requirements using current web technologies and SQL-based databases with increasing requirements of initiative and independence of action; design web pages and applications to meet customer needs including graphic design, coding techniques, and database integration; troubleshoot assigned system or environments and support changes, upgrades and related functions; provide support and training to school site and departmental web content creators; 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.

- Develop, test and implement custom programs using standard programming languages in web-based applications, and database management systems with increasing requirements of initiative and independence of action. **E**
- Provide support and training to school site and departmental web content creators; consult with users to determine systems and software requirements and objectives and support common personal computer software applications. **E**
- Design and maintain an appealing flow and uniformity of District websites; present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization including maintenance of HTML templates and image archives. **E**
- Create applications, workflows and databases based on user requirements; create and design software and processes to streamline District functionality. **E**
- Assist in assuring District websites meet Web Content Accessibility Guidelines (WCAG) for individuals with disabilities including those utilizing adaptive technology; review content and provide assistance regarding web accessibility. **E**
- Convert documents, graphics and other content from a variety of formats into a web-optimized format; assure web pages display properly and quickly on a variety of different browsers and computer hardware; create or alter graphics for web pages and applications. **E**
- Communicate changes in assigned configuration to customers and perform related support activities. **E**

- Troubleshoot and resolve system issues; debug programs by preparing test data and testing program operations; run test data in actual computer operations; detect and resolve programming errors and miscalculations. *E*
- Troubleshoot third-party software which uses web technology and/or SQL-based databases; confer with vendors as directed. *E*
- Optimize new and existing web applications for desktop browsers and mobile devices; install software packages, data conversion, and package maintenance. *E*
- Maintain and update application software, web server software, and database software on related servers. *E*
- Identify core services of departments and the technology utilized; analyze existing operating procedures and requirements; prepare description of user needs, program functions, and procedures required to develop or modify web or software applications to improve production or work flow. *E*
- Maintain records and prepare reports regarding website design, implementation activities, status of projects, and user traffic and statistics as directed; write and maintain user documentation. *E*
- Communicate with administrators, staff and others to coordinate activities, schedule work, resolve issues and exchange information. *E*
- Provide programming and analysis support to the business and instructional areas and train and support users on installed software; assist and instruct users in the use of various report writer or document management products. *E*
- Attend and participate in a variety of committees, meetings and trainings related to assigned activities; prepare and make presentations as assigned. *E*
- Provide recommendations for changes or improvements to assigned environments; develop and provide user guides or training as assigned. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

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 Web Applications Developer is the entry-level classification in the series and incumbents perform the more routine tasks and duties with increasing requirements of initiative and independence of action. Work is typically reviewed while in progress and fits an established structure or pattern. Incumbents participate in a variety of technical and programming projects with a focus on providing support and training to school site and departmental web content creators.

The Senior Web Applications Developer is the full journey-level classification within the Web Applications Developer series and has oversight responsibility of the District's website and application design activities to assure the content supports the mission, vision and values of the District. The Senior Web Applications Developer serves as a lead and provides work direction and guidance to incumbents in the Web Applications Developer classification. Incumbents must possess a thorough understanding of how to implement web accessibility standards. Positions in this class are normally filled by advancement from

the Web Applications Developer level, or when filled from the outside, require significant related experience.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles, practices and techniques of creating web applications, designing web pages and database structures.

Principles of program design, coding, testing and implementation.

Principles and techniques of business process analysis and design.

Programming and macro languages used in web-based applications and database and document management systems.

Practices and techniques of training and supporting technology users.

Methods and procedures of operating server and desktop computers and peripheral equipment.

Fundamentals of creating accessible web pages, online forms and digital media.

Methods of progressive enhancement and responsive/adaptive design.

Current web development tools, computer graphics packages, courseware authoring tools and learning and content management systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping and report preparation techniques.

Ability to:

Perform programming duties in the analysis of systems requirements and preparation of web applications, graphics and database structures.

Assist in assuring District websites meet Web Content Accessibility Guidelines (WCAG).

Develop accessible web-based resources for teaching and learning.

Create common application features in dynamic web-based applications such as pop-up menus, forms, animation and rotating graphics.

Analyze user issues, evaluate alternative and devise efficient cost-effective, user-friendly solutions.

Manipulate digital photographs for the web using advanced application software.

Understand multiple database structures, report writer techniques and forms design.

Meet schedules and timelines.

Participate in systems and programming studies and analyses.

Seek technical guidance as required.

Research, compile, organize and analyze statistical and technical data.

Provide technical assistance and recommendations concerning existing applications and systems.

Communicate effectively both orally and in writing.

Maintain current knowledge of technological advances in the field.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Education and Training:

Associate's degree in computer science, information technology or a related field including coursework in web applications programming.

Experience:

One year of web application development experience.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Extended viewing of a computer monitor.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Seeing to read a variety of materials and view a computer monitor.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

DATE



PERSONNEL COMMISSION

Class Code:
Salary Range: 45 (C1)
DRAFT

SENIOR WEB APPLICATIONS DEVELOPER

JOB SUMMARY

Under general direction, analyze customer requirements and provide solutions using current web technologies and SQL-based databases; design web pages and applications to meet customer needs including graphic design, coding techniques, and database integration; troubleshoot assigned systems or environments and oversee changes, upgrades and related functions; assure District websites meet Web Content Accessibility Guidelines (WCAG); serve as a lead and train and provide work direction to 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, develop, test and implement custom programs using standard programming languages in web-based applications and database management systems; create applications, workflows and databases based on user requirements; create and design software and processes to streamline District functionality. **E**
- Design and assure an appealing flow and uniformity of District websites; present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization including maintenance of HTML templates and image archives. **E**
- Serve as a lead and train and provide work direction and guidance to assigned staff; assign and review the work of staff; monitor the flow and completion of work; participate in the hiring and evaluation process as requested. **E**
- Assure District websites meet Web Content Accessibility Guidelines (WCAG) for individuals with disabilities including those utilizing adaptive technology; review content and provide assistance and training regarding web accessibility. **E**
- Analyze departmental operating procedures and requirements; prepare descriptions of user needs, program functions, and procedures required to develop or modify web or software applications to improve production or work flow. **E**
- Install, configure and troubleshoot third-party software using web technology and/or SQL-based databases; confer with vendors to support and reconfigure third-party software to meet current needs. **E**
- Research and recommend purchase of new technologies and equipment; develop request for proposals from vendors. **E**

- Develop and implement methods to assure the security and integrity of privileged and sensitive data that is stored and retrieved online. *E*
- Troubleshoot and resolve system issues; debug programs by preparing test data and testing program operations; run test data in actual computer operations; detect and resolve programming errors and miscalculations. *E*
- Convert documents, graphics and other content from a variety of formats into a web-optimized format; assure web pages display properly and quickly on a variety of different browsers and computer hardware; create or alter graphics for web pages and applications. *E*
- Optimize new and existing web applications for desktop browsers and mobile devices; install software packages, data conversion, and package maintenance. *E*
- Develop recommendations for changes or improvements to assigned environments; develop and provide user guides or training. *E*
- Communicate changes in assigned configuration to customers and perform related support activities. *E*
- Maintain and update application software, web server software, and database software on related servers. *E*
- Provide support and training to school site and departmental web content creators; consult with users to determine systems and software requirements and objectives and support common personal computer software applications. *E*
- Provide programming and analysis support to the business and instructional areas; train and support users on installed software; assist and instruct users in the use of various report writer or document management products. *E*
- Communicate with administrators, vendors, service providers, staff and other outside organizations to coordinate activities, schedule work, resolve issues and exchange information. *E*
- Oversee the maintenance of records and prepare reports regarding website design, implementation activities, status of projects, and user traffic and statistics; write and maintain user documentation. *E*
- Attend and participate in variety of meetings, committees and trainings related to assigned activities; prepare and make presentations as requested. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

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 Senior Web Applications Developer is the full journey-level classification within the Web Applications Developer series and has oversight responsibility of the District's website and application design activities to assure the content supports the mission, vision and values of the District. The Senior Web Applications Developer serves as a lead and provides work direction and guidance to incumbents in the Web Applications Developer classification or other assigned staff. Incumbents must possess a thorough understanding of how to implement web accessibility standards. Positions in this class are normally filled by advancement from the Web Applications Developer level, or when filled from the outside, require significant related experience.

The Web Applications Developer is the entry-level classification in the series and incumbents perform the more routine tasks and duties with increasing requirements of initiative and independence of action. Work is typically reviewed while in progress and fits an established structure or pattern. Incumbents participate in a variety of technical and programming projects with a focus on providing support and training to school site and departmental web content creators.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles, practices and techniques of creating web applications, designing web pages and database structures.

Principles of program design, coding, testing and implementation.

Principles and techniques of business process analysis and design.

Programming and macro languages used in web-based applications and database and document management systems.

Practices and techniques of training and supporting technology users.

Methods and procedures of operating server and desktop computers and peripheral equipment.

Methods of creating accessible web pages, online forms and digital media.

Methods of progressive enhancement and responsive/adaptive design.

Current web development tools, computer graphics packages, courseware authoring tools and learning and content management systems.

Principles of training and providing work direction and guidance.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping and report preparation techniques.

Ability to:

Perform programming duties in the analysis of systems requirements and preparation of web applications, graphics and database structures.

Assure District websites meet Web Content Accessibility Guidelines (WCAG).

Develop accessible web-based resources for teaching and learning.

Create common application features in dynamic web-based applications such as pop-up menus, forms, animation and rotating graphics.

Analyze user issues, evaluate alternative and develop efficient cost-effective, user-friendly solutions.

Manipulate digital photographs for the web using advanced application software.

Understand multiple database structures, report writer techniques and forms design.

Train and provide work direction and guidance to others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Perform systems and programming studies and analyses.

Research, compile, organize and analyze statistical and technical data.

Provide technical assistance and recommendations concerning existing applications and systems.

Communicate effectively both orally and in writing.

Maintain current knowledge of technological advances in the field.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Education and Training:

Bachelor's degree in computer science, information technology or a related field including coursework in web applications programming.

Experience:

Three years of web application development experience including experience training end users or content creators.

Experience in a lead or supervisory capacity is highly desirable.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.

Constant interruptions.

Extended viewing of a computer monitor.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials and view a computer monitor.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

DATE

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 45553322 PAGES: 28-44

Date: July 15, 2021 Reason for Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 45745789 PAGES: 45-62

Date: July 15, 2021 Reason for Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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