

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
January 18, 2018

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION 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 December 21, 2017 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 Associate Educational Research Analyst 5-6
2. **APPROVE** the certification of Facilities Project Manager-Construction 18-0040-5139 eligibility list established January 4, 2018 7
3. **APPROVE** the certification of Head Start Instructional Aide 18-0028-0657 eligibility list established January 4, 2018 7
4. **APPROVE** the certification of Head Start Instructional Aide 18-0042-0657 eligibility list established January 4, 2018 7
5. **APPROVE** the certification of Nutrition Services Worker 18-0032-5068 eligibility list established January 4, 2018 7
6. **APPROVE** the certification of Truck Driver 18-0041-0392 eligibility list established January 3, 2018 7

III. OLD BUSINESS

1. **APPROVE** the following: 8-9
Revision to the Rules and Regulations of the Classified Service,
Chapter X (Second Reading)

IV. NEW BUSINESS

1. **DISCUSS** the following: 10-11
Revisions to the Rules and Regulations of the Classified Service, Chapter I
(First Reading)
2. **APPROVE** the following: 12-26
Adopt the revised class specifications of:
Senior Nutrition Services Worker
Intermediate Nutrition Services Worker
Nutrition Services Worker
3. **APPROVE** the recommendation to remove from eligibility list ID 27756850 27-35

I. OTHER ITEMS

II. NEXT REGULAR MEETING

February 1, 2018 at 8:15 a.m. in Building B, Room 29

III. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel
Commission and Classified Employment

IV. 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

December 21, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, December 21, 2017 at 8:19 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Stacey Lewis
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Lissa Kukahiko, Senior Administrative Secretary; Susan Follmuth, Human Resources Technician; Noel Aguirre, Plant Supervisor I; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President-Unit A; Juan Garcia, CSEA Chief Job Steward; and Jeffrey Taylor.

MINUTES OF REGULAR MEETING APPROVED

Following a correction to the minutes in regards to the next Regular Meeting of the Personnel Commission and name spelling correction for Emily Rife, CSEA Labor Representative, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of December 7, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced Noel Aguirre as the new Plant Supervisor I for the Monroe site.

Mr. Kato informed the Commission that the New Employee Orientation on January 11, 2018 has been canceled and will resume on January 25, 2018.

Mr. Kato reported that the seniority conversion of classified seniority to date of hire is moving forward.

Maria Braunstein, Personnel Analyst, informed the Commission on hosting a workshop giving tips and conducting exercises on how to apply for a job. Mr. Kato thanked Ann Culton, Human Resources Administrative Coordinator for her assistance in distributing the workshop flyers throughout the district. Ms. Braunstein updated the Commission of the Recruitment and Testing activities.

Dale Culton, Certification Services Manager, reported on the status of filling vacancies. Mr. Culton informed the Commission that the online summer employment applications will be available on January 29, 2018. Mr. Culton reported that several employees from re-employment lists were able to return back to their former classifications.

Mr. Kato informed the Commission that the Personnel Commission will update their marketing brand, utilizing the new logo into the Personnel Commission's letterheads and brochures.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-9.

1. **RATIFY** job announcement bulletin for Executive Secretary
2. **RATIFY** job announcement bulletin for Senior Systems Analyst
3. **APPROVE** the certification of Custodian 18-0017-0139 eligibility list established December 14, 2017
4. **APPROVE** the certification of High School Office Supervisor 18-0046-3349 eligibility list established December 20, 2017
5. **APPROVE** the certification of High School Office Supervisor 18-0046-3349 eligibility list established December 20, 2017
6. **APPROVE** the certification of Instructional Aide-Special 18-0045-0448 eligibility list established December 15, 2017
7. **APPROVE** the certification of Maintenance Manager 18-0015-0567 eligibility list established December 11, 2017
8. **APPROVE** the certification of Staff Secretary 18-0038-3364 eligibility list established November 30, 2017
9. **APPROVE** the certification of Staff Secretary- Bilingual Spanish 18-0039-5085 eligibility list established November 30, 2017

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

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the following:
Revise the classification specification for Associate Educational Research Analyst

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

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

2. **APPROVE** the following:
Revised classification and title of Maintenance Accounting Supervisor and direct all positions and employment lists be reclassified for the purpose of title change only

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

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

3. **DISCUSS** the following:
Revision to the Rules and Regulations of the Classified Service, Chapter X (First Reading)

New Business Item 3 was discussed and will be brought forward for a second reading and approval at the next Commission meeting.

4. **DISCUSS** the facility use of the Monroe site due to Measure E Projects

Mr. Kato updated the Commission on facility changes occurring at the Monroe site. Monroe will house four departments, the Personnel Commission (PC), Child Development Center (CDC), Winners Reaching Amazing Potential (WRAP) and Cleveland Elementary School, grades 3 through 5. Mr. Kato informed the Commission that Ms. Cheryl Huber will be the administrator for the school site. Mr. Kato provided a map to explain

the updates being made within the Monroe site and discussed the coordination and collaboration among the four departments.

OTHER ITEMS Jeffrey Taylor, applicant was present to discuss the process of his reemployment status.

Commissioner Stacey Lewis extended well-wishes to all for the new year.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 18, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 9:09 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:16 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.

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.

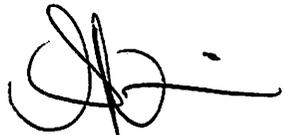
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school 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 establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of Americas 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 through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 18-0060-3368 AS



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ASSOCIATE EDUCATIONAL
RESEARCH ANALYST**

\$70,461 – \$82,740 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 Associate Educational Research Analyst. Under immediate supervision, assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; assist in the evaluation and reporting of District, State and federal academic or assessment programs; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Research, Planning and Evaluation then Associate Educational Research Analyst

The current vacancy is a 10 month flex permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at Research, Planning & Evaluation.

THE IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field. Upper division course work in statistics, research methodology and/or psychological testing is desired.

Additionally, candidates will have one year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

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

SALARY AND BENEFITS

The annual salary for Associate Educational Research Analyst is \$70,461 to \$82,740, 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, 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/](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-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Thursday, January 18, 2018

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/](http://www.lbschools.net/Departments/Personnel_Commission/)
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM
EMPLOYER**

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: January 18, 2018

Reason for
Consideration: Approval

Facilities Project Manager-Construction

Dual

18-0040-5139

List Valid: 01/04/18-01/04/19

Total applications received: 39

Total invited to exam: 15

No. Passed: 5 No. Failed: 5

No. Withdrew: 5 No. Screened Out: 24

Head Start Instructional Aide

Dual

18-0028-0657

List Valid: 01/04/18-01/04/19

Total applications received: 76

Total invited to exam: 9

No. Passed: 4 No. Failed: 2

No. Withdrew: 3 No. Screened Out: 67

Head Start Instructional Aide

Dual

18-0042-0657

List Valid: 01/04/18-01/04/19

Total applications received: 49

Total invited to exam: 7

No. Passed: 4 No. Failed: 0

No. Withdrew: 3 No. Screened Out: 42

Nutrition Services Worker

Open

18-0032-5068

List Valid: 01/04/18-01/04/19

Total applications received: 175

Total invited to exam: 93

No. Passed: 20 No. Failed: 13

No. Withdrew: 60 No. Screened Out: 82

Truck Driver

Promo

18-0041-0392

List Valid: 01/03/18-01/03/19

Total applications received: 24

Total invited to exam: 11

No. Passed: 8 No. Failed: 3

No. Withdrew: 0 No. Screened Out: 13

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: January 12, 2018

PERSONNEL COMMISSION



December 22, 2017

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision to the *Rules and Regulations of the Classified Service*

Background and Findings

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

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

The attached rule is being submitted for a second reading for approval with the following rationale:

Rule 10.1.G EMPLOYMENT AT ADVANCED RATE: California Assembly Bill Number 168 recently added §432.3 to the Labor Code that states, in part, "An employer shall not rely on the salary history information of an applicant for employment as a factor in determining whether to offer employment to an applicant or what salary to offer an applicant."

The rule has been modified to remove total compensation from the factors that shall be considered in determining advanced salary step placement when requested by applicants unless the applicant voluntarily discloses the information without prompting.

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

Recommendations

Staff recommends the Personnel Commission approve the revised version of this rule.

Prepared by:

Handwritten signature of Susan Leaming.

Susan Leaming
Personnel Analyst

Approved and Recommended:

Handwritten signature of Kenneth Kato.

Kenneth Kato
Executive Officer

**CHAPTER X
COMPENSATION**

10.1 SALARY ADVANCEMENT WITHIN A CLASS

...

- G. EMPLOYMENT AT ADVANCED RATE. New employees shall normally be hired at the first step in the salary range for the class. New employees who exceed the minimum qualifications for the class in which they are selected may be employed at higher steps in the salary range by special action of the Board of Education. Factors that shall be considered in determining advanced salary step placement are recruitment difficulty, and exceptional or unique qualifications~~and total compensation.~~ Salary history may be considered in determining an advanced salary step placement if the candidate voluntarily discloses the information without prompting.

PERSONNEL COMMISSION



January 12, 2018

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

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

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

The attached rule is being submitted for a first reading for revisions with the following rationale:

Rule 1.1 DEFINITIONS:

PERSONAL NECESSITY LEAVE: Classified employees may use up to, but not in excess of, seven days of illness leave in any fiscal year in cases of personal necessity, not per school year or calendar.

SENIORITY: Effective January 1, 2018, the Long Beach Unified School District converted the seniority system for newly hired classified employees from hours worked to date-of-hire. Seniority was calculated by hours worked prior to December 30, 2017, and by date of hire within classification after January 1, 2018.

Changes in the rule are annotated for deletion and additions are underlined.

Recommendations

Staff recommends the Personnel Commission support these rule revisions for further adoption consideration.

Prepared by:

A handwritten signature in black ink, appearing to be "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "Kenneth Kato".

Kenneth Kato
Executive Officer

**CHAPTER I
DEFINITIONS**

1.1 DEFINITIONS

...

PERSONAL NECESSITY LEAVE - Leave which may be taken for reasons of personal necessity as specified in the Education Code and these rules. Such leave is charged to the employee's illness leave and is limited to seven days ~~a school~~ per fiscal year.

...

SENIORITY - Status secured by length of service calculated by hours worked prior to December 30, 2017 and by date of hire within classification after January 1, 2018 to which certain rights are attached. ~~Used in calculating extra points for employees taking promotional examinations and for determining order of layoff as well as for certain informal purposes.~~

PERSONNEL COMMISSION



January 11, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Class Specifications

Background and Findings

The Nutrition Services Director requested staff update the Senior, Intermediate, and Nutrition Services Worker class specifications.

The certification standard outlined the California Retail Food Code (CRFC) requires each facility to have a “person in charge” who has successfully passed an approved food safety certification examination in accordance with §113947 of the CRFC.

Incumbents in the Senior Nutrition Services Worker classification may work at remote locations, serving as a lead or “person in charge”, particularly during times of construction or remodeling. Therefore, Nutrition Services is recommending adding the statement that incumbents must obtain the Food Safety Manager certification within completion of the probationary period. The department offers the training in-house for employees twice a year. Current incumbents have been provided training and will be unaffected by this change.

The Special Requirements of the Intermediate Nutrition Services Worker class specification were updated to reflect the “Food Safety Manager” terminology.

Due to the passage of Measure E, some interim housing satellite sites will require staffing in the cafeteria. At these sites, a Senior Nutrition Services Worker will be assigned to serve as a lead over the limited meal service. The Distinguishing Characteristics section of the Senior, Intermediate, and Nutrition Services Worker class specifications were modified to reflect this.

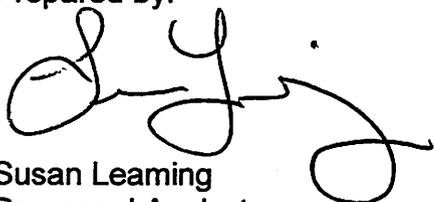
The Nutrition Services Director has reviewed and approved the recommended changes.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications of:
 - Senior Nutrition Services Worker
 - Intermediate Nutrition Services Worker
 - Nutrition Services Worker

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5058
Salary Range: 08 (C1)

INTERMEDIATE NUTRITION SERVICES WORKER

JOB SUMMARY

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; 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.

- Prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain food quality standards including appearance and menu requirements. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Participate in assembly line food preparation and packaging activities; open cans and other food containers; wash, cut, measure, scoop, mix and assemble food items such as main entrees, sandwiches and salads; inspect food for portion and quality control. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks and carts; prepare items for delivery. **E**
- Assist in determining appropriate quantity of food items for preparation, heating and serving; grease pans; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; transport food on carts. **E**
- Set up food items, trays, condiments and utensils at windows, carts, kiosks and counters; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assist in assuring proper stock levels are maintained at serving windows and counters during meal service periods. **E**
- Count daily cafeteria, cart or remote point of sale cash receipts as assigned by the position; prepare related records. **E**
- Prepare, display, and sell snack food items at a student store as assigned by the position; maintain inventory of items; maintain records of items sold and cash collections. **E**

- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; input alternate meal selections as necessary; input daily sales data as assigned. *E*
- Estimate and order food and supplies needed for operation as assigned by the position; communicate with outside vendors and Nutrition Center staff regarding orders. *E*
- Count leftover items; operate a garbage disposal to dispose of leftover items; dispose of trash. *E*
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers. *E*
- Pull bulk food and supplies from freezers, refrigerators and storage; receive, stock and rotate food to assure freshness and temperature control; check expiration dates; date food items. *E*
- Participate in site inventories; count milk and juice containers. *E*
- Assist supervisor with providing training and work direction to Nutrition Services Workers and student workers. *E*
- Serve as the Supervisor or Senior Nutrition Services Worker in the absence of the Supervisor or Senior Nutrition Services Worker as assigned by the position. *E*
- Attend a variety of meetings and in-service trainings; drive a vehicle to sites to conduct work as assigned by the position. *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 Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Senior Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, a remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

The Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and procedures for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Food preparation methods including washing, cutting and assembling food items.
Basic math and cashiering skills.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Basic inventory methods.
Basic record-keeping techniques.
Basic principles and practices of training and providing work direction.
Proper lifting techniques.

Ability to:

Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.
Wash, cut, mix and assemble ingredients and food items.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Maintain a variety of records related to assigned activities.
Perform cashiering duties and make change accurately.
Meet schedules and time lines.
Train and provide work direction and guidance to others.

Education and Training:

Completion of the eighth grade.

Experience:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

SPECIAL REQUIREMENTS

Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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.

Valid Food Safety Manager ~~Handler's~~ certificate is desirable.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity and count money.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004
Revised: 2/4/2016
Revised:



PERSONNEL COMMISSION

Class Code: 5071
Salary Range: 11 (C1)

SENIOR NUTRITION SERVICES WORKER

JOB SUMMARY

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance 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.

- Prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain food quality standards including appearance and menu requirements. **E**
- Serve as a lead at assigned site; train and provide work direction and guidance to nutrition services staff and student workers; review the work of staff; arrange for substitute workers as directed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Cook main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, sandwiches and cakes; inspect food for portion and quality control. **E**
- Participate in determining appropriate quantity of food items for preparation, heating and serving; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; transport food on carts. **E**
- Organize, set up and participate in assembly line food preparation and packaging activities; assure regular production runs, special orders and daily menu items are prepared in a timely manner; wash, cut, measure and scoop food items; open cans and other food containers. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks and carts; prepare items for delivery. **E**
- Oversee and participate in the set up of food items, trays, condiments and utensils at windows, counters and remote points of sale; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assure proper stock levels are maintained at serving windows and counters during meal service periods. **E**

- Count cafeteria or remote point of sale daily cash collections and production records; prepare related records and deposit slips. *E*
- Prepare, display, and sell snack food items at a student store as assigned by the position; maintain inventory of items; maintain records of items sold and cash collections. *E*
- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; input alternate meal selections as necessary; input daily sales data as assigned. *E*
- Estimate and order food and supplies needed for operation; communicate with outside vendors and Nutrition Center staff regarding orders. *E*
- Count leftover items; operate a garbage disposal to dispose of leftover items; dispose of trash. *E*
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers. *E*
- Pull bulk food and supplies from freezers, refrigerators and storage; receive, stock and rotate food to assure freshness and temperature control; check expiration dates; date food items. *E*
- Participate in site inventories; prepare related records. *E*
- Serve as the site Supervisor in the absence of the Supervisor as assigned by the position. *E*
- Attend a variety of meetings and in-service trainings; drive a vehicle to sites to conduct work as assigned by the position. *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 Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, a remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

The Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and procedures for preparing and serving food in large quantities.
Standard kitchen utensils and equipment.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Proper methods of storing equipment, materials and supplies.
Health and safety regulations.
Food preparation methods including washing, cutting and assembling food items.
Math and cashiering skills.
Operation of a computerized point of sale system.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods.
Record-keeping techniques.
Principles and practices of training and providing work direction.
Proper lifting techniques.

Ability to:

Prepare, cook and serve food in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Follow, adjust and extend recipes.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate standard kitchen utensils and equipment.
Operate a computerized point of sale system.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain a variety of records related to assigned activities.
Perform cashiering duties and add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction and guidance to others.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

SPECIAL REQUIREMENTS

Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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 obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

~~Valid Food Handler's certificate is desirable.~~

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to monitor food quality and quantity and count money.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004
Revised: 2/4/2016
Revised:



PERSONNEL COMMISSION

Class Code: 5068
Salary Range: 05 (C1)

NUTRITION SERVICES WORKER

JOB SUMMARY

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; 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.

- Assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen. **E**
- Assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Participate in assembly line food preparation and packaging activities; wash, cut, measure and scoop food items; open cans and other food containers; assemble or mix ingredients and food items such as salads, sandwiches and cakes as assigned; grease pans. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks. **E**
- Assist with panning food and placing trays in ovens and warmers; take and record temperatures of food in accordance with established procedures as assigned; transport food on carts. **E**
- Participate in the set up of food items, trays, condiments and utensils at windows, carts, kiosks and counters; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assist in assuring proper stock levels are maintained at serving windows and counters during meal service periods. **E**
- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; enter alternate meal selections as necessary. **E**
- Count leftover items as assigned; operate a garbage disposal to dispose of leftover items; dispose of trash. **E**
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens and can openers. **E**

- Pull bulk food and supplies from freezers, refrigerators and storage; assist with stocking and rotating food for freshness and temperature control; date food items as assigned. *E*
- Participate in site inventories as assigned; count milk and juice containers as assigned.
- Attend a variety of meetings and in-service trainings.
- 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 Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

The Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Senior Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, a remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard kitchen utensils and equipment.
- General kitchen sanitation and safety practices.
- Basic food preparation methods including washing, cutting and assembling food items.
- Basic math and cashiering skills.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic record-keeping techniques.

Ability to:

Assist in maintaining nutrition service equipment and areas in a clean and sanitary condition.

Operate standard kitchen utensils and equipment.
Wash, cut, mix and assemble ingredients and food items.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Maintain basic records.
Perform cashiering duties and make change accurately.
Meet schedules and time lines.
Learn methods and procedures for preparing, packaging and serving food in large quantities.
Learn sanitation and safety practices related to the handling and serving of food in large quantities.
Learn proper methods of food rotation and storage.
Learn proper lifting techniques.
Learn to operate a computerized point of sale system.

Education and Training:

Completion of the eighth grade.

Experience:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS

Valid Food Handler's certificate is desirable.

WORKING ENVIRONMENT

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and count money.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004

Revised: 2/4/2016

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 27-35

Date: January 18, 2018

Reason for
Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the 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.