

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
June 21, 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 June 7, 2018 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for ASB Financial Technician 4-5
2. **RATIFY** job announcement bulletin for Kids' Club Assistant 6-7
3. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Worker 10-11
5. **APPROVE** the certification of Accountant 18-0102-0358 eligibility list established June 13, 2018 12
6. **APPROVE** the certification of Instructional Aide-Educare 18-0099-5205 eligibility list established June 13, 2018 12
7. **APPROVE** the certification of Instructional Aide-Educare BL Khmer 18-0101-5207 eligibility list established June 13, 2018 12
8. **APPROVE** the certification of Instructional Aide-Educare BL Spanish 18-0100-5206 eligibility list established June 13, 2018 12

9. **APPROVE** the certification of Senior Systems Analyst 18-0096-5120 eligibility list established June 11, 2018. 12

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following: 13-18
Abolish the classification of the Administrative Dietitian
2. **APPEAL** of a Disqualified Applicant ID 14256689 19-22
3. **APPEAL** of a Disqualified Applicant ID 36059432 23-30
4. **APPROVE** the recommendation to Remove from Eligibility List Applicant ID 27569198 31-38
5. **APPROVE** the recommendation to Remove from Eligibility List Applicant ID 33917358 39-45
6. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00377623 46-67

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

July 5, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2(a) 1.

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

MINUTES

Regular Meeting

June 7, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 7, 2018 at 8:16 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
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Adriana Araujo, Staff Secretary; Andrea Armas, Human Resources Assistant; and Noel Aguirre, Plant Supervisor I.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice President-Unit B; Juan Garcia, Instructional Assistant-Computer Resources; and Ignacio Flores, Groundskeeper.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of May 24, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that approximately 679 employees attended the Classified Employee Celebration on Friday, May 25, 2018. Mr. Kato notified the Commission the celebration included 14 vendor tables, received a variety of donations from local businesses and a total of

1,185 employees participated in the non-attendee raffle drawing. Mr. Kato concluded that the event was a success.

Mr. Kato attended the Confidential and Supervising Secretaries Association (CASSA) meeting with the Superintendent on June 5, 2018.

Mr. Kato reported that he and staff attended the Personnel Commissions Association of Southern California (PCASC) one-day conference on Friday, June 1, 2018. The event had approximately 140 attendees from 26 school districts. Santa Monica-Malibu School District and other school districts were recognized for their multiple years of service.

Mr. Kato reported on items from the Board of Education meeting on May 16, 2018 including the Local Control Funding Formula (LCFF), 2018-2019 LBUSD proposed budget, new administrative assignments at the school sites, and the declining enrollment that is estimated to dip from 72,729 to 66,420 by 2022-2023.

Mr. Kato gave a brief update that Recruitment and Testing is working on the Personnel Commissioner recruitment.

Dale Culton, Certification Services Manager, reported that he, Silaue Taeleifi, Human Resources Technician, and Asghar Tootla, Human Resources Technician, attended the PCASC conference last Friday. Mr. Culton reported staff is preparing to notify employees of their summer school placements. Mr. Culton bid farewell to Judith Lopez, Human Resources Technician, as she has accepted a position with Temple Unified School District.

Mary Cates, Human Resources Supervisor, updated the Commission that Certification continues to work with Technology and Information Services, Human Resource Services and Payroll regarding inputting assignment adjustments for the 1% retro, reassignments/rollovers for fiscal year 2019.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-2.

- 1. **RATIFY** job announcement bulletin for Custodian
- 2. **APPROVE** the certification of Instructional Aide - Special 18-0093-0448 eligibility list established June 04, 2018

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

OLD BUSINESS

None

NEW BUSINESS

- 1. **ANNOUNCE** Personnel Commission staff for years of service

Following discussion, Mr. Kato presented service year pins to the Commission employees that have served 5, 10, 15, and 20 years with the Long Beach Unified School District.

2. **ANNOUNCE** the Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the Personnel Commission Employee of the Year, Mary J. Cates, Human Resources Supervisor.

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 5, 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 8:50 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:10 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:12 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, July 3, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Coursework in accounting or finance in an institution of higher education is desirable

EXPERIENCE:

Two years of clerical accounting work preferably one of which is in a public agency.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) May be required to travel from one school location to another. (3) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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.

SALARY RANGE HOURLY:

START:	\$20.88
6 MONTHS:	\$22.02
1 ½ YEARS:	\$23.24
2 ½ YEARS:	\$24.51
3 ½ YEARS:	\$25.86

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0118-0751 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

4:30 P.M., Monday, July 2, 2018.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Six months of experience working with children in an instructional, extended day care or similar recreation program.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in the classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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:

START: \$15.08
6 MONTHS: \$15.90
1 ½ YEARS: \$16.78
2 ½ YEARS: \$17.70
3 ½ YEARS: \$18.67

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.

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0108-0694 SF

LBUSD employees, please see reverse side for
important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB LEAD ASSISTANT

FINAL FILING DATE:

4:30 P.M., Monday, July 2, 2018.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

Or

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

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

SPECIAL REQUIREMENTS:

(1) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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.

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SALARY RANGE HOURLY:

START:	\$16.35
6 MONTHS:	\$17.26
1 ½ YEARS:	\$18.20
2 ½ YEARS:	\$19.20
3 ½ YEARS:	\$20.26

APPLICATION:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0107-0515 SF

LBUSD employees, please see reverse side for important information.

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$14.14

JOB INFORMATION:

Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The Eligible List of successful candidates may also be used to fill future vacancies as they occur

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.

Required job knowledge include: 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 cashing skills; basic record-keeping techniques; and more.

Required job abilities include: 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; and more.

For full details regarding the position, go to our website, select [Class Specifications](#); choose [Nutrition Services](#), then [Nutrition Services-Worker](#).

MINIMUM QUALIFICATIONS

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.

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.

SALARY RANGE HOURLY:

START:	\$14.14
6 MONTHS:	\$14.92
1 ½ YEARS:	\$15.73
2 ½ YEARS:	\$16.60
3 ½ YEARS:	\$17.52

SPECIAL REQUIREMENTS:

- (1) Valid Food Handler's certificate is desirable.
- (2) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 18-0105-5068 AM

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: June 21, 2018

Reason for
Consideration: Approval

Accountant

Dual

18-0102-0358

List Valid: 06/13/18-06/13/19

Total applications received: 94

No. Passed: 13 No. Failed: 29

Total invited to exam: 62

No. Withdrew: 20 No. Screened Out: 32

Instructional Aide-Educare

Dual

18-0099-5205

List Valid: 06/13/18-06/13/19

Total applications received: 60

No. Passed: 15 No. Failed: 6

Total invited to exam: 22

No. Withdrew: 1 No. Screened Out: 38

Instructional Aide-Educare BL Khmer

Dual

18-0101-5207

List Valid: 06/13/18-06/13/19

Total applications received: 5

No. Passed: 0 No. Failed: 0

Total invited to exam: 0

No. Withdrew: 0 No. Screened Out: 0

Instructional Aide-Educare BL Spanish

Dual

18-0100-5206

List Valid: 06/13/18-06/13/19

Total applications received: 31

No. Passed: 4 No. Failed: 4

Total invited to exam: 8

No. Withdrew: 0 No. Screened Out: 23

Senior Systems Analyst

Dual

18-0096-5120

List Valid: 06/11/18-06/11/19

Total applications received: 16

No. Passed: 1 No. Failed: 0

Total invited to exam: 2

No. Withdrew: 1 No. Screened Out: 14

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 15, 2018

PERSONNEL COMMISSION



June 11, 2018

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of a Classification

Background and Findings

The single-incumbent management classification of Administrative Dietitian (salary range 42 M2) is currently vacant. Due to declining enrollment and shrinking meal participation, the position will not be replaced and duties will be shifted to other appropriate management classifications.

The Nutrition Services Director does not anticipate utilizing the classification in the future and supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Administrative Dietitian

Prepared by:

A handwritten signature in black ink, appearing to read "S. Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K. Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0537
Salary Range: 42 (M2)

ADMINISTRATIVE DIETITIAN

JOB SUMMARY

Under general direction, plan, coordinate and participate in District menu planning and development of recipes; assure compliance with applicable State and federal laws and regulations; plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, coordinate and participate in District menu planning and development of recipes; oversee the research, development and nutritional analysis of menus, serving guides and recipes; recommend cost controls and pricing of menu items. *E*
- Oversee and participate in the analyzing of food products and menu patterns using specialized software; assure nutritional content and meal component standards comply with applicable regulations and nutritional standards. *E*
- Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures; assure efficient, fiscally sound and timely purchases. *E*
- Oversee the development of Nutrition Services procurement policies and procedures; review and approve purchase orders, buy-outs and requisitions; assure compliance with specifications and formal or informal quotations. *E*
- Discuss with manufacturer representatives or vendors, new or improved products, supplies or equipment; oversee or conduct tests and demonstrations of products to determine quality and compliance with specifications. *E*
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. *E*
- Serve as a resource to District staff, parents, school nurses and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. *E*
- Oversee and participate in the planning and coordination of nutrition education promotional programs and activities; plan and conduct educational or training programs related to nutrition for employees, children, parents or civic groups. *E*

- Oversee the development of special diets and reference materials according to physician instructions and District policies. *E*
- Communicate with administrators, staff, Nutrition Services management, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a vehicle to various sites to conduct work. *E*
- Analyze federal, State and local regulations and legislation to assess potential impacts on Nutrition Services programs; analyze, develop and recommend new or revised policies, rules, regulations, and procedures for Nutrition Services and assure compliance. *E*
- Review and make recommendations for the standardization of supplies, equipment, food products, procedures, and staffing patterns. *E*
- Perform research and special projects as directed; monitor routine or special projects and initiate changes to assure expeditious and successful cost-effective completion of work. *E*
- Assist in the preparation of budget recommendations for the Nutrition Services Branch; monitor, authorize and control expenditures in accordance with established limitations. *E*
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. *E*
- Oversee the preparation and maintenance of a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of new or revised institutional food service methods and trends and evaluate them for potential application within the Branch. *E*
- Prepare and conduct presentations as requested. *E*

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

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification has responsibility for planning, coordinating and participating in District menu planning and recipe development and assures compliance with applicable State, federal and local laws and regulations governing the School Nutrition Program. An incumbent plans, oversees and manages the procurement of the Nutrition Services Branch supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures. An incumbent supervises staff performing duties related to the procurement of goods and services for Nutrition Services and recipe development and District menu planning.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of large scale food service management, food preparation, and program administration.
Food sources and purchasing requirements.
Material and equipment needs for central production facilities, school sites and food service warehouses.
Financial record keeping and cost control procedures.
Nutritional requirements of school-aged children.
Menu planning to satisfy nutritional and budgetary goals.
Basic budgeting practices regarding monitoring and control.
Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.
Sanitation and safety practices related to the handling and serving of food.
Nutrition Services organization, operations, policies and objectives.
Proper methods of food transportation, rotation and storage.
Principles and practices of administration, supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Operation of office equipment including a computer and assigned software.
Modern commercial kitchen equipment and utensils.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Mathematical computations.

Ability to:

Plan, coordinate and participate in District menu planning and development of recipes.
Train, supervise and evaluate assigned staff.
Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements.
Analyze food products and menu patterns using specialized software.
Prepare clear, concise and accurate reports.
Maintain effective cost control records and stock usage reports.
Plan and conduct educational or training programs related to nutrition.
Assist in developing and preparing budgets.
Monitor and control expenditures.
Interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Oversee the establishment and maintenance of records and files.
Drive a District or personal vehicle to conduct work.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.
Operate modern commercial kitchen equipment and utensils.

Education and Training:

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

Experience:

Two years of experience at a supervisory or management level in an institutional food service organization involving menu planning, nutritional analysis and procurement of food items, supplies and equipment.

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

SPECIAL REQUIREMENTS:

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

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

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 of the applicant 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.

WORKING ENVIRONMENT:

Office and kitchen 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.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 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 read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

02/08/96

Revised: 12/8/2011

Revised: 10/29/2015

Revised: 2/4/2016

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Appeal of a Disqualified Applicant	PAGES: 19-22
Date:	June 21, 2018	Reason for Consideration: Restricted Action

Personnel Commission Rules provide that applicants, candidates or eligible may be disqualified from an examination process for:

4.3.1 – “TIME OF ADMISSION TO WRITTEN EXAMINATIONS. Admission to the testing room or area for group written testing segments shall be up to and including the time announced. The doors to the examining area will then be closed and any further candidates arriving late will be denied admission to the examination.”

Staff submits an appeal of an applicant (14256689) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Appeal of a Disqualified Applicant	PAGES: 23-30
Date:	June 21, 2018	Reason for Consideration: Restricted Action

Personnel Commission Rules provide that applicants, candidates or eligible may be disqualified from an examination process for:

4.3.I – “TIME OF ADMISSION TO WRITTEN EXAMINATIONS. Admission to the testing room or area for group written testing segments shall be up to and including the time announced. The doors to the examining area will then be closed and any further candidates arriving late will be denied admission to the examination.”

Staff submits an appeal of an applicant (36059432) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 31-38

Date: June 21, 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.

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: Request for Hearing in Disciplinary Matter PAGES: 46-67

Date: June 21, 2018

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent Instructional Aide-Special dismissed from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules..

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.