

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
May 10, 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 April 26, 2018 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
8. Recognition of the Classified Seniority Unit staff of Service in the Long Beach Unified School District's Personnel Commission

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant 5-6
2. **RATIFY** job announcement bulletin for Instructional Aide-Educare; Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer 7-8
3. **RATIFY** job announcement bulletin for Research Office Technician 9-10
4. **APPROVE** the certification of Child Nutrition Specialist 18-0083-3322 eligibility list established May 10, 2018 11
5. **APPROVE** the certification of Computer Support Technician 18-0080-5108 eligibility list established May 10, 2018 11
6. **APPROVE** the certification of Grounds Equipment Operator I 18-0064-0175 eligibility list established May 11, 2018 11
7. **APPROVE** the certification of Grounds Equipment Operator I 18-0064-0175 eligibility list established May 11, 2018 11

8.	<b>APPROVE</b> the certification of HVAC Technician 18-0069-5103 eligibility list established May 9, 2018	11
9.	<b>APPROVE</b> the certification of Instructional Aide-Special 18-0091-0448 eligibility list established May 3, 2018	11
10.	<b>APPROVE</b> the certification of Intermediate Nutrition Services Worker 18-0065-5058 eligibility list established May 11, 2018	11
11.	<b>APPROVE</b> the certification of Painter 18-0072-0113 eligibility list established May 3, 2018	12
12.	<b>APPROVE</b> the certification of Senior Nutrition Services Worker 18-0066-5071 eligibility list established May 11, 2018	12
III. OLD BUSINESS		
IV. NEW BUSINESS		
1.	<b>APPROVE</b> the extension of eligibility list established May 23, 2017	12
2.	<b>APPROVE</b> the following: Create the classification of Technology Field Operations Supervisor Allocate the classification of Technology Field Operations Supervisor to salary range 42	13-19
3.	<b>APPROVE</b> the following: Revised classification and title of Employment Services Supervisor, and direct all positions and employment lists be reclassified for the purpose of title change only	20-29
4.	<b>APPROVE</b> the Adoption of Resolution Regarding Classified Employee Week	30
V. OTHER ITEMS		
VI. NEXT REGULAR MEETING		
May 24, 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

April 26, 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, April 26, 2018 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 V. Lewis  
                          Terence Ulaszewski

**STAFF MEMBERS PRESENT**

Kenneth Kato, Executive Officer; Shristie Nair, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Anne Follett, Human Resources Technician.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; and Eric Larsen, Sign Maker, Maintenance.

**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 April 12, 2018.

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

**RECEIVE CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, reported on attending the Southern California Public Management Association-Human Resources (SCPMA-HR) one-day conference on April 18, 2018. The event included workshops with keynote speakers and attendees from other agencies.

Mr. Kato reported on the April 18, 2018 Board of Education meeting approvals. The Board approved layoffs due to a decline in enrollment and a budget reduction in the District.

Mr. Kato announced the adoption of the 2019-2022 school calendars.

Mr. Kato informed the Commission that the Board approved a school site security initiative with an estimated cost of \$11.0 million, to be supported by Facilities Bond funding.

Mr. Kato reported on the New Classified Employee Orientation on April 19, 2018. Mr. Kato stated that visitors from the Los Angeles County Office of Education attended to observe the program. The next orientation is scheduled on May 17, 2018.

Mr. Kato informed the Commission that the Employee of the Year Selection Committee will be meeting tomorrow to screen the nominations. Over 100 nomination forms were submitted for approximately 20 classified employees.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair notified the Commission that she and Andrea Armas, Human Resources Assistant, were invited to Long Beach School for Adults to answer questions regarding the application process.

Dale Culton, Certification Services Manager, updated the Commission on the status of transfer requests. Mr. Culton provided an explanation of the transfer request process.

Susan Leaming, Personnel Analyst, informed the Commission that two sessions of CPR/First Aid trainings will be held on Friday, May 4, 2018 at the Teacher Resource Center (TRC). Ms. Leaming reported working on the California School Employees Association (CSEA) annual statewide survey and notified the Commission the total enrollment for LBUSD K-12 students is 76,173.

#### 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 Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Senior Systems Analyst
4. **APPROVE** the certification of Administrative Secretary 18-0067-3339 eligibility list established April 25, 2018
5. **APPROVE** the certification of Maintenance Director 18-0063-0083 eligibility list established April 17, 2018

6. **APPROVE** the certification of Nutrition Services Worker 18-0057-5068 eligibility list established April 9, 2018
7. **APPROVE** the certification of Nutrition Services Worker (Revised) 18-0030-5061 eligibility list established April 9, 2018
8. **APPROVE** the certification of School Safety Officer 18-0081-5014 eligibility list established April 19, 2018
9. **APPROVE** the certification of School Support Secretary-BL Spanish 18-0071-5159 eligibility list established April 17, 2018

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

OLD BUSINESS            None

NEW BUSINESS

1. **OPEN** a public hearing on the 2018-2019 proposed Personnel Commission Budget

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to open a public hearing on the proposed 2018-2019 Personnel Commission Budget.

Mr. Kato provided an overview of the proposed budget. Mr. Kato discussed the recommended changes to the Personnel Commission Budget.

2. **ADOPT** the 2018-2019 Personnel Commission Budget

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote to adopt the 2018-2019 Personnel Commission Budget.

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

3. **CLOSE** the public hearing on the 2018-2019 Personnel Commission Budget

A motion was made by Ms. Lewis , seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote to close the public hearing on the proposed 2018-2019 Personnel Commission

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Nees</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey V. Lewis	X		

- OTHER ITEMS** Commissioner Lewis, informed the Commission she will be resigning effective June 1, 2018 due to her relocation of residence. Ms. Lewis extended her appreciation and thanked everyone for the 6 years as Personnel Commissioner.
- NEXT REGULAR MEETING** The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 10, 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 8:31 a.m.
- OPEN SESSION** The Personnel Commission returned to open session at 8:43 a.m. No reportable actions were taken.
- ADJOURNMENT** The Regular Meeting of the Personnel Commission was declared adjourned at 8:45 a.m. with the consent of the members.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ACCOUNTANT

### FINAL FILING DATE:

4:30 p.m., Friday, May 18, 2018

### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Accounting Office.

### JOB SUMMARY:

Under direction, perform professional accounting in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; administer and monitor the allocation of positions throughout the District; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from an accredited four year college or university with a bachelor's degree in accounting, business administration or a closely related field.

#### EXPERIENCE:

Two years of professional accounting work. Experience in a public agency is desirable.

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

#### SPECIAL REQUIREMENTS:

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:	\$31.04
6 MONTHS:	\$32.75
1 ½ YEARS:	\$34.55
2 ½ YEARS:	\$36.46
3 ½ YEARS:	\$38.46

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0102-0358 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

## INSTRUCTIONAL AIDE - EDUCARE INSTRUCTIONAL AIDE - EDUCARE BL SPANISH INSTRUCTIONAL AIDE - EDUCARE BL KHMER

### FINAL FILING DATE:

4:30 p.m., Tuesday, May 08, 2018.

### JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). The current vacancy is located at Educare.

### JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following valid Child Development Permit 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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

#### EXPERIENCE:

Six months of experience working in an early childhood program.

#### SPECIAL REQUIREMENTS:

(1) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (2) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test. (3) Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test. (4) 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:	\$16.19
6 MONTHS:	\$17.09
1 ½ YEARS:	\$18.02
2 ½ YEARS:	\$19.01
3 ½ YEARS:	\$20.06

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam: 18-0099-5205 SF  
18-0100-5206 SF  
18-0101-5207 SF

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RESEARCH OFFICE TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Friday, May 18, 2018

### JOB INFORMATION:

Permanent 10 month flex position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the department of Research, Planning, Evaluation and School Improvement.

### JOB SUMMARY:

Under general supervision, perform technical duties in support of the preparation, processing and gathering of information for reports on student data and performance; assure data is verified, corrected and reported according to established procedures and time lines; compile data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent and a minimum of six (6) semester units of college-level coursework in psychology, computer science, research design, statistics or a related field.

#### EXPERIENCE:

Two years of experience involving statistical computations and the compilation of data. Experience in a social research or educational institution is preferred.

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (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: \$21.23  
6 MONTHS: \$22.40  
1 ½ YEARS: \$23.63  
2 ½ YEARS: \$24.94  
3 ½ YEARS: \$26.31

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0103-0433 AS

LBUSD employees, please see reverse side for important information.

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

**Guidelines:**

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

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Eligibility Lists

PAGE: 11-12

Date: May 10, 2018

Reason for  
Consideration: Approval

---

**Child Nutrition Specialist**

**Dual**

**18-0083-3322**

List Valid: 05/10/18-05/10/19

Total applications received: 15

No. Passed: 4      No. Failed: 1

Total invited to exam: 8

No. Withdrew: 3      No. Screened Out: 7

**Computer Support Technician**

**Dual**

**18-0080-5108**

List Valid: 05/10/18-05/10/19

Total applications received: 61

No. Passed: 14      No. Failed: 3

Total invited to exam: 21

No. Withdrew: 4      No. Screened Out: 40

**Grounds Equipment Operator I**

**Open**

**18-0064-0175**

List Valid: 05/11/18-05/11/19

Total applications received: 69

No. Passed: 3      No. Failed: 8

Total invited to exam: 22

No. Withdrew: 11      No. Screened Out: 47

**Grounds Equipment Operator I**

**Promotional**

**18-0064-0175**

List Valid: 05/11/18-05/11/19

Total applications received: 35

No. Passed: 5      No. Failed: 9

Total invited to exam: 15

No. Withdrew: 1      No. Screened Out: 20

**HVAC Technician**

**Dual**

**18-0069-5103**

List Valid: 05/09/18-05/09/19

Total applications received: 21

No. Passed: 1      No. Failed: 7

Total invited to exam: 9

No. Withdrew: 1      No. Screened Out: 12

**Instructional Aide-Special**

**Open**

**18-0091-0448**

List Valid: 05/03/18-05/03/19

Total applications received: 69

No. Passed: 12      No. Failed: 0

Total invited to exam: 17

No. Withdrew: 5      No. Screened Out: 52

**Intermediate Nutrition Services Worker**

**Dual**

**18-0065-5058**

List Valid: 05/11/18-05/11/19

Total applications received: 129

No. Passed: 49      No. Failed: 26

Total invited to exam: 110

No. Withdrew: 35      No. Screened Out: 19

**Painter**

List Valid: 05/3/18-05/3/19

Total applications received: 59

No. Passed: 3            No. Failed: 19

**Senior Nutrition Services Worker**

List Valid: 05/11/18-05/11/19

Total applications received: 54

No. Passed: 20            No. Failed: 12

**EXTENDED ELIGIBILITY LIST**

**Electrician**

Extended list expiration date: 11/23/18

Total applicants on list: 7

No. of current eligible: 6

**Open**

**18-0072-0113**

Total invited to exam: 35

No. Withdrew: 13    No. Screened Out: 24

**Dual**

**18-0066-5071**

Total invited to exam: 43

No. Withdrew: 11    No. Screened Out: 11

**Dual**

**17-0093-0161**

Extended List Period: 6 months

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT:           Kenneth Kato              DATE:   May 4, 2018

---

# PERSONNEL COMMISSION

---



May 3, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

## Background and Findings

In January 2015 the supervision of the Electronics and Telecommunications shops and personnel was shifted from Maintenance to Technology and Information Services. As a result of the reorganization, in May 2016, the classification of Technology Field Operations Manager (salary range 46 M2) was created to oversee the Electronics, Telecommunications and Computer Support shops.

Technology and Information Services administration is requesting the creation of a new class of Technology Field Operations Supervisor to assist the manager with oversight of shops in the department as needed. The new incumbent will have primary responsibility for the Electronics shop and assist with oversight of Computer Support Technicians in the field.

Incumbents in the proposed classification of Technology Field Operations Supervisor will oversee and participate in the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems and provide technical assistance to personnel working in the field.

## Salary Placement

The *Rules and Regulations of the Classified Service* §10.8 states, "Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums."

Incumbents in the proposed class will report to the Technology Field Operations Manager at salary range 46 (M2). Therefore, staff is recommending placement of the Technology Field Operations Supervisor at salary range 42 (S1), four salary ranges below the manager, maintaining internal relationships between the classifications.

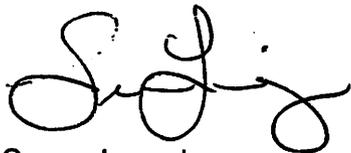
The Executive Director, Information and Technology Systems has reviewed and approved the recommended classification. A copy of the proposed class description is attached.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Technology Field Operations Supervisor
2. Allocate the classification of Technology Field Operations Supervisor to salary range 42 (S1)

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



**TECHNOLOGY FIELD OPERATIONS SUPERVISOR**

**JOB SUMMARY**

Under general direction, plan, oversee and participate in the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

**EXAMPLES OF DUTIES**

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

- Participate in the planning, organization and oversight of the daily operations and activities of the District's technology support field operations to meet user needs and District technology goals; assure high-quality customer service is provided to end users and compliance with applicable laws, codes rules and regulations. **E**
- Oversee and participate in the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; provide technical assistance to personnel working in the field. **E**
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule and assign work. **E**
- Communicate with administrators, vendors, end users, staff, service providers and outside organizations to coordinate activities and projects, prioritize and schedule work, resolve issues and exchange information. **E**
- Estimate and order materials, labor and equipment for field operations and projects; assure projects, service tickets and requests for service are completed in a timely and cost effective manner; communicate with the Help-Desk regarding daily service tickets and user needs. **E**
- Oversee support activities and services for successful completion of technology projects; oversee the completion of project phases; identify and resolve issues delaying progress or delivery of products and services. **E**
- Assist in the development and implementation of practices and procedures that improve efficiencies and customer service for end users; monitor and evaluate the efficiency of service delivery methods; recommend preventative maintenance cycles. **E**
- Prepare specifications for projects; conduct site visits to inspect work in progress, assure District standards and specifications are met, and work is completed in a timely manner. **E**

- Participate in evaluating the effectiveness of existing technology equipment; provide recommendations concerning the purchase of new equipment and enhancing existing equipment to achieve user instructional/administrative goals; assure compliance with established District objectives and resources. *E*
- Prepare and maintain a variety of records, files and reports related to field operations and other assigned activities; conduct special studies as assigned. *E*
- Participate in the preparation of Request for Proposals (RFP's); evaluate and make recommendations regarding vendor proposals. *E*
- Assist in the development of assigned budgets; monitor expenditures; recommend cost reduction measures. *E*
- Participate in the formulation and development of departmental policies, procedures and programs; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Operate a computer and assigned software programs; operate other office equipment as assigned; operate a variety of tools and equipment utilized in the operation and repair of computer systems. *E*
- Drive a District-issued or personal vehicle to various sites to conduct work; respond to after-hours emergency calls or coordinate response. *E*
- Attend and participate in meetings, conferences and seminars related to technology to maintain current knowledge of technological advances in the field; conduct staff meetings and in-service trainings. *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**

A Technology Field Operations Supervisor plans, oversees and participates in the daily operations and activities of the District's technology support field operations that includes the Electronics, Telecommunications and Computer Support units, with a focus on providing quality customer service to end users and fostering a culture of responsiveness to client needs. An incumbent provides operational leadership and coordinates activities to assure optimal operational performance, fiscal responsibility and to meet the District's instructional and administrative technology goals.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Installation, maintenance and repair of computers and peripherals, digital audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, or systems such as fire, clock, bell and security systems in a networked environment.

Components and capabilities of local and wide area network switches, routers, servers and cabling.

Principles and practices of providing quality customer service.

Principles and practices of supervision and training.

Project management techniques.

Organization and work flow management.  
Record-keeping and report preparation techniques.  
Applicable laws, codes, regulations, policies and procedures.  
Budgeting practices regarding monitoring and control.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Operation of a computer and assigned software.

**Ability to:**

Plan, oversee and participate in the District's technology support field operations.  
Assure quality customer service to end users and foster a culture of responsiveness to client needs.  
Troubleshoot and resolve issues with computer hardware, software, networks and peripherals.  
Operate a variety of tools and equipment utilized in the operation and repair of computer systems.  
Assist in the development and monitoring of assigned budgets.  
Estimate labor and material costs.  
Supervise and evaluate the performance of assigned personnel.  
Read and interpret plans and specifications.  
Work independently with little direction.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Understand and resolve issues, complaints or problems.  
Build consensus and apply problem-solving techniques in a constructive manner.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Maintain current knowledge of technological advances in the field.  
Assure compliance with applicable laws, codes, rules and regulations.  
Prepare and maintain records and prepare narrative reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in computer science, information technology, business administration or a closely related field.

**Experience:**

Four years of experience involving installation, maintenance and repair in one or more of the following areas including some experience in a lead or supervisory capacity:

Computers and peripherals  
Digital audio/visual equipment and systems  
Voice-over-IP (VoIP) and telecommunications  
Systems such as fire, clock, bell and security systems in a networked environment

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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

**SPECIAL REQUIREMENTS**

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

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

**WORKING ENVIRONMENT**

- Offices and school sites.
- Driving a vehicle to conduct work.
- Occasional evening and variable hours.
- Coordinate after-hours emergency response.

**PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate hand tools, computer keyboards and other specialized equipment.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information and make presentations.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:

---

# PERSONNEL COMMISSION

---



May 3, 2018

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

## Background and Findings

Commission staff recently reviewed the Certification Services Supervisor (salary range 25 S1) class specification while initiating recruitment activities and updated the title and duties. The classification was created in 2000, has been vacant since 2009, and has not been updated.

Staff is recommending retitling the classification to Employment Services Supervisor, at the same salary level 25 (S1), to reflect the unique needs of the Personnel Commission and provide a realistic job preview for applicants.

The Executive Officer, Personnel Commission and Classified Employment has reviewed and approved the proposed the classification specification.

Since revisions to the specification were extensive and duties were reorganized, attached is draft copy of the revised class specification and a copy of the current class specification for review.

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Employment Services Supervisor, and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:

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

Susan Learning  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3341  
Salary Range: 25 (S1)

### CERTIFICATION SERVICES SUPERVISOR

#### JOB SUMMARY

Under the direction of an assigned supervisor, participate in the planning, oversight, review and processing of employees and related documents of the District's classified personnel; serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; train and evaluate the performance of assigned staff.

#### 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, oversee and participate in the processing of employees and related documents of the District's classified personnel; review and approve hiring packets materials for new and current employees; inspect documents for completeness and accuracy; maintain confidentiality of privileged and sensitive information related to personnel matters. *E*
- Periodically review forms, files, reports, and procedures to maintain quality and quantity control of assigned work; review staff work for accuracy, completeness and compliance with rules and regulations, union contracts and policies and procedures. *E*
- Receive, check, code and submit documents for placement on the Personnel Commission Agenda requiring its approval; receive, check, code and assign incoming VA's to staff for certification. *E*
- Research and resolve payroll related discrepancies. *E*
- Contact applicants and set up interviews; extend tentative offers of employment, establish start dates and supervise the hiring process of new employees; monitor and maintain list of persons eligible for re-instatement, re-employment, and transfer; track and maintain a list of vacant positions. *E*
- Serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; research and resolve the more complex personnel issues. *E*
- Initiate and receive phone calls to obtain and provide specialized information regarding District personnel policies, procedures and regulations; provide customer service assistance to applicants, District employees and the public; respond to inquiries regarding employment. *E*
- Submit documents to Budget which require position control change; verify change has been made to various positions. *E*

- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed. *E*
- Monitor the automated applicant tracking system to assure staff is properly inputting and changing required records as needed. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a typewriter, fax machine, calculator, copier and a computer. *E*
- Conduct applicant interviews as directed. *E*
- Participate in and oversee the preparation of special projects as needed. *E*
- Attend, conduct and participate in workshops related to assigned activities to maintain current knowledge of laws, codes, rules and regulations. *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**

An incumbent in the Certification Services Supervisor classification is distinguished from the secretarial or personnel clerical classes by the unique requirement to review, obtain and process classified employees within the district and to provide information related to district employment requirements for classified service individuals and their documents. The incumbent supervises other personnel engaged in certification processes while performing complex and difficult work requiring a thorough knowledge of personnel rules, regulations, collective bargaining agreements, and applicable sections of the Education Code. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Functions and operations of a personnel office.

Merit system rules and regulations.

District personnel policies and procedures.

Practices and procedures related to classified personnel.

Bargaining unit contracts and salary schedules.

Applicable sections of State codes and other laws regarding assigned personnel activities.

Principles and practices of supervision and training.

Classified payroll procedures.  
Classified Budget position control.  
Automated applicant tracking system.  
District organization, operations, polices and objectives.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communications skills.  
Interpersonal skills, using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Basic math.  
Telephone techniques and etiquette.

**Ability to:**

Plan, oversee and participate in the processing of employee's and documents relating to the District's classified personnel.  
Provide technical information and assistance to others concerning classified employment policies.  
Investigate and resolve the more difficult and complex personnel issues.  
Interpret, apply and explain applicable laws, codes, rules, regulations and policies.  
Supervise and evaluate assigned personnel.  
Assign and review the work of others.  
Monitor the automated applicant tracking system.  
Conduct employee file reviews.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Maintain current knowledge of applicable laws, codes, rules and regulations.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Maintain confidentiality of sensitive and privileged information.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.

**Education and Training:**

Associate's degree with course work in business administration, human resources, social science, English or a related field.

**Experience:**

Either three years of human resources experience including some experience in a lead or supervisory capacity, or one year of experience at the level of Human Resources Technician.

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

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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.



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 25 (S1)**

### EMPLOYMENT SERVICES SUPERVISOR

#### JOB SUMMARY

Under general direction, plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; serve as a resource to school sites, staff and other departments regarding employment and personnel issues; train and supervise the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; assure smooth and efficient office operations; maintain confidentiality of privileged and sensitive information. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and review work of staff for accuracy, completeness and compliance with applicable laws, codes, rules and regulations. **E**
- Review and approve hiring packets and employee files; inspect documents for completeness and accuracy; monitor the applicant tracking system to assure records are properly inputted and updated. **E**
- Review and approve Vacancy Assignments (VA's); verify eligibility of former employees for rehire; forward authorization to offer probationary employment; assign start and Board of Education action dates to employees after approval of the hiring packet and required clearances. **E**
- Review and approve assignment changes, additional hourly elections, and promotions; check employee evaluations to verify satisfactory past job performance; verify and input salary and career increments. **E**
- Collaborate with Fiscal Services regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**
- Receive, review and track Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint transmittal forms; reconcile reports and arrest records with conviction forms; provide clearance status of applicants to staff. **E**
- Receive subsequent arrest reports from the DOJ and verify status of the employee; notify Human Resource Services of arrest reports for current employees; notify the DOJ to remove the District from receiving subsequent arrest reports of prior employees. **E**

- Oversee and participate in the daily operation and activities of the classified substitute system; monitor the entry of classified employee substitute assignments; monitor and compile data and reports regarding classified substitute use. *E*
- Oversee and participate in Extended School Year (ESY)/Summer Employment classified staffing activities; initiate the employment application and hiring processes; assure assignments are online and the timely distribution of employment notification. *E*
- Determine exempt applicant eligibility for employment; meet with exempt applicants to discuss fingerprint results and explain applicable laws, codes, rules and regulations as needed. *E*
- Oversee and review the preparation of Board of Education agenda items by staff; research and correct items as needed prior to submission; assure submission deadlines are met. *E*
- Serve as a resource and communicate with District staff, other departments, applicants, and outside agencies to coordinate activities, resolve issues and concerns and exchange information. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compile and verify data; compose correspondence, letters, memoranda, forms and other documents. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes, rules and regulations; serve on assigned committees; conduct presentations as requested. *E*
- Participate in and oversee the preparation of special projects as directed.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E". This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Employment Services Supervisor supervises staff providing clerical and technical support for various personnel functions and activities while performing work requiring a thorough knowledge of personnel rules, regulations, classified employment contracts and applicable sections of the California Education Code. An incumbent has responsibility for functions such as the classified substitute system, Extended School Year (ESY)/Summer Employment, and reviewing and approving hiring packets for classified, limited term and exempt employees. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional customer service, interpersonal skills and positive public relations in their contacts with the public and District employees.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Functions and operations of a personnel office.

Practices and procedures related to classified, limited term and exempt personnel.

Applicable sections of State codes and other laws, codes, rules, and regulations regarding assigned personnel activities.

Principles and practices of supervision and training.

Classified and exempt payroll timelines and practices.

Bargaining unit contracts and salary schedules.

District organization, operations, policies and objectives.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Basic math.

Telephone techniques and etiquette.

**Ability to:**

Plan, oversee and participate in the review and processing of documents and forms relating to the District's classified, limited term, and exempt employment support services. Provide information and assistance to others regarding classified, limited term and exempt employment policies and procedures.

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

Train, supervise and evaluate assigned staff.

Assign and review the work of others.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and conduct oral presentations.

Compose correspondence and written materials independently.

Maintain records and files.

Compile and verify data.

Prepare statistical and narrative reports.

Maintain current knowledge of applicable laws, codes, rules and regulations.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Resolve issues and concerns related to assigned activities.

Meet schedules and time lines.

Prioritize and organize work.

Establish and revise priorities of clerical work and office activities.

Complete work with many interruptions.

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

**Education and Training:**

Associate's degree with course work in business administration, human resources or a related field.

**Experience:**

Three years of human resources experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician or Credential Services Specialist with the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS**

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

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Adoption of Resolution regarding Classified School Employee Week      PAGE: 30  
Date: May 10, 2018      Reason for Consideration: Approval

---

**RESOLUTION  
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 20-26, 2018 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

---

Stacey V. Lewis  
Vice-Chairperson

---

Linda Vaughan  
Chairperson  
Personnel Commission

---

Terry Ulaszewski  
Member