

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713

REGULAR MEETING AGENDA

Regular Meeting
May 2, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of April 18, 2024 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 form the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager 5-6
2. **RATIFY** job announcement bulletin for Information Technology Projects Coordinator 7-8
3. **RATIFY** job announcement bulletin for Nutrition Services Worker 9
4. **RATIFY** job announcement bulletin for Recreation Aide 10

5.	RATIFY job announcement bulletin for Recreation Aide (Catalina Island)	11
6.	RATIFY job announcement bulletin for Recreation Aide – Expanded Learning	12
7.	RATIFY job announcement bulletin for Senior Health Assistant (Extended)	13-14
8.	APPROVE the certification of General Counsel eligibility list 24-0223-5294 established 05/03/2024	15
9.	APPROVE the certification of Instructional Aide - Special (Revised) eligibility list 24-0166-0448 established 03/13/2024	15
10.	APPROVE the certification of Instructional Aide - Special eligibility list 24-0194-0448 established 04/26/2024	15
11.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0226-5068 established 04/26/2024	15
12.	APPROVE the certification of Senior Nutrition Services Worker eligibility list 24-0202-5071 established 05/02/2024	15
13.	APPROVE the certification of Student Data Systems Specialist eligibility list 24-0190-5164 established 05/01/2024	15
III. OLD BUSINESS		
1.	None	
IV. NEW BUSINESS		
1.	APPROVE meeting dates for Personnel Commission 2024-2025	16
2.	APPROVE the Adoption of Resolution regarding Classified School Employee Week	17
3.	APPROVE the Creation of a Classification - Internal Investigator	18-22
V. OTHER ITEMS		
1.	None	
VI. NEXT REGULAR MEETING		

May 16, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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 Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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

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

MINUTES
Regular Meeting

April 18, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, April 18, 2024 at 8:15 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 Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
 Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dr. Kelly An, Assistant Superintendent – Human Resource Services; Eric Larsen, CSEA Site Representative Coordinator; Kellyanna Miller, CSEA Chapter 2 Administrator; Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 4, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, thanked the Personnel Commission staff for their participation in the job fair held in partnership with the Long Beach School for Adults on April 5, 2024. Ms. Leaming acknowledged Associate Personnel Analysts, Lydia Tran and Amy Van Fossen for taking the lead on this event. Ms. Leaming thanked Virginia Agredano Perez, Senior Administrative Secretary, for ordering the Personnel Commission logo shirts which arrived just in time for the job fair. Ms. Leaming also acknowledged staff that assisted with the onsite Child Development Centers (CDC) job fair on April 16, 2024.

Ms. Leaming extended her appreciation to Dale Culton, Certification Services Manager (retired), who has been working on a position control project regarding vacant Child Care

Worker positions. Ms. Leaming explained that although the project was time-consuming, in the end 115 vacant, encumbered positions were identified to be abolished.

Ms. Leaming informed the Commission that CPR and First Aid classes for classified staff are scheduled for May 31, 2024 at the Teacher Resource Center (TRC), and registration forms are available on the Personnel Commission website.

Lastly, Ms. Leaming mentioned the Classified Employee Celebration flyer will be sent out soon to all sites and offices. Ms. Leaming thanked Lydia Tran, Associate Personnel Analyst, for creating a QR code for the flyer so employees can easily RSVP.

Maria Braunstein, Personnel Analyst, spoke about partnering with Nicole Lopez, Principal at Long Beach School for Adults (LBSA), to make the LBSA job fair a community event by having outside agencies participate. Ms. Braunstein recognized Lydia Tran, Associate Personnel Analyst, for organizing the registration of the outside agencies including multiple departments from the City of Long Beach. Ms. Braunstein mentioned that 460 people RSVP'd for the job fair and there was a great turn-out at the event. In addition, Ms. Braunstein explained that rooms were setup for employment application assistance and on-site testing and interviewing was available for some positions including Nutrition Services and Expanded Learning Programs.

Ms. Braunstein also spoke about the CDC job fair, praised the Personnel Commission staff, and expressed her appreciation to Silaue Taeleifi, Human Resources Technician, for staying late to assure all applicants were fingerprinted so they did not have to make a return trip to the office. Ms. Braunstein noted there are 46 recruitments in various stages, with 10 more recruitments pending.

Oralia Leyva, Certification Services Manager, thanked Maria Rojas, Interim Employment Services Supervisor; Elizabeth Morales-Torres, Human Resources Technician; Wendy Bell, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Jazmin Salgado, Human Resources Technician; for their hard work during the CDC job fair. Ms. Leyva mentioned that summer school eligibility lists are currently being created. Ms. Leyva also reported on the last Board of Education agenda there were 37 probationary, 20 substitute, and 56 exempt appointments made.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
2. **RATIFY** job announcement bulletin for General Counsel (Extended)
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Senior Associate General Counsel – Human Resources
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **RATIFY** job announcement bulletin for Warehouse Materials Processor
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 24-0173-3345 established 04/18/2024

10. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 24-0191-5320 established 04/09/2024
11. **APPROVE** the certification of Middle School Office Supervisor eligibility list 24-0172-3357 established 04/15/2024
12. **APPROVE** the certification of Recreation Aide eligibility list 24-0222-5255 established 04/12/2024
13. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0212-5317 established 04/12/2024
14. **APPROVE** the certification of Translator – Interpreter Bilingual Spanish eligibility list 24-0187-5079 established 04/09/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-14.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of New Classifications - School Safety Applications Support Technician and School Safety Applications Support Specialist

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

2. **APPROVE** the Revision of a Classification – Credential Services Specialist

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 2.

3. **APPROVE** the Creation of New Classifications – Senior Human Resources Analyst – HRS; Revision of a Classification – Senior Personnel Analyst; and Reclassification of Incumbent

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 3.

4. **OPEN** the public hearing on the 2024-2025 proposed Personnel Commission Budget

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to open the Public Hearing for the proposed Personnel Commission Budget for 2024-2025.

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

5. **CLOSE** the public hearing on the 2024-2025 Personnel Commission Budget

Following discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to close the Public Hearing for the proposed Personnel Commission Budget for 2024-2025.

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

6. **ADOPT** the 2024-2025 Personnel Commission Budget

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to adopt the proposed Personnel Commission Budget for 2024-2025.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 2, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:33 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:55 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:55 a.m.

ABOUT OUR DISTRICT

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

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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

Dual Continuous 24-0242-5104 JG

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ASSISTANT FACILITIES
PROJECT MANAGER**

\$88,566 - \$104,020 Annually



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"We find qualified candidates to support the District's needs".

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Information Assistant/Facilities Project Manager. Under general direction, will perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program. Will provide project coordination and management support to department activities and projects, as well as, collect and account for developer fees. In addition, will prepare and maintain a variety of records related to facilities planning and construction and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications, choose Facilities Development and Planning, then Assistant Facilities Project Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. Additionally, candidates will have two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

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

SPECIAL REQUIREMENTS:

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS:

The annual salary for Assistant Facilities Project Manager is \$88,566 to \$104,020 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/) The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 p.m. Thursday, May 2, 2024

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

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



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Amy Van

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
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CLASSIFIED EMPLOYMENT OPPORTUNITY



INFORMATION TECHNOLOGY PROJECTS COORDINATOR

FINAL FILING DATE:
4:30 p.m., Friday, May 3, 2024

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

JOB SUMMARY:
Under general supervision, plan, coordinate and oversee information systems technology projects District-wide; develop project budgets; monitor and evaluate the progress of projects; collect data, conduct studies and prepare reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Bachelor's degree in business administration, computer science or a closely related field.

EXPERIENCE:
Three years of experience involving independent analysis and evaluation of information systems projects, preferably in a public agency.

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

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

SPECIAL REQUIREMENTS:
(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

WORKING ENVIRONMENT:
Office environment. Driving a vehicle to conduct work.

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: \$46.63
6 MONTHS: \$49.19
1 ½ YEARS: \$51.89
2 ½ YEARS: \$54.74
3 ½ YEARS: \$57.76

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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Dual Exam 24-0243-5117 JA



Army Van
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LBUSD employees, please see reverse for important

PERSONNEL COMMISSION

"We find qualified candidates to support the District's needs"

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



NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$17.77

JOB INFORMATION:

The eligible list of successful candidates may also be used to fill future vacancies as they occur.

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

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.

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.

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

SALARY RANGE HOURLY:

START:	\$17.77
6 MONTHS:	\$18.75
1 ½ YEARS:	\$19.78
2 ½ YEARS:	\$20.87
3 ½ YEARS:	\$22.02

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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Open Continuous - 5068 VO



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LBUSD employees, please see reverse for important information.

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.

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY



RECREATION AIDE

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.78

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)
Eligibility list may be used for substitutes and to fill future vacancies as they occur.

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.

JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

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. The eligibility list for this classification will remain in effect for a period of six (6) months.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

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

WORKING ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

- Walking or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting and carrying light objects weighing up to ten pounds.
- Reaching overhead, above the shoulders and horizontally.
- Twisting and turning to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate playground equipment.
- Seeing to monitor student activities.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5255 VB



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LBUSD employees, please see reverse for important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY



RECREATION AIDE (CATALINA ISLAND)

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.78

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)
Eligibility list may be used for substitutes and to fill future vacancies as they occur.

Catalina Island Non-Represented employees receive an additional \$4.4855 per hour.

JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned. Avalon School is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

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.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

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

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. The eligibility list for this classification will remain in effect for a period of six (6) months.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

- Walking or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting and carrying light objects weighing up to ten pounds.
- Reaching overhead, above the shoulders and horizontally.
- Twisting and turning to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate playground equipment.
- Seeing to monitor student activities.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5255 VB



www.lbschools.net/jobs

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.

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

RECREATION AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.78

JOB INFORMATION:

Part-time 10-month positions. Positions are 37.5% FTE (less than 20 hours per week, no benefits). Eligibility list may be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in Expanded Learning Opportunities Program (ELO-P); organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

Experience working with children in an instructional, expanded learning or similar program is highly desirable.

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

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.

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. The eligibility list for this classification will remain in effect for a period of six (6) months.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5317 VB



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CLASSIFIED EMPLOYMENT OPPORTUNITY



-RECRUITMENT EXTENDED - SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, April 26, 2024.
4:30 p.m., Friday, May 10, 2024.

JOB INFORMATION:

Part-time, 10-month position. Position is 47.5% (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one location to another.

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: \$28.61
6 MONTHS: \$30.19
1 ½ YEARS: \$31.85
2 ½ YEARS: \$33.59
3 ½ YEARS: \$35.44

*Salary approved by Board of Education on 4/17/2024.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0238-5174 JG



Marie Lynn Braunstein
www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15

Date: May 2, 2024

Reason for Consideration: Approval

GENERAL COUNSEL

DUAL

24-0223-5294

List Valid: 05/03/2024 – 05/03/2025

Total Applications Received: 13

Passed: 11

Failed: 0

Total Invited to Exam: 13

Withdrew: 0

Screened Out: 2

INSTRUCTIONAL AIDE – SPECIAL (REVISED)

DUAL

24-0166-0448

List Valid: 03/13/2024 – 03/13/2025

Total Applications Received: 50

Passed: 5*

Failed: 1

Total Invited to Exam: 6

Withdrew: 0*

Screened Out: 44

INSTRUCTIONAL AIDE - SPECIAL

DUAL

24-0194-0448

List Valid: 04/26/2024 - 04/26/2025

Total Applications Received: 45

Passed: 8

Failed: 0

Total Invited to Exam: 10

Withdrew: 2

Screened Out: 35

NUTRITION SERVICES WORKER

OPEN

24-0226-5068

List Valid: 04/26/2024-10/26/2024

Total Applications Received: 25

Passed: 11

Failed: 0

Total Invited to Exam: 16

Withdrew: 5

Screened Out: 9

SENIOR NUTRITION SERVICES WORKER

DUAL

24-0202-5071

List Valid: 05/02/2024-05/02/2025

Total Applications Received: 29

Passed: 6

Failed: 5

Total Invited to Exam: 15

Withdrew: 4

Screened Out: 14

STUDENT DATA SYSTEMS SPECIALIST

DUAL

24-0190-5164

List Valid: 05/01/2024-05/01/2025

Total Applications Received: 90

Passed: 7

Failed: 14

Total Invited to Exam: 26

Withdrew: 5

Screened Out: 64

CERTIFIED TO BE CORRECT: Susan Leaming DATE: May 2, 2024

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Meeting Dates of the Personnel Commission PAGE: 16
2024-2025

Date: May 2, 2024 Reason for Consideration: Action

Staff submits the following dates for the 2024-2025 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

<u>2024</u>	<u>2025</u>
July 11	January 9
July 25	January 23
August 8	February 6
August 22	February 20
September 5	March 6
September 19	March 20
October 3	April 3
October 17	April 17
October 31	
November 14	May 1
*November 28	May 15
	May 29
December 12	June 12
*December 26	June 26

*The regular biweekly meeting of the Personnel Commission on November 28, 2024 is on a legal holiday and the regular biweekly meeting of the Personnel Commission on December 26, 2024 is the day after Christmas. Staff recommends cancelling these meetings. The Commission may elect to hold these meetings on alternate dates.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding Classified
School Employee Week

PAGE: 17

Date: May 2, 2024

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 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 19-25, 2024 as CLASSIFIED SCHOOL EMPLOYEE WEEK.

Sheryl Bender
Chairperson

Linda J. Vaughan
Member

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

May 2, 2024

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Creation of a New Classification – Internal Investigator

Background and Findings

The Program Administrator – Investigative Services, under direction of the Office of the Assistant Superintendent, Human Resources Services, is requesting creation of a new classification, “Internal Investigator”. This classification conducts formal inquiries to determine if District policies, local, State and/or federal student conduct and employment laws have been violated, investigating complaints, allegations, suspicion of misconduct, perceived and/or real harassment, and similar focus areas within the student, employee, contractor and District relationship.

In determining salary placement for the revised job classification, staff conducted an external salary survey, as well as a review of internal alignment and parity within the LBUSD organization. Both the external market survey and internal equity analysis support salary placement at Salary Range 44 on the Confidential, Supervisory and Management (M2) Salary Schedule.

The Program Administrator – Investigative Services, has reviewed and is in support of the proposed classification specification and salary recommendations.

Recommendations

Staff recommends the Personnel Commission:

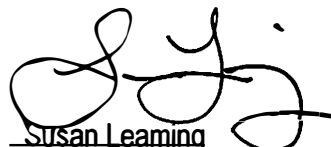
1. Create the new classification of Internal Investigator;
2. Allocate the classification of Internal Investigator to salary range 44 on the Confidential, Supervisory and Management (M2) salary schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 44 (M2)

INTERNAL INVESTIGATOR

JOB SUMMARY

Under general direction, conduct and report on complex and highly sensitive investigations regarding alleged employee, student and contractor misconduct and allegations related to student safety; prepare comprehensive reports of findings, conclusions, and recommendations; 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.

- Conduct complex and highly sensitive investigations into student, employee and contractor conduct and performance; interview relevant parties and personnel to collect information in support of investigations. **E**
- Gather evidence and information related to student, employee and contractor issues, complaints, and other related matters; maintain confidentiality of sensitive and privileged information. **E**
- Analyze data and information to identify patterns, discrepancies, or other indicators of student, staff and/or contractor misconduct and related issues. **E**
- Investigate allegations of bullying, harassment and other egregious acts by student-to-student, adult-to-student, student-to-adult and adult-to-adult related to student, employee and/or contractor safety issues and concerns. **E**
- Maintain detailed documentation of investigations and related activities; log and provide status updates on investigations; prepare comprehensive reports of findings, conclusions, and recommendations. **E**
- Monitor changes in applicable laws and regulations related to student, parent, guardian and employee rights, and related matters. **E**
- Participate in and assist with the implementation of student conduct and human resources policies and procedures related to investigations and compliance. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information; may attend and participate in legal proceedings related to assigned investigations. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. **E**
- Attend a variety of meetings, workshops and conferences to maintain current knowledge of laws, codes, rules and regulations related to assigned activities. **E**

- Operate a variety of office equipment, communication devices, technologies and software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Internal Investigator classification is responsible for conducting formal inquiries to determine if District policies, local, State and/or federal student conduct and employment laws have been violated. Incumbents in this classification conduct investigations into complaints, allegations, suspicion of misconduct, perceived and/or real harassment, and similar areas within the student, employee, contractor and District relationship.

EMPLOYMENT STANDARDS

Knowledge of:

- Practices, methods, and techniques to plan and conduct independent, complex and sensitive investigations.
- Investigative interview techniques.
- Due process in investigation proceedings.
- Title IX, discrimination, retaliation, civil rights and Uniform Complaint laws and guidelines.
- Rules and laws related to gathering documentary, physical and testimonial evidence.
- Student, parent, guardian, employee and contractor rights throughout investigative proceedings.
- Employment laws and required disclosures affecting investigations.
- Retaliation, defamation, and privacy issues during investigations.
- Techniques to analyze and report investigative facts
- Policies, protocols and procedures for presenting preliminary findings.
- Local, State and federal laws applicable to assigned functions.
- California Education Code provisions, school district organization, rules, regulations, policies, procedures, organization.
- Research methods and report writing techniques.
- Effective oral and written communication skills.
- Principles of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operations and applications of a variety of office machines, communication devices, technologies and software.

Ability to:

Provide technical information and assistance to others concerning employment laws and student conduct and safety rules, regulations, policies and other student and human resources matters.

Read, interpret, apply, explain and maintain current knowledge of applicable laws, rules, regulations and policies.
Properly gather documentary, physical, and testimonial evidence.
Document and assess witness interviews and statements.
Determine authority access to investigative details.
Prepare comprehensive investigative reports.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Effectively manage, train and evaluate assigned staff.
Conduct research, compile information and data.
Establish and maintain a variety of records and files.
Plan and organize work.
Communicate effectively both orally and in writing.
Operate a variety of office machines, communications devices, technologies and software.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Training

Bachelor's degree in human resources, criminology, legal studies, law enforcement, education, English, social sciences or a related field, including coursework, workshops, seminars or similar training in conducting workplace and/or child welfare investigations.

Experience

Three years of experience conducting workplace and/or child welfare investigations. Experience in a public, K-12 school district is desirable.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Potential for contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening and weekend work hours.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: