

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

Regular Meeting
February 10, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

- I. GENERAL COMMUNICATION FUNCTIONS
 - 1. Call to order
 - 2. Renewal of Pledge of Allegiance to the Flag of the United States of America
 - 3. Roll
 - 4. **APPROVE** the Minutes of the Regular Meeting of January 27, 2022 1-4
 - 5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
 - 6. **HEAR** public on items not listed on the agenda
 - 7. **HEAR** report from the Executive Officer
- II. CONSENT AGENDA
 - 1. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager 5-6
 - 2. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide - Bilingual Spanish 7-8
 - 3. **RATIFY** job announcement bulletin for Instructional Aide – Special 9-10
 - 4. **RATIFY** job announcement bulletin for Maintenance Team Lead 11-12
 - 5. **RATIFY** job announcement bulletin for Plant Utilities Operator 13-14
 - 6. **RATIFY** job announcement bulletin for Site Specialist – Business Partnerships (Revised) 15-16
 - 7. **APPROVE** the certification of Building Maintenance Worker (Revised) eligibility list 22-0054-0625 established 01/27/2022 17
 - 8. **APPROVE** the certification of Building Maintenance Worker/Driver (Revised) eligibility list 22-0055-0880 established 01/27/2022 17
 - 9. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0102-1610 established 02/11/2022 17

- 10. **APPROVE** the certification of Health Assistant eligibility list 22-0056-5170 established 02/01/2022 17
- 11. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0166-0448 established 02/04/2022 17
- 12. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0039-0673 established 02/07/2022 17
- 13. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0130-5068 established 02/03/2022 17
- 14. **APPROVE** the certification of Recreation Aide eligibility list 22-0158-5255 established 02/02/2022 18
- 15. **APPROVE** the certification of Recreation Aide eligibility list 22-0182-5255 established 02/07/2022 18
- 16. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0160-5261 established 02/08/2022 18
- 17. **APPROVE** the certification of Senior Accounting Assistant eligibility list 22-0075-0760 established 02/07/2022 18
- 18. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0165-5214 established 01/31/2022 18
- 19. **APPROVE** the certification of Student Data System Specialist eligibility list 22-0046-5164 established 02/09/2022 18
- 20. **APPROVE** the certification of Warehouse Materials Processor eligibility list 22-0103-0712 established 02/07/2022 18

III. OLD BUSINESS

None

IV. NEW BUSINESS

- 1. **APPROVE** the Abolishment of a Classification – Webmaster 19-23
- 2. **APPROVE** the Revision of a Classification– Grounds Service Manager 24-29
- 3. **APPROVE** the Revision of Classifications – Custodial Services Inspector and Area Custodial Manager 30-45
- 4. **APPROVE** the Revision of Classifications – Senior Executive Secretary (C) and Executive Secretary (C) 46-56

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

February 24, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

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 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 Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

January 27, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, January 27, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

CLOSED SESSION

The Personnel Commission retired into closed session at 8:16 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. and no reportable actions were taken.

PLEDGE OF ALLEGIANCE

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

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Lydia Smith, Human Resources Assistant.

GUESTS PRESENT

Jill Baker Ed.D., Superintendent of Schools; Yumi Takahashi, Chief Business and Financial Officer; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

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 January 13, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that he will attend the California School Personnel Commissioners Association (CSPCA) 50th Annual Conference in March 2022. Mr. Kato noted that he will be presenting at the conference with the Los Angeles County Office of Education regarding proposed legislative changes to eligibility lists and the rule of three ranks.

Maria Braunstein, Personnel Analyst, reported there are 74 open recruitments in various stages of the examination process and nine (9) pending. Ms. Braunstein explained the addition of Jesus Rios Jr. and Amy Van Fossen as Associate Personnel Analysts has been very helpful in moving more recruitments forward. Ms. Braunstein explained that securing raters has been difficult for not only our District but other agencies due to COVID-19. Ms. Braunstein shared that she was at Nutrition Services conducting the Warehouse Materials Processor performance exam and was approached by a candidate who told her that he was a student in a Long Beach School for Adults Building Maintenance Custodial Services class and thanked her for sharing information about the warehouse position. Ms. Braunstein stated that sharing other job opportunities with these candidates can impact the possibility of applicants applying for positions throughout the District.

Dale Culton, Certification Services Manager, informed the Commission that the online summer school application will be available Monday, January 31, 2022 and will close on March 18, 2022. Mr. Culton thanked Anne Follett, Employment Services Supervisor (Acting) and Jesus Rios Jr., Associate Personnel Analyst, for assisting with the online application. Mr. Culton shared a comparison of hire data from last year and now, which shows there have been more new hires this year than the previous year, and we still have five (5) months until the end of the year.

Susan Learning, Personnel Analyst, shared that Aisha Alex, Human Resources Assistant, has been promoted to Staff Secretary in another department and interviews were held Monday to select a replacement.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodial Services Inspector
2. **RATIFY** job announcement bulletin for Custodian Assistant
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
4. **RATIFY** job announcement bulletin for Groundskeeper
5. **RATIFY** job announcement bulletin for Heavy Truck Driver
6. **RATIFY** job announcement bulletin for Lead Custodian
7. **RATIFY** job announcement bulletin for Library/Media Assistant
8. **RATIFY** job announcement bulletin for Nutrition Services Payroll Technician

9. **RATIFY** job announcement bulletin for Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Recreation Leader – WRAP Expanded Learning
11. **RATIFY** announcement bulletin for Site Specialist - Business Partnerships
12. **APPROVE** the certification of Building Maintenance Worker eligibility list 22-0054-0625 established 1/27/2022
13. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list 22-0055-0880 established 1/27/2022
14. **APPROVE** the certification of Catalina Island - Custodian eligibility list 22-0065-0139 established 1/19/2022
15. **APPROVE** the certification of Grounds Equipment Operator I – Catalina Island eligibility list 22-0073-0175 established 1/19/2022
16. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0125-0448 established 1/28/2022
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0133-0448 established 1/27/2022
18. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0101-0694 established 1/18/2022
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0096-5068 established 1/05/2022
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0115-5068 established 1/25/2022
21. **APPROVE** the certification of Recreation Aide eligibility list 22-0129-5255 established 1/19/2022
22. **APPROVE** the certification of Recreation Aide - Kids' Club eligibility list 22-0150-5257 established 01/19/2022
23. **APPROVE** the certification of School Data Technician eligibility list 22-0052-3360 established 1/27/2022
24. **APPROVE** the certification of Translator – Interpreter Bilingual Spanish eligibility list 22-0040-5079 established 01/20/2022
25. **APPROVE** the certification of Translator – Interpreter Bilingual Spanish eligibility list 22-0044-5079 established 1/18/2022

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1-11 and approve items 12-25 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 10, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:12 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."

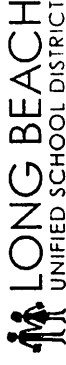
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time 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 22-0185-0610 AF *Maria Braunstein*

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

ENVIRONMENTAL HEALTH AND SAFETY MANAGER

\$90,417 - \$106,163 Annually



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Environmental Health and Safety Manager. Under general direction, will plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous materials handling and student and employee safety. Furthermore, will serve as the District's Chemical Hygiene Officer, Radiation Safety Officer, Respiratory Protection Administrator and oversee other CAL/OSHA standards as required by the District's injury, illness, Prevention Program (IIPP). Additionally, the Environmental Health and Safety Manager will train, supervise, and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications, choose Maintenance, then Environmental Health and Safety Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in environmental science, chemistry, biology or a closely related field.

Additionally, candidates are required to have three years of supervisory environmental health and safety experience in a large institutional or industrial setting including experience working with chemical hygiene programs.

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 Class C driver's license.

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.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

Successful completion of AHERA building inspector/management planner, OSHA hazardous waste operations, Department of Health Services lead certification for inspector/assessor and first responder courses at time of application.

Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by the requirement to safely wear protective clothing and the demonstrated hazards caused by smokers who work with asbestos).

Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense.

This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.

SALARY AND BENEFITS:

The annual salary for Environmental Health and Safety Manager is \$90,417 to \$106,163 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Open until filled.

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

Long Beach Unified School District
Personnel Commission Office
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<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, March 2, 2022

JOB INFORMATION:

Permanent 10 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 close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

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

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another. (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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:	\$15.37
6 MONTHS:	\$16.21
1 ½ YEARS:	\$17.11
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0176-0657 JA
 Dual Exam 22-0177-5235 JA

LBUSD employees, please see reverse side for important information.



Amy Van Duzer

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

INSTRUCTIONAL AIDE – SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

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

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

*Verification will be required for high school graduation, college units & degrees.

*Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

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

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

SALARY RANGE HOURLY:

START: \$17.61
 6 MONTHS: \$18.58
 1 ½ YEARS: \$19.60
 2 ½ YEARS: \$20.67
 3 ½ YEARS: \$21.81

SPECIAL REQUIREMENTS:

1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

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 will be comprised of an, evaluation of responses on a supplemental application; and an occupational written examination (100%). **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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Maria Braunstein

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 0448 JG



LBUSD employees, please see reverse side for important information. 9

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

MAINTENANCE TEAM LEAD

FINAL FILING DATE:

4:30 p.m. Tuesday, March 1, 2022

JOB INFORMATION:

Position is 12-months, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or equivalent and completion of an approved apprenticeship program in one of the building maintenance trades.

OR

EXPERIENCE:

Four years of journey level trade experience in the construction, repair and maintenance of equipment, facilities and properties.

Experience in a lead or supervisory capacity is desirable.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) 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 standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. 4) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor environment. Adverse seasonal weather conditions. Working around and with machinery having moving parts. Exposure to dust, fumes and odors. Driving a District vehicle to conduct work. Emergency call out.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the

SALARY RANGE HOURLY:

START: \$34.69
6 MONTHS: \$36.60
1 ½ YEARS: \$38.62
2 ½ YEARS: \$40.73
3 ½ YEARS: \$42.98

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

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 22-0186-5283 AF

LBUSD employees, please see reverse side for important information.



Amy Van der ... 11

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

PLANT UTILITIES OPERATOR

FINAL FILING DATE:

4:30 p.m., Tuesday, March 1, 2022

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, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) 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. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (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:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

APPLICATION:

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

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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Personnel_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 22-0170-3308 AA

LBUSD employees, please see reverse side for important information.



Amy Van D... 13

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SITE SPECIALIST – BUSINESS PARTNERSHIPS

FINAL FILING DATE:

4:30 p.m., Tuesday, February 15, 2022

JOB INFORMATION:

Permanent 10 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, collaborate with students, families, District staff and community business partners to develop and establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; promote career awareness and internship opportunities with students and families; develop, implement, and participate in career readiness events and activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING

Associate's degree including coursework in education, counseling, career development or a related field. A bachelor's degree is desired.

EXPERIENCE:

Two years of experience in career development, job or internship search and placement, or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS:

1) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. 2) May be required to travel from one location to another.

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

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SALARY RANGE HOURLY:

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

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 22-0175-5298 AF

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: February 10, 2022

Reason for Consideration: Approval

BUILDING MAINTENANCE WORKER (REVISED)

DUAL

22-0054-0625

List Valid: 01/27/2022-01/27/2023

Total Applications Received: 78

No. Passed: 9 No. Failed: 10

Total Invited to Exam: 34

No. Withdrew: 15 No. Screened Out: 44

**BUILDING MAINTENANCE WORKER/DRIVER
(REVISED)**

DUAL

22-0055-0880

List Valid: 01/27/2022-01/27/2023

Total Applications Received: 34

No. Passed: 7 No. Failed: 5

Total Invited to Exam: 15

No. Withdrew: 3 No. Screened Out: 19

**ENVIRONMENTAL HEALTH AND SAFETY
MANAGER**

DUAL

22-0102-0610

List Valid: 02/11/2022-02/11/2023

Total Applications Received: 6

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 5

HEALTH ASSISTANT

DUAL

22-0056-5170

List Valid: 02/01/2022-02/01/2023

Total Applications Received: 38

No. Passed: 9 No. Failed: 7

Total Invited to Exam: 22

No. Withdrew: 6 No. Screened Out: 16

INSTRUCTIONAL AIDE - SPECIAL

DUAL

22-0166-0448

List Valid: 02/04/2022-02/04/2023

Total Applications Received: 21

No. Passed: 6 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 2 No. Screened Out: 13

INTERMEDIATE OFFICE ASSISTANT

DUAL

22-0039-0673

List Valid: 02/07/2022-02/07/2023

Total Applications Received: 101

No. Passed: 28 No. Failed: 16

Total Invited to Exam: 74

No. Withdrew: 30 No. Screened Out: 27

NUTRITION SERVICES WORKER

OPEN

22-0130-5068

List Valid: 02/03/2022-08/03/2022

Total Applications Received: 17

No. Passed: 6 No. Failed: 1

Total Invited to Exam: 13

No. Withdrew: 6 No. Screened Out: 4

RECREATION AIDE

List Valid: 02/02/2022-02/02/2023
 Total Applications Received: 34
 No. Passed: 30 No. Failed: 0

OPEN CONTINUOUS 22-0158-5255

Total Invited to Exam: 34
 No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE

List Valid: 02/07/2022-02/07/2023
 Total Applications Received: 15
 No. Passed: 9 No. Failed: 0

OPEN CONTINUOUS 22-0182-5255

Total Invited to Exam: 15
 No. Withdrew: 0 No. Screened Out: 6

RECREATION AIDE – WRAP

List Valid: 02/08/2022-02/08/2023
 Total Applications Received: 6
 No. Passed: 2 No. Failed: 0

OPEN CONTINUOUS 22-0160-5261

Total Invited to Exam: 3
 No. Withdrew: 1 No. Screened Out: 3

SENIOR ACCOUNTING ASSISTANT

List Valid: 02/07/2022-02/07/2023
 Total Applications Received: 25
 No. Passed: 1 No. Failed: 5

DUAL 22-0075-0760

Total Invited to Exam: 7
 No. Withdrew: 1 No. Screened Out: 18

SIGN LANGUAGE INTERPRETER

List Valid: 01/31/2022-01/31/2023
 Total Applications Received: 1
 No. Passed: 1 No. Failed: 0

DUAL 22-0165-5214

Total Invited to Exam: 1
 No. Withdrew: 0 No. Screened Out: 0

STUDENT DATA SYSTEMS SPECIALIST

List Valid: 02/09/2022-02/09/2023
 Total Applications Received: 23
 No. Passed: 5 No. Failed: 7

PROMOTIONAL 22-0046-5164

Total Invited to Exam: 14
 No. Withdrew: 2 No. Screened Out: 9

WAREHOUSE MATERIALS PROCESSOR

List Valid: 02/07/2022-02/07/2023
 Total Applications Received: 118
 No. Passed: 6 No. Failed: 30

DUAL 22-0103-0712

Total Invited to Exam: 59
 No. Withdrew: 23 No. Screened Out: 59

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: FEBRUARY 10, 2022

PERSONNEL COMMISSION



January 21, 2022

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

Background and Findings

The single incumbent classification of Webmaster (salary range 36 C1) was created in 2005. In July 2021, at the request of the District and based upon the recommendation of the *Communications Audit Report* conducted by the National School Public Relations Association, the Commission approved the creation of a new Web Applications Developer classification series to support the Office of Communications and Community Engagement. The two classes created were Web Applications Developer (salary range 37 C1) and Senior Web Applications Developer (salary range 45 C1).

In October 2021 the Webmaster incumbent promoted to the new class of Senior Web Applications Developer and the office does not plan on utilizing the Webmaster classification in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Public Information Director supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Webmaster

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5083
Salary Range: 36 (C1)

WEBMASTER

JOB SUMMARY

Under the direction of the Office of Public Information, design, publish and update new and existing web sites and pages for the District; assure high quality, accessibility, integrity, consistency and accuracy of the content of District online resources; provide web design, publishing, maintenance and monitoring services to content creators within the District; 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.

- Design, publish and update new and existing web sites and pages for the District; provide continuity of the District's web site including programming, development and marketing; maintain confidentiality of sensitive and privileged information. **E**
- Program Hyper Text Markup Language (HTML) and upload pages on the District's web site; integrate multimedia assets, search engines and applications into the site; establish links with other appropriate web sites; respond to user expectations for change and dynamic publishing. **E**
- Research and assess new standards, technologies and trends regarding web page design and maintenance; test and make recommendations related to new software, tools and hardware related to web site development. **E**
- Design and maintain an appealing flow and uniformity to the District's main web site; present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization; create graphics for use on District web pages. **E**
- Create and assure the functionality of web page links, online forms, surveys and scripts running behind the web site; convert files between various formats. **E**
- Determine appropriate compression techniques, resolutions, sizes, color maps and depths to assure images are delivered to the viewer in high speed and quality. **E**
- Establish automated systems to monitor web site use, analyze a variety of user data including number of visits, paths utilized and time spent on each page; evaluate user trends and recommend modifications to provide continuous improvement of the District's web site. **E**
- Maintain records and prepare periodical reports regarding web site design and implementation activities and user traffic and statistics. **E**

- Encourage schools and departments to develop and maintain active web sites; consult with District staff and departments regarding development and maintenance of consistent and professional departmental and school site web sites and pages. *E*
- Provide technical support to departments and school sites regarding web page design, trends and policies. *E*
- Train identified content owners in use of web conversion tools and applications and developing web-based applications and programs. *E*
- Confer with Information Services staff to assist in creating web-accessed databases, managing web servers and assuring security and integrity of District information. *E*
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Confer with appropriate personnel and assure high quality, accessibility, integrity, consistency and accuracy of the content of District online resources; follow and assist in enforcing District policy related to information access. *E*
- Troubleshoot problems and related applications and programs that run in conjunction with the web pages; run routine software tests; backup web site data in accordance with established procedures. *E*
- Participate in a variety of meetings and committees regarding designing, developing and implementing web-based applications to promote District programs and activities; make recommendations regarding web site standards; develop proposals and timelines for completion of web site projects. *E*

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

DISTINGUISHING CHARACTERISTICS

This single incumbent classification reports to the Office of Public Information and oversees the design, publishing and maintenance of the District's primary web site. Incumbents will be expected to work closely with the Information Services department to assist in creating web-accessed databases, manage web servers and assure security and integrity of District information. The incumbent will also provide technical support and training to departments and school sites regarding individual department and site web page design, trends and policies.

EMPLOYMENT STANDARDS

Knowledge of:

FTP/HTTP concepts and technologies including Macromedia Dreamweaver and Contribute.

Troubleshooting strategies for PC and Macintosh platforms and Internet browsers and versions.

Principles of training and supporting technology users.

Accepted web page design and implementation concepts, Graphical User Interface and

W3C standards.
Web authoring tools including current web languages.
Project management methodologies and concepts.
Principles of database structures.
File size and image compression issues.
Graphic creation and manipulation tools.
Technical aspects of field of specialty.
Oral and written communication skills.
Operation of standard office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
PC and Macintosh operating environments.
Record-keeping and report preparation techniques.

Ability to:

Design, publish and update new and existing web sites and pages for the District.
Apply web programming languages and technologies.
Design and publish user-friendly web pages, forms and surveys.
Design professional quality graphics for use on web sites.
Train users on web-based applications, concepts and techniques.
Assist users in development and maintenance of web pages.
Work with multiple database structures.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.

Education and Training:

Bachelor's degree with course work in computer science, web design or a related field.

Two years additional experience or completion of a job training program or certificate course in web page design may substitute for two years of the required education.

Experience:

Two years of experience in web page design and maintenance.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor.
Hearing and speaking to exchange information in person or on the telephone.

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: 4/21/2005

PERSONNEL COMMISSION



February 3, 2022

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

Background and Findings

The Operations Director reviewed the class specification for Grounds Service Manager as a recent recruitment yielded a small pool of qualified candidates. The class specification requires candidates submit their Qualified Applicator License at the time of application and forklift operator certification at the time of appointment. In order to expand the field of candidates, the Operations Director requested that the class specification be modified to allow candidates to obtain the applicator license and forklift certification during the one year probationary period for the class.

The reference regarding Mail/Switchboard Services has been removed as the Transportation Branch assumed administrative oversight of mail services at the beginning of the 2013 school year. A statement was also added to the special requirements of the description regarding the use of protective clothing, gear and equipment.

The Business Services Administrator and Operations Director have reviewed and approved the revisions to the classification description.

A copy of the revised description is attached showing proposed deletions to the description annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Grounds Service Manager

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5156
Salary Range: 42 (M2)

GROUNDS SERVICE MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair work, 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, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Plan and schedule routine grounds maintenance, projects and repair work such as thatching lawns, mowing, fertilizing, weed abatement, chemical application, watering, field and track renovations, maintenance of artificial turf areas, shrub and tree trimming, and planting of trees, grass and shrubs; estimate materials, labor and time requirements to accomplish grounds work. **E**
- Oversee and assure District grounds are maintained in a clean, safe and orderly condition; provide safe and visually attractive outdoor areas for educational facilities and related activities; continually inspect grounds areas and equipment to assure the safety of staff, students and the public; direct corrective actions. **E**
- Coordinate, manage and direct the District's agricultural integrated pest management program; update staff regarding proper pesticide use, regulations and related procedures. **E**
- Evaluate and recommend the purchase of grounds equipment, supplies, vendor proposals and service contracts; prepare work specifications; inspect contracted work on projects such as grounds irrigation, tree removal and trimming; contact vendors to obtain quotes for materials and equipment. **E**
- Develop the unit's preliminary annual budget; monitor, authorize and control expenditures in accordance with established limitations; prepare and track open purchase orders and contracts for grounds work, equipment and materials. **E**

- Develop and implement grounds service policies, procedures and standards; establish operating priorities and develop maintenance cycles for grounds; advise department administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Oversee the preparation and maintenance of records and files such as vehicle inspection reports, Healthy Schools Act records, grounds inventory, and daily activity sheets; compile data and prepare detailed reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, schedule projects, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Respond to emergency calls as necessary; operate or oversee the operation and maintenance of a variety of grounds equipment; operate a forklift; operate a variety of office equipment including a computer and assigned software. *E*
- Provide oversight and management to other Operations Branch units ~~such as Mail/Switchboard services~~ as necessary to assure smooth and efficient department operations. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations as requested. *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 Grounds Service Manager plans, organizes and manages the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices. An incumbent assigns, schedules and reviews the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. The Grounds Service Manager has responsibility for providing safe and visually attractive outdoor areas for educational facilities and related activities and assuring compliance with applicable laws, codes, rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, equipment and materials utilized in grounds maintenance work.
Record-keeping and report preparation techniques.
Budgeting practices regarding monitoring and control.
Health and safety regulations.
District organization, operations, policies and objectives.
Applicable laws, codes, rules and regulations.
Principles and practices of supervision and training.
Pesticides and other chemicals utilized in a pest management program.

Principles of design, installation, maintenance and repair of commercial irrigation systems.

Operation of a computer and assigned software.

Oral and written communication skills.

Writing skills to prepare clear and concise specifications and reports.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and manage the daily operations and activities of the District's grounds services.

Oversee the design, installation, maintenance and repair of commercial irrigation systems.

Coordinate, manage and direct the District's agricultural integrated pest management program.

Estimate materials, labor and time requirements to accomplish grounds work.

Train and evaluate the performance of assigned personnel.

Develop and implement grounds service policies, procedures and standards

Develop and prepare budgets.

Monitor and control expenditures.

Maintain current knowledge of technological advances in the field.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Prepare comprehensive reports and work specifications.

Direct the establishment and maintenance of records and files.

Operate a variety of grounds equipment.

Operate a forklift.

Operate a computer and assigned software.

Drive a District or personal vehicle to conduct work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Observe and implement health and safety regulations.

Education and Training:

Associate's degree including coursework in horticulture, agricultural technology, business administration or a related field.

Experience:

Three years of supervisory or managerial grounds maintenance experience in a commercial or governmental environment including pesticide application. Experience working with a unified school district involving sports field and track maintenance is preferred.

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.

Valid forklift operator certification at time of appointment within completion of the probationary period and maintain certification throughout employment in this classification.

Applicants for this classification are required to submit-obtain a Qualified Pesticide Applicator's Certificate or License issued by the California Department of Pesticide Regulation at the time of application within completion of the probationary period and maintain certification throughout employment in this classification.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to fuels, lubricants, acids, fertilizers, herbicides, pesticides, adhesives, and related materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Driving a District vehicle to conduct work.
Working around and with machinery having moving parts.
Exposure to chemicals used in pest control and weed abatement.
~~Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.~~
Emergency call-out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of grounds equipment.
Hearing and speaking to exchange information in person or on the telephone.
Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
Reaching overhead, above the shoulders and horizontally to conduct inspections.

Bending at the waist, kneeling or crouching to conduct inspections.
Seeing to read a variety of materials and conduct work.
Sitting or standing for extended periods of time.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 5/13/2010
Revised: 3/16/2017
Revised:

PERSONNEL COMMISSION



February 2, 2022

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classifications

Background and Findings

The Business Services Administrator and Operations Director recently reviewed the Custodial Services Inspector (salary range 30 S1) and Area Custodial Manager (salary range 42 M2) classification specifications while initiating recruitment activities and worked with staff to make revisions. The Custodial Services Inspector was created in 2014 and has not been revised. The Area Custodial Manager was created in 1986 and last revised in 2002.

The duties of the Area Custodial Manager have been updated to clarify the scope of responsibility and assure the language reflects standard management duties found in other management classes. The education and experience requirements were modified to assure the requirements “track”, or increase incrementally along the job family hierarchy.

Minor revisions were made to the Custodial Services Inspector to remove duties that are the responsibility of the Area Custodial Managers and to add the use of a personal automobile. Also, a statement was added to the special requirements of both classifications regarding the use of protective clothing, gear and equipment.

The Business Services Administrator and Operations Director have reviewed and approved the revisions to the classification descriptions. The two current Area Custodial Manager incumbents have also reviewed and approved the modifications. The Custodial Services Inspector classification is vacant.

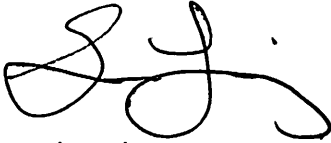
A copy of the revised Custodial Services Inspector description is attached showing proposed deletions to the descriptions annotated with ~~strikethroughs~~ and additions underlined. Since the revisions to the Area Custodial Manager were extensive, copies of the current and revised class specifications are attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications of:
 - Area Custodial Manager
 - Custodial Services Inspector

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5191
Salary Range: 30 (S1)

CUSTODIAL SERVICES INSPECTOR

JOB SUMMARY

Under general direction, plan, develop and ~~oversee~~ implement a wide variety of internal and external training programs for new and current custodial personnel; conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; assist in assuring smooth and efficient delivery of District-wide custodial services; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, develop and ~~oversee~~ implement a wide variety of internal and external training programs for new and current custodial personnel; assure effectiveness of training programs and assist in the smooth and efficient delivery of District-wide custodial services. **E**
- Develop and conduct new employee orientation sessions and in-service trainings on a wide variety of topics including health and safety laws, supervisory skills, methods of cleaning, proper use and maintenance of custodial equipment, and ordering and storing supplies. **E**
- Research and recommend external trainers, consultants and service providers; assure external training opportunities meet established standards; research and recommend training materials, videos, and other training resources. **E**
- Update presentations, operating procedure manuals and training materials in response to changing laws, policies and procedures; participate in developing departmental procedures and organizational plans related to assigned activities. **E**
- Conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; prepare recommendations for improvements; take immediate corrective action regarding health and safety hazards; follow up to assure procedures are being followed. **E**
- Conduct on-site training and serve as a resource to custodial supervisors, site administration and staff; identify and resolve operational or personnel issues at sites; ~~observe and participate in presentations of employee performance evaluations;~~ provide performance improvement guidance to employees. **E**
- ~~Review site work schedules and custodial bid runs for equity and conformance to established standards; develop standard operating procedures for custodial staff.~~ **E**
- Continuously survey existing custodial services for safety, service costs and areas in need of improvement; advise departmental administration of areas in need of improvement. **E**

- Communicate with site staff, administrators, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve issues and concerns regarding custodial policies and procedures. *E*
- Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare and maintain a variety of records and reports related to personnel, training programs, safety inspections and other assigned activities; research and compile information for special projects as directed. *E*
- ~~Respond or coordinate response to emergency calls~~~~Remain on call and coordinate response for emergency custodial needs~~; perform emergency shut off for major utility services as needed; ~~operate emergency generators as necessary~~. *E*
- Coordinate and oversee the thorough cleaning and restoration of District facilities during periods when students are not on campus. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. *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 Custodial Services Inspector plans, develops and ~~oversees~~implements a wide variety of internal and external training programs for new and current custodial personnel and assist in the smooth and efficient delivery of District-wide custodial services. Incumbents travel extensively to school sites to evaluate custodial services and provide recommendations for improvements.

EMPLOYMENT STANDARDS

Knowledge of:

~~Proper m~~Methods, techniques, materials, tools and equipment used in modern custodial work.

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and supervision.

District organization, operations, policies and objectives.

Health and safety regulations.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Public speaking techniques.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

Basic math.
 Operation of a computer and assigned software.
 Inventory methods and practices.
 Proper lifting techniques.

Ability to:

Plan, develop and oversee-~~implement~~ a wide variety of internal and external training programs for new and current custodial personnel.
 Assure District facilities are maintained in a clean, orderly and secure condition.
 Operate and demonstrate the use of custodial equipment and supplies.
 Read, interpret and work from sketches and drawings.
 Analyze custodial training needs and develop appropriate training programs.
 Conduct effective training sessions for groups of employees.
 Prepare and deliver oral presentations.
 Interpret, apply and explain applicable laws, codes, rules and regulations.
 Maintain a variety of records and prepare reports.
 Write clear, concise instructions and reports.
 Train, supervise and evaluate the performance of assigned staff.
 Observe and follow health and safety regulations.
 Review and modify work procedures and schedules.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned software.
 Drive a District or personal vehicle to conduct work.
 Analyze situations accurately and adopt an effective course of action.
 Maintain current knowledge of applicable laws, codes, rules and regulations.
 Work independently with little direction.
 Plan and organize work.

Education and Training:

Graduation from high school. College-level coursework or additional training in custodial services, management, organizational training or a related field is preferred.

Experience:

Five years of experience in the cleaning of institutional or commercial facilities, preferably in a public school environment including two years in a supervisory capacity involving custodial staff training.

OR

Two years of experience as a Plant Supervisor – High School in the Long Beach Unified School District.

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 personal automobile and possession of a valid California class C Driver's license.

~~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.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, cleaning chemicals, disinfection materials, and biologic materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

~~There is a continuing requirement for night work, working weekends or holidays, and to be on call.~~

WORKING ENVIRONMENT

- Office and school site environment.
- Indoor and outdoor work environment.
- Driving a District vehicle to conduct work.
- Exposure to cleaning chemicals and fumes.
- Evening, weekend and varied hours.
- Emergency call-out.

PHYSICAL DEMANDS

- Sitting or standing for extended periods of time.
- Walking to inspect facilities.
- Hearing and speaking to exchange information and make presentations.
- Lifting, carrying, pushing or pulling moderately heavy equipment and supplies weighing approximately 3825 pounds, and with assistance up to approximately 50 pounds.
- Dexterity of hands and fingers to operate a computer keyboard and custodial equipment.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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: 6/26/2014

Revised:



PERSONNEL COMMISSION

Class Code: 0600
Salary Range: 42 (M2)

AREA CUSTODIAL MANAGER

JOB SUMMARY

Under general direction, to plan, organize, and direct the activities of assigned personnel in an operations area engaged in the cleaning and general care of school district facilities; and to do related work as required.

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, schedule, direct, and assign employees cleaning buildings and grounds, and providing general custodial support services. **E**
- Supervise and observe employee methods and procedures to ensure they are performing efficiently and effectively. **E**
- Make regular of special inspection of buildings, fixtures, grounds, tools, equipment, and related items for cleanliness, safety, appearance, operating effectiveness, and needed repair or replacement. **E**
- Evaluate effectiveness of custodial program and initiate corrective action. **E**
- Plan and conduct individual or group training to ensure district safety, security, and sanitation standards are maintained. **E**
- Test, evaluate, and recommend new products, equipment, and techniques. **E**
- Evaluate need, analyze circumstances, and recommend allotment of custodial work hours for sites or staffing levels and/or schedule to meet service requirements. **E**
- Evaluate assigned staff. **E**
- Provide performance evaluation information to site managers regarding their employees. **E**
- Confer and coordinate with other district management regarding assignments, scheduling, or work of custodial staff. **E**
- Meet with faculty and administrators at school site to resolve problems that arise with custodial activities or work. **E**
- Train and instruct subordinate personnel in proper performance of duties, safety, and appropriate care and use of equipment. **E**
- Pick up, transport, and deliver supplies, equipment, or personnel. **E**
- Interview and recommend selection of personnel. **E**
- Respond to calls regarding vandalism, break-ins, fires, or other emergencies occurring at district sites during other than business hours. **E**
- Develop and implement custodial care procedures and schedules and make recommendations for district policy regarding custodial matters. **E**
- Submit budget recommendations for personnel, supplies, and equipment needed, and

- monitor expenditures during the fiscal year. *E*
- Prepare reports regarding custodial functions such as training, productivity, problems, discipline, accidents, fiscal matters, etc. *E*
- Keep time, labor, and material records. *E*
- Operate district vehicles. *E*
- Establish and maintain effective cooperative relationships with related departmental personnel or units. *E*
- Adjust employee grievances. *E*
- May make temporary reassignment of personnel. *E*
- May represent the district at various proceedings when so designated.
- May open or secure sites.
- May approve overtime requests.
- Remain on call and coordinate response for emergency custodial needs; perform emergency shut off for major utility services; operate emergency generators as necessary. *E*
- Coordinate and oversee the thorough cleaning and restoration of district facilities during periods when students are not on campus. *E*

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

DISTINGUISHING CHARACTERISTICS

This management level class is distinguished from related classes by the responsibility for serving as an operations area resource in custodial care matters. The work involves more than serving the needs of a site since incumbents are routinely available to both other managers and their subordinate custodial staffs for consultation and the development of work methods which will provide the most cost effective, highest quality of cleanliness and sanitation for school district facilities.

EMPLOYMENT STANDARDS

Knowledge of:

Modern methods materials, tools, and equipment used in custodial care of school grounds and plant facilities.

Effective principles of supervision and training.

Appropriate safety precautions and procedures.

Scheduling and organizing custodial work.

Basic math.

Ability to:

Communicate effectively, both orally and in writing.

Follow oral and written instructions.

Be resourceful.

Plan and organize available personnel.

Use sound judgment and act responsibly under stress or emergencies.

Write clear, concise reports.

Quickly establish and maintain effective relationships with those contacted in the course of work.

Stand or walk for long periods of time.

Recognize and correct safety hazards.

Promote, and encourage an atmosphere of respect, cooperation and harmony.

Train and instruction others regarding regulations, proper procedures, and use of equipment and supplies.

Operate a district vehicle observing legal and defensive driving practices.

Training:

Graduation from high school.

Experience:

Three years of supervisory level experience in the cleaning and maintenance of school buildings or related people oriented environments is required.

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

PHYSICAL DEMANDS

Strength: Medium work - lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

WORKING ENVIRONMENT

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

SPECIAL REQUIREMENTS:

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.

There is a continuing requirement for night work with occasional need to work weekends or holidays and to be on call.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

06/12/86

Revised: 11/21/02



PERSONNEL COMMISSION

Class Code: 0600
Salary Range: 42 (M2)
****DRAFT****

AREA CUSTODIAL MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily operations and activities of the District's custodial services to assure smooth and efficient delivery of services at sites and offices; plan and schedule custodial activities, projects and related operations; 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, organize and manage the daily operations and activities of the District's custodial services to assure smooth and efficient delivery of services at sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Plan, schedule and implement custodial activities, projects and related operations; estimate materials, labor and time requirements to accomplish custodial work; evaluate effectiveness and efficiency of custodial services. **E**
- Develop and implement custodial service policies, procedures and standards; establish operating priorities and develop service cycles for custodial activities; advise department administrators of unusual trends or issues and recommend appropriate corrective action. **E**
- Serve as a resource to site custodial supervisors and administration regarding custodial activities and staff; observe and participate in presentations of employee performance evaluations; provide performance improvement guidance to employees. **E**
- Review site work schedules and custodial bid runs for equity and conformance to established standards. **E**
- Survey facilities and equipment to assure the safety of staff, students and the public and cleanliness, safety, appearance, operating effectiveness, and needed repair or replacement; direct corrective actions. **E**
- Establish labor performance standards; set goals and objectives to improve overall performance and efficiency; implement custodial management and customer service principles; track staff productivity and workload trends. **E**
- Evaluate and recommend the purchase of custodial equipment, supplies, vendor proposals and service contracts; prepare work specifications; inspect work in progress; contact vendors to obtain quotes for materials and equipment. **E**
- Oversee and manage the planning and implementation of a wide variety of internal and external training programs for new and current custodial personnel to assure District safety, security, and sanitation standards are maintained. **E**

- Assist in the development of preliminary departmental budgets; monitor, authorize and control expenditures in accordance with established limitations; oversee and monitor open purchase orders and contracts for custodial work, equipment and materials. *E*
- Oversee the preparation and maintenance of records and files such as inspection reports, Safety Data Sheets, and equipment and supply inventory; compile data and prepare detailed reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, schedule work, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Manage and oversee the thorough cleaning and restoration of District facilities during periods when students are not on campus. *E*
- Respond or direct response to emergency calls; operate or oversee the operation and maintenance of a variety of custodial equipment; operate a variety of office equipment including a computer and assigned software. *E*
- Provide oversight and management to other Operations Branch units as necessary to assure smooth and efficient department operations. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations as requested. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is and 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 Area Custodial Manager plans, organizes and manages the daily operations and activities of the District's custodial services to assure smooth and efficient delivery of services to sites and offices. An Area Custodial Manager has responsibility for developing and implementing custodial service policies, procedures and standards to assure District facilities are maintained in a clean, safe and orderly condition and compliance with applicable laws, codes, rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, techniques, materials, tools and equipment used in modern custodial work.

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and supervision.

District organization, operations, policies and objectives.

Health and safety regulations.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

General budget development and control techniques.

Record-keeping and report preparation techniques.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Inventory methods and practices.
Proper lifting techniques.

Ability to:

Develop and implement custodial service policies, procedures and standards.
Assure smooth and efficient delivery of custodial services to sites and offices.
Evaluate effectiveness and efficiency of custodial services.
Train, supervise and evaluate the performance of assigned staff.
Observe and assure compliance with health and safety regulations.
Review and modify work procedures and schedules.
Estimate costs of materials and labor.
Establish and maintain effective controls over financial, material and labor resources.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and files and prepare reports.
Write clear, concise instructions and reports.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of custodial equipment.
Operate a computer and assigned software.
Drive a District or personal vehicle to conduct work.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Work independently with little direction.
Plan and organize work.

Education and Training:

Graduation from high school or equivalent supplemented by college-level course work in business administration, engineering, custodial services, management or a related field.

Experience:

Three years of supervisory or managerial experience in the cleaning and maintenance of institutional or commercial facilities, preferably in a public school environment.

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

WORKING ENVIRONMENT

Office and school site environment.
Indoor and outdoor work environment.

Driving a District vehicle to conduct work.
Exposure to cleaning chemicals and fumes.
Evening, weekend and varied hours.
Emergency call-out.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Walking to inspect facilities.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy equipment and supplies weighing approximately 38 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and custodial equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials.

SPECIAL REQUIREMENTS:

Positions in this class require the use of 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.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, cleaning chemicals, disinfection materials, and biologic materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

06/12/1986

Revised: -11/21/2002

Revised:

PERSONNEL COMMISSION



January 31, 2022

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

Background and Findings

The Office of the Superintendent of Schools requested updates be made to the Senior Executive Secretary (C) and the Executive Secretary (C) classification specifications.

Proposed changes to the class specifications include modernizing language related to inputting payroll, expanding the scope of training to include new secretaries, and providing secretarial coverage at school sites and other offices as needed. A duty statement regarding initiating contract requests was added to the Executive Secretary specification. Also, serving as a notary public was added to the Senior Executive Secretary classification. In addition, possession of a driver's license and use of a personal automobile will now be required for all positions in both classifications.

The Superintendent of Schools has reviewed and approved the revised classification specifications.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specifications of:
 - Senior Executive Secretary (C)
 - Executive Secretary (C)

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0678
Salary Range: 30 (CO)

EXECUTIVE SECRETARY (C)

JOB SUMMARY

Under the direction of an Executive Sstaff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of 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.

- Perform complex duties as confidential secretary to an administrator, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office activities and coordinate flow of communications for the assigned administrator; maintain confidentiality of privileged and sensitive information. **E**
- Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication; interpret policies and regulations to officials, staff and the public. **E**
- Coordinate and schedule various appointments and meetings; make travel arrangements; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events. **E**
- Compose correspondence independently on a variety of matters including those of a confidential nature; take and transcribe dictation; compile and type various letters, reports, contracts, Board agenda items, statistical data, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials. **E**
- Research and compile a variety of information, compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions. **E**
- Serve as a resource and communicate and collaborate with a variety of District personnel, outside agencies, attorneys and others to exchange information, resolve issues or concerns and coordinate activities. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Receive, sort and route incoming mail; review and determine priority of incoming mail; compose replies independently or from oral direction. **E**

- Attend a variety of meetings and compile related notices, reports and agendas; take and transcribe minutes; distribute minutes and reports to administrative staff and the Board as appropriate. *E*
- Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; receive legal documents and assist in responding to court orders and subpoenas as directed. *E*
- Prepare and process requisitions and travel reimbursements according to established guidelines; monitor and maintain budget information; order office supplies in accordance with established guidelines. *E*
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; ~~administer~~ receive, review and input payroll for certificated, classified and other staff using appropriate codes for various absences;~~for department including completion and submission of time sheets as directed;~~ input vacancy assignments; assure confidentiality of information and records. *E*
- Initiate contract requests for outside consultants or services including projected expenses, dates, payment methods and follow up to Board actions; monitor expenditures based on invoices received and expense transfer as assigned. *E*
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work ~~copier, fax machine and typewriter;~~ ~~operate a computer and peripheral equipment to record information and generate lists, reports and other materials;~~ ~~utilize word processing and other software as required.~~ *E*
- Attend and participate in a variety of in-service trainings and meetings; provide training to new secretarial staff and others as requested; provide secretarial coverage at school sites or other offices as needed. *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 Executive Secretary classification reports to an Executive ~~Committee~~Staff-level administrator such as an Assistant ~~or Area level~~-Superintendent. Incumbents perform administrative support duties and provide overall division or departmental secretarial support to relieve the administrator of secretarial and administrative details. Incumbents in this classification are expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. Incumbents must apply a thorough knowledge of the organizational structure and functions of the District in performing and coordinating their responsibilities. Incumbents may provide direct supervision to other clerical and secretarial personnel as assigned by the position.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and secretarial operations of an administrative office.

District organization, operations, policies and objectives.
Applicable sections of the State Education Code and other applicable laws.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of supervision and training.
Budgeting practices regarding monitoring and control.
Methods of collecting and organizing data and information.
Contract terminology, preparation and processing.
Business letter and report writing, editing and proofreading.
Basic public relations techniques.
Operation of a computer and assigned software.

Ability to:

Perform responsible and confidential secretarial and administrative support duties to relieve an administrator of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Answer telephones and greet the public courteously.
Train and evaluate assigned personnel.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Organize, coordinate and oversee office activities.
Understand and resolve issues, complaints or problems.
Establish and revise priorities of clerical work and office activities.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Work independently with little direction.

Education and Training:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Experience:

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

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

~~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.

Potential for contact with dissatisfied individuals.

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: 6/22/2000
Revised: 3/8/2007
Revised:



PERSONNEL COMMISSION

Class Code: 0679
Salary Range: -33 (CO)

SENIOR EXECUTIVE SECRETARY (C)

JOB SUMMARY

Under the direction of a senior Executive **s**Staff-level administrator, such as a Deputy Superintendent or Chief Business and Financial Officer, perform highly responsible and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of 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.

- Perform highly responsible duties as confidential secretary to a senior Executive **CommitteeStaff**-level administrator, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office activities and coordinate flow of communications for the assigned administrator; maintain confidentiality of privileged and sensitive information. **E**
- Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication; interpret policies and regulations to officials, staff and the public. **E**
- Coordinate and schedule various appointments and meetings; make travel arrangements; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events. **E**
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, contracts, Board agenda items, statistical data, memos, bulletins, lists and other materials as directed; prepare, format, edit and proofread written materials. **E**
- Serve as a resource and communicate and collaborate with a variety of District personnel, outside agencies, attorneys and others to exchange information, resolve issues or concerns and coordinate activities. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Initiate contract requests for outside consultants or services as assigned including projected expenses, dates, payment methods and follow up to Board actions; monitor expenditures based on invoices received and expense transfers as assigned. **E**
- Receive, sort and route incoming mail; review and determine priority of incoming mail; compose replies independently or from oral direction. **E**

- Attend a variety of meetings and compile related notices, reports and agendas; record and transcribe minutes; distribute minutes and reports to administrative staff and the Board as appropriate. *E*
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions. *E*
- Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; receive legal documents and assist in responding to court orders and subpoenas as directed. *E*
- Prepare and process requisitions and travel reimbursements according to established guidelines; monitor and maintain budget information; order office supplies in accordance with established guidelines. *E*
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer-receive, review and input payroll for certificated, classified and other staff using appropriate codes for various absences; input vacancy assignments; department including completion and submission of time sheets as directed; assure confidentiality of information and records. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work as needed copier, fax machine and a typewriter; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*
- Serve as a Notary Public for the Board of Education, Superintendent of Schools and other District staff. *E*
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow. *E*
- Attend and participate in a variety of in-service trainings and meetings; provide training to new secretarial staff and others as requested; provide secretarial coverage at school sites or other offices as needed. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Senior Executive Secretary classification reports to a senior Executive Committee Staff-level administrator such as a Deputy Superintendent or Chief Business and Financial Officer. Incumbents perform administrative support duties and provide overall division or departmental secretarial support to a wide range of complex programs, operations, procedures, and projects. Incumbents in this classification are expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. Incumbents must apply a thorough knowledge of the organizational structure and functions of the District in performing and coordinating their responsibilities. Incumbents may provide direct supervision to other clerical and secretarial personnel as assigned by the position.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and secretarial operations of an administrative office.
District organization, operations, policies and objectives.
Applicable sections of the State Education Code and other applicable laws.
Contract terminology, preparation and processing.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of supervision and training.
Budgeting practices regarding monitoring and control.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Basic public relations techniques.
Operation of a computer and assigned software.

Ability to:

Perform responsible and confidential secretarial and administrative support duties to relieve a senior Executive Staff Committee-level administrator of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Initiate contract requests for outside consultants and services.
Answer telephones and greet the public courteously.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Organize, coordinate and oversee office activities.
Understand and resolve issues, complaints or problems.
Establish and revise priorities of clerical work and office activities.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Work independently with little direction.
Train and evaluate assigned personnel.

Education and Training:

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

Experience:

Five years of secretarial or administrative support experience including two years in a supervisory capacity or two years of experience at the level of Executive Secretary with the Long Beach Unified School District.

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

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

Incumbents must obtain a license to serve as a Notary Public within sixty days of employment.

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.

Potential for contact with dissatisfied individuals.

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.

HAZARDS

~~Potential for contact with dissatisfied or abusive individuals.~~

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.

Incumbents in this classification are members of the classified service, but by action of the Board of Education on 12/14/1995 are exempt from obtaining permanent status in their positions per the provisions of Education Code Section 45272(b).

PCA: 6/22/2000
Revised: 3/8/2007
Revised: 6/25/2015
Revised: