

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
January 21, 2016

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey V. Lewis
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of January 7, 2016 1 – 5
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 School Data Technician 6 – 7
2. **APPROVE** the certification of Instructional Aide – Special 16-0032-0448 eligibility list established December 9, 2015 8
3. **APPROVE** the certification of Instructional Aide – Special 16-0052-0448 eligibility list established January 6, 2016 8
4. **APPROVE** the certification of Program Supervisor – Special Projects 16-0037-5056 eligibility list established January 14, 2016 8
5. **APPROVE** the certification of Site Specialist – Special Projects 16-0038-5055 eligibility list established January 14, 2016 8

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the revisions, creation and allocation of the following:
Revise the classification specification and title for High School Equivalency Examiner
Create the classification of High School Equivalency Examiner – BL Spanish
Allocate the classification of High School Equivalency Examiner – BL Spanish to salary range 25 C1

9 – 14

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

February 4, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

January 7, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, January 7, 2016, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Stacey V. Lewis.

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda J. Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Angela Stenberg, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; and Susan Follmuth, Human Resources Technician

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Suzanne Lee; Armon Marshall; Valeeta Pharr, CSEA Chapter 2 President; and Adrienne Rambo, CSEA Vice President – Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of December 10, 2015.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, and Maria Braunstein, Personnel Analyst, introduced Susan Follmuth as the new Human Resources Technician in the Recruitment and Testing unit. Mr. Kato reported that he attended the Board of Education meeting on Tuesday, January 5, 2016, where the Board approved a 5% increase for the Teachers Association of Long Beach (TALB), management, and non-represented employees. The Board also received

information for adoption the initial bargaining proposals from the California School Employees Association (CSEA). Mr. Kato informed the Commission that staff met with the staff from Los Angeles County Office of Education (LACOE) to review exam procedures and share information on examination construction.

Dale Culton, Certification Services Manager, informed the Commission of upcoming reductions that will be presented at the upcoming Board meeting on January 19, 2016, due to lack of work or lack of funds. Mr. Culton also expressed how at the last Board meeting 30 probationary elections were approved and 27 out of the 30 employees were Instructional Aide – Specials.

Mary Cates, Human Resources Supervisor, updated the Commission on the upcoming summer school preparations. Ms. Cates reported that she met with Katrina McCullogh, Information Technology Projects Coordinator, to create an application process for employees through the portal and she anticipates the applications may be completed by the end of this month.

Maria Braunstein, Personnel Analyst, expressed her gratitude toward all staff for working as a team and shifting priorities as the Recruitment and Testing unit had some staffing changes.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for Executive Director – Facilities Development and Planning
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
4. **RATIFY** job announcement bulletin for Instructional Warehouse Assistant
5. **RATIFY** job announcement bulletin for Kids' Club Assistant
6. **RATIFY** job announcement bulletin for Purchasing Supervisor
7. **RATIFY** job announcement bulletin for School Safety Communications Operator
8. **APPROVE** the certification of Campus Security Officer 16-0044-5011 eligibility list established December 28, 2015
9. **APPROVE** the certification of Head Start Instructional Aide 16-0036-0657 eligibility list established December 21, 2015
10. **APPROVE** the certification of Human Resources Assistant 16-0040-3350 eligibility list established December 30, 2015
11. **APPROVE** the certification of Instructional Aide Interpreter – Deaf/Hard of Hearing 16-0039-3272 eligibility list established December 16, 2015

12. **APPROVE** the certification of Senior Administrative Secretary 16-0043-3362 eligibility list established December 23, 2015

13. **APPROVE** the certification of Student Data Systems Specialist 16-0011-5164 eligibility list established December 14, 2015

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

OLD BUSINESS

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she did receive Commissioner Stacey Lewis' letter for reappointment and offered Ms. Lewis her support on behalf of CSEA.

Commissioner Lewis also expressed her gratitude to CSEA, the Personnel Commission staff and her fellow commissioners for all the support.

NEW BUSINESS

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

1. **APPROVE** the abolishment of the following:
Abolish the classification of Research Operations Manager

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

The Commission moved items 2 through 10 of New Business to Closed Session.

2. **APPROVE** the recommendation to remove from eligibility list ID 6698142
3. **APPROVE** the recommendation to remove from eligibility list ID 25161562
4. **APPROVE** the recommendation to remove from eligibility list ID 20352967
5. **APPROVE** the recommendation to remove from eligibility list ID 25760211
6. **APPROVE** the recommendation to remove from eligibility list ID 18780731
7. **APPROVE** the recommendation to remove from eligibility list ID 22159048
8. **APPROVE** the recommendation to remove from eligibility list ID 2471223

9. **APPROVE** the recommendation to remove from eligibility list ID 23732005

10. **APPROVE** the recommendation to remove from eligibility list ID 9969119

OTHER ITEMS

Commissioner Stacey Lewis expressed interest in exploring new designs for the Classified Personnel job bulletins in order to attract more candidates for job opportunities with Long Beach Unified School District.

Commissioner Linda Vaughan informed the Commission that she will be conducting a professional development training on the Merit System at Vista Unified School District on Friday, January 15, 2016.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she will be attending the first session of the Merit Academy on Saturday, January 9, 2016.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for January 21, 2016, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:45 a.m. to discuss New Business items 2 through 10.

OPEN SESSION

The Personnel Commission returned to open session at 10:00 a.m. The following reportable actions were taken:

2. The Commission acted to sustain staff's recommendation to remove candidate 6698142 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2017. They instructed the Executive Officer to notify the applicant of the decision.
3. The Commission acted to sustain staff's recommendation to remove candidate 25161562 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2019. They instructed the Executive Officer to notify the applicant of the decision.
4. The Commission acted to sustain staff's recommendation to remove candidate 20352967 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2019. They instructed the Executive Officer to notify the applicant of the decision.
5. The Commission acted to sustain staff's recommendation to remove candidate 25760211 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after one year from completion of probation. They instructed the Executive Officer to notify the applicant of the decision.

6. The Commission acted to sustain staff's recommendation to remove candidate 18780731 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2017. They instructed the Executive Officer to notify the applicant of the decision.
7. The Commission acted to sustain staff's recommendation to remove candidate 22159048 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.
8. The Commission acted to sustain staff's recommendation to remove candidate 2471223 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2019. They instructed the Executive Officer to notify the applicant of the decision.
9. The Commission acted to sustain staff's recommendation to remove candidate 23732005 from current eligibility list and determined that this would be a permanent bar from future employment with the District. They instructed the Executive Officer to notify the applicant of the decision.
10. The Commission acted to sustain staff's recommendation to remove candidate 9969119 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2017. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:05 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer



Classified Employment Opportunity

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

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel Commission

SCHOOL DATA TECHNICIAN - 3360

Final Filing Date: 4:30 p.m., Monday, February 1, 2016.

Applications Accepted: January 25th – February 1st.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,255	\$3,434	\$3,624	\$3,823	\$4,032
<u>HOURLY:</u>	\$18.78	\$19.81	\$20.91	\$22.06	\$23.27

JOB INFORMATION: Permanent 12 month position, 100% FTE. The current vacancy is located at Lakewood.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main Offices/Personnel Commission/ (click the "Employment" link). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; and perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school.

EXPERIENCE: Two years of clerical experience, including experience involving maintaining computerized student attendance records and statistics.

SPECIAL REQUIREMENTS: (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one school location to another.

SELECTION PROCEDURE The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

SELF-CERTIFICATION: In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: January 21, 2016

Reason for
Consideration: Approval

Instructional Aide – Special

List Valid: 12/9/15 – 12/9/16

Total applications received: 62

No. Passed: 15 No. Failed: 0

Open Continuous

Total invited to exam: 33

No. Withdrew: 18

16-0032-0448

No. Screened Out: 29

Instructional Aide – Special

List Valid: 1/6/16 – 1/6/17

Total applications received: 84

No. Passed: 14 No. Failed: 0

Open Continuous

Total invited to exam: 41

No. Withdrew: 27

16-0052-0448

No. Screened Out: 43

**Program Supervisor – Special
Projects**

List Valid: 1/14/16 – 1/14/17

Total applications received: 100

No. Passed: 10 No. Failed: 8

Dual

Total invited to exam: 22

No. Withdrew: 4

16-0037-5056

No. Screened Out: 78

Site Specialist – Special Projects

List Valid: 1/20/16 – 1/20/17

Total applications received: 106

No. Passed: 7 No. Failed: 1

Dual

Total invited to exam: 11

No. Withdrew: 3

16-0038-5055

No. Screened Out: 95

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: January 15, 2016



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

January 14, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision and Creation of a Classification Specification

Background and Findings

The High School Equivalency Chief Examiner requested Personnel Commission staff revise the title and description for the GED Examiner (salary range 25 C1) classification before initiating recruitment activities. The GED Examiner classification specification was last updated in 2013.

In March 2014, the State Board of Education approved the use of three high school equivalency tests provided by three different vendors. In September 2014, the District changed vendors and now utilizes the High School Equivalency Test (HiSET) provided by the Educational Testing Service instead of the GED exam provided by the GED Testing Service. The classification title and description have been revised to reflect the change in vendor.

In addition, the Chief Examiner requested a bilingual Spanish classification be created as because approximately half of their customers are Spanish-speaking. Incumbents in the bilingual class must be able to read testing instructions and respond to customer questions in Spanish.

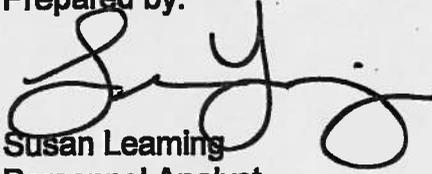
A copy of the revised description is attached showing proposed deletions to the spec annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of High School Equivalency Examiner and direct all positions and employment lists be reclassified for the purpose of title change only
2. Create the classification of High School Equivalency Examiner – BL Spanish
3. Allocate the classification of High School Equivalency Examiner – BL Spanish to salary range 25 C1

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Specification
Code: 5179
Salary Range: 25 (C1)

CLASS CODE TITLE

XXXX GED HIGH SCHOOL EQUIVALENCY EXAMINER
XXXX GED-HIGH SCHOOL EQUIVALENCY EXAMINER— BL SPANISH

JOB SUMMARY

Under general supervision, conduct registration sessions and administer testing for General Educational Development (GED) High School Equivalency Test (HiSET) candidates at specified District and external locations; train and provide work direction and guidance to proctors; assure the security and maintenance of tests, examinee scores and records; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Conduct registration sessions and administer testing for the General Educational Development (GED) High School Equivalency Test (HiSET) -candidates at specified District and external locations; explain the testing process and procedures; assist candidates with completing registration forms; collect fees from examinees for deposit to appropriate account. *E*
- Plan for and provide a secure and appropriate testing environment in accordance with GED-Educational Testing Service (ETS) standards; maintain security measures and confidentiality of test materials and examinee data; respond to questions from candidates. *E*
- Inventory test materials before and after testing sessions; secure and send test materials to designated outside agency for scoring. *E*
- Maintain test logs; prepare test session reports including irregularity reports as needed. *E*
- Train and provide work direction and guidance to proctors on the requirements of test administration; conduct informational training on the GED-HiSET testing process; appoint test proctors with approval of ETS, State GED Administrator. *E*
- Develop and distribute information such as brochures and bulletins to publicize and clarify the GED HiSET-testing service; schedule and advertise location and dates for GEDHiSET-testing; distribute information to sources such as adult educators, high school counseling centers and civic agencies to reach potential candidates. *E*
- Assist with inventories and return testing materials to the ETSGED Testing Service as required; respond to and process requests for GEDHiSET-transcripts. *E*
- Promote special accommodation testing for candidates with disabilities. *E*

- Maintain assigned records, files and databases on candidates and examinees. *E*
- ~~Complete GED Testing Service surveys.~~ *E*
- Operate a variety of office equipment including a copier, computer and assigned software; drive a vehicle to conduct work. *E*
- Attend a variety of meetings, trainings and conferences to maintain current knowledge of ~~GED~~HiSET testing delivery methods including computer based assessments. *E*
- Provide assistance administering other standardized tests as requested.

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 ~~GED High School Equivalency Examiner~~ conducts registration sessions and administers ~~GED High School Equivalency Test (HiSET)~~ tests at specified District and external locations in accordance with ~~General Educational Development Testing Service Educational Testing Service (ETS)~~ and California Department of Education requirements. An incumbent in this class serves as an alternate examiner to a ~~GED Chief Examiner~~. Incumbents in the High School Equivalency Examiner – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to communicate testing instructions and respond to customer questions.

Employment in this class requires that an incumbent have no affiliation with ~~GED-HiSET~~ instructional activities. ~~GED-HiSET~~ test administration and ~~GED~~ instruction are separate functions and ~~GED High School Equivalency Examiners~~ cannot participate in both activities in accordance with ~~GED-ETS~~ Testing Service policy.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of standardized testing.
- Test security and confidentiality of data.
- Student adult populations including diverse populations in the community.
- Principles and practices of training and providing work direction and guidance to others.
- Basic mathematics.
- Public speaking techniques.
- Operation of office equipment including a copier, computer and assigned software.
- English usage, spelling, punctuation and grammar.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and administer tests.
Compile, secure and send out test materials and transcripts in a timely manner.
Enforce testing protocols at testing sessions.
Prepare and maintain records and files.
Train and provide work direction and guidance to proctors in test administration.
Maintain confidentiality of sensitive and privileged information.
Meet schedules and timelines.
Prepare reports and memoranda.
Speak effectively in front of large groups of people.
Communicate effectively orally and writing.
Understand and follow GED-ETS Testing Service rules and procedures.
Maintain current knowledge of GED-ETS testing delivery methods including computer based assessments.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a copier, computer and assigned software.
Drive a vehicle to conduct work.

Education and Training:

Associate of Arts degree. Course work in education, counseling or a related field is desired.

A Bachelor's degree is preferred. Course work in education, counseling or a related field is desired.

Experience:

Three years of experience in teaching, training, counseling or testing.

A Bachelor's degree may be substituted for two years of the required experience.

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

Positions in the High School Equivalency Examiner - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

Incumbents in this classification must obtain a Certification of GED-HiSET Supervisor Training within six months of employment in this classification and are required to attend one annual GED-HiSET training each year.

An incumbent may work irregular schedules, including late afternoon and evenings as needed.

WORKING ENVIRONMENT

Office and classroom environment.
Drive a vehicle to testing sites.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Walking and standing to proctor and monitor testing activities.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing and pulling carts with testing materials and lifting and carrying moderately heavy test supplies and boxes weighing up to 25 pounds.

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: 7/4/13