

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
October 27, 2016

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
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 October 13, 2016 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 Administrator, Construction 5-6
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning 7-8
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant; Intermediate Office Assistant-Bilingual Spanish 9-10
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Schools; Intermediate Office Assistant-Schools-Bilingual Spanish 11-12
5. **RATIFY** job announcement bulletin for Nutrition Services Worker 13-14
6. **RATIFY** job announcement bulletin for School Safety Officer 15-16
7. **RATIFY** job announcement bulletin for Sign Language Interpreter 17-18
8. **APPROVE** the certification of Instructional Aide Special 17-0022-0448 eligibility list established October 21, 2016 19

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following:
Create the classification of Educare Family Support Specialist – BL Khmer
Allocate the classification of Educare Family Support Specialist – BL Khmer to salary range 27 (C1)
Revise the classification specification for Educare Family Support Specialist
Revise the classification specification for Educare Family Support Specialist – BL Spanish
Revise the classification specification for Educare Family Support Specialist – BL Khmer 20-26
2. **APPROVE** the following:
Revise the classification specification for Accountant
Revise the classification specification for Accounting Technician 27-33
3. **APPROVE** the following:
Revise the classification specification for Nutrition Services Operations Coordinator 34-39
4. **REVIEW** and **ADOPT** Personnel Commission Annual Report for 2015-2016

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

November 10, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

October 13, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, October 13, 2016, at 8:17 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 Terence Ulaszewski.

ROLL

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

Present: Stacey V. Lewis
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Ariel Matthews, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; David Zaid, Director of Employee Relations and Community Engagement; d'Ann Madore, CSEA Labor Relations Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of September 29, 2016.

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

Commissioner Vaughan arrived at 8:23 a.m.

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, explained the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr.

Kato informed the Commissioners that the report will be presented at the next meeting for review and approval.

Mr. Kato updated the Commission of the District move from The Novell Groupwise email system to Microsoft Outlook. Mr. Kato reported that Personnel Commission staff have attended Microsoft Office training provided by the District. Mr. Kato then introduced Ariel Matthews as the new Human Resources Technician in the Recruitment and Testing Unit.

Maria Braunstein, Personnel Analyst, welcomed Ariel Matthews, Human Resources Technician, to the Recruitment and Testing unit. Ms. Braunstein informed the Commission that Ms. Matthews will be handling the recruitment to certification cycle for Nutrition Services positions.

Mary Cates, Human Resources Supervisor, informed the Commission of the summer school applications project. Ms. Cates, Mr. Culton and staff continue to work with Information Services to provide summer school applications online through the District portal. Applicants will have the option to fill out their application online through the portal or download a hard copy. The projected date to have the application online is January 23, 2017.

Ms. Cates notified the Commission of her monthly focus group meetings with the payroll department. Ms. Cates reported that a pilot program has been implemented for the new online hourly payroll system. Ms. Cates explained that all school sites and District offices will be utilizing the online hourly payroll system by this December.

Mr. Kato concluded by thanking Darlene Martin, Director of Nutrition Services, for collaborating with the Commission to fill their vacant Human Resources Technician position.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-15, 17; Items 16 and 18 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Building Maintenance Worker
3. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver
4. **RATIFY** job announcement bulletin for Instructional Aide-Special
5. **RATIFY** job announcement bulletin for Kids' Club Assistant
6. **RATIFY** job announcement bulletin for Purchasing Assistant
7. **APPROVE** the certification of Computer Support Technician 17-0009-5108 eligibility list established October 05, 2016

8. **APPROVE** the certification of Custodian 17-0001-0139 eligibility list established October 07, 2016
9. **APPROVE** the certification of Custodian-Avalon 17-0020-0139 eligibility list established October 06, 2016

10. **APPROVE** the certification of Electronics Technician (Substitutes Only) 17-0005-0110 eligibility list established October 06, 2016
11. **APPROVE** the certification of Grounds Equipment Operator I-Avalon 17-0019-0175 eligibility list established October 06, 2016
12. **APPROVE** the certification of Instructional Aide-Special 17-0017-0448 eligibility list established October 06, 2016
13. **APPROVE** the certification of Nutrition Services Worker-Avalon 17-0021-5068 eligibility list established October 06, 2016
14. **APPROVE** the certification of Senior Office Assistant Schools-Avalon 17-0018-3363 eligibility list established October 06, 2016
15. **APPROVE** the certification of Senior Systems Analyst 16-0111-5120 eligibility list established October 06, 2016
17. **APPROVE** the certification of Senior Payroll Accounting Technician 17-0016-0762 eligibility list established October 10, 2016

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

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 16 and 18.

16. **APPROVE** the certification of School Safety Officer 16-0110-5014 eligibility list established October 06, 2016

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

18. **APPROVE** the certification of Technology Field Operations Manager 17-0010-5209 eligibility list established October 14, 2016

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

OLD BUSINESS

None.

NEW BUSINESS

None.

OTHER ITEMS

Commissioner Lewis notified the Commission that today is Sport's Day at the Port. Commissioner Lewis explained that her shirt represented her son's youth baseball team.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for October 27, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

None.

OPEN SESSION

None.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:34 a.m. with the consent of the members.

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 also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools 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 third 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.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

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 leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

ADMINISTRATOR, CONSTRUCTION

**ANNUAL SALARY
\$106,639 - \$125,219**

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 Administrator Construction. Under administrative direction of the Executive Director, plan, coordinate, administer and oversee the construction activities and day-to-day operations of the Facilities Development and Planning Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering, and Construction, then Administrator, Construction.

The current vacancy is a 12 month 100% FTE (8 hours per day). The current vacancy is located at Facilities.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have Four years of management-level experience in construction. Experience in educational construction is preferred.

Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and 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 at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS

The annual salary for Administrator, Construction is \$106,639 - \$125,219, 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-Thursday, 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:

Application Deadline: 4:30 p.m., Monday, November 7, 2016

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
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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DUAL EXAM 17-0038-5210 AS

Maria Braunstein



An Exciting Career Opportunity Awaits You At **LONG BEACH UNIFIED SCHOOL DISTRICT**

ADMINISTRATOR, FACILITIES, DEVELOPMENT AND PLANNING

**\$106,639 – \$125,219
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 Administrator, Facilities, Development and Planning. Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrator, Planning, Engineering and Construction, then Administrator, Facilities, Development and Planning.

The current vacancy is a 12 month 100% FTE (8 hours per day). The current vacancy is located at Facilities.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have four years of management-level experience in construction, urban studies or facilities planning. Experience in educational facility planning and construction is preferred. Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and 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 at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

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http://www.lbusd.k12.ca.us/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, October 26, 2016

Applications Accepted

Intermediate Office Assistant: October 24 to 26, 2016

Intermediate Office Assistant/Bilingual Spanish: October 20 to 26, 2016

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.

EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months 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:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START:	\$18.17
6 MONTHS:	\$19.18
1 ½ YEARS:	\$20.23
2 ½ YEARS:	\$21.34
3 ½ YEARS:	\$22.51

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0032-0673 SF
Dual Exam 17-0033-5050 SF

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT - SCHOOLS INTERMEDIATE OFFICE ASSISTANT - SCHOOLS BI- LINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, October 26, 2016

Applications Accepted

Intermediate Office Assistant - Schools: October 24 to 26, 2016

Intermediate Office Assistant - Schools Bilingual Spanish:

October 20 to 26, 2016

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.

EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months 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:

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

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

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0034-3354 SF
Dual Exam 17-0035-5052 SF

LBUSD employees, please see reverse side for important information.

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Friday, November 4, 2016
SUBSTITUTE SALARY: \$13.86

JOB INFORMATION:

POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition services facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

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

SPECIAL REQUIREMENTS:

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

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: \$13.86
6 MONTHS: \$14.62
1 ½ YEARS: \$15.42
2 ½ YEARS: \$16.28
3 ½ YEARS: \$17.18

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Exam 17-0039-5068 AM

LBUSD employees, please see reverse side for important information.

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 100% 12 month position. The current vacancy is located in School Safety.

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

Equivalent to graduation from high school. Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion one year from the date of appointment to the position is required. Associate of Arts degree, or equivalent (60 units), with a major in Administration of Justice, Business, or Public Administration is desirable.

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). **A copy must be attached to your application.** *Note: If you have had a three year or longer break in service, you are required by P.O.S.T. Standards to complete the P.O.S.T. Requalification course. **Proof of completion of requalification must be uploaded to your application.**

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, or Gang Intervention Specialist in the Long Beach Unified School District. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

- 1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.
- (2) Possession of a valid Class C California Driver's License is required at time of appointment.
- (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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.
- (4) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.
- (5) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and graveyard shifts.
- (6) American Red Cross standard first aid and cardio-pulmonary resuscitation certification.
- (7) Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected.
- (8) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be 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

SALARY RANGE HOURLY:

START:	\$28.06
6 MONTHS:	\$29.60
1 ½ YEARS:	\$31.23
2 ½ YEARS:	\$32.95
3 ½ YEARS:	\$34.76

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous AS

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication between students, staff, parents, teachers and others; independently interpret complex subject matter, educational concepts and special events in a variety of settings; 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 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.

Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Valid Certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)
2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

WORKING ENVIRONMENT:

1. Classroom, indoor and outdoor environments.
2. Occasional evening, weekend or varied hours.

SPECIAL REQUIREMENTS:

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

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Dual Continuous – 17-0036-5214 AT

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 19

Date: October 27, 2016

Reason for
Consideration: Approval

Instructional Aide Special

Open

17-0022-0448

List Valid: 10/21/16-10/21/17

Total applications received: 71

Total invited to exam: 24

No. Passed: 9

No. Failed: 3

No. Withdrew: 12

No. Screened Out: 47



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

October 20, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification and Revision of Classifications

Background and Findings

In April 2016, the Personnel Commission approved the creation of five new classifications for the Long Beach Educare school that will be opening at the Barton Elementary school site in 2017. Educare schools are state-of-the-art, full day, year-round schools serving children from birth to five years in defined at-risk communities.

The five new classifications created were:

- Educare Family Support Specialist
- Educare Family Support Specialist – BL Spanish
- Instructional Aide – Educare
- Instructional Aide – Educare, BL Spanish
- Instructional Aide – Educare, BL Khmer

While initiating recruitment activities, the Head Start Director requested the creation of an Educare Family Support Specialist – BL Khmer classification in order to provide quality services to bilingual families. The recommended salary range is the same level as the existing Educare Family Support Specialist (salary range 27 C1).

In addition, in September 2016, the U.S. Department of Health and Human Services modified the "Staff qualifications and competency requirements" of the Head Start Program Performance Standards. Specifically, staff hired after November 7, 2016 who work directly with families on the Family Partnership Process, must possess a minimum of a credential or certification in social work, human services, family services, counseling or a related field within eighteen months of hire.

Staff worked with Head Start management to identify classifications providing these services and update the Special Requirements of the class descriptions to reflect the new qualifications and competency requirements. Educare Family Support Specialist is one of these identified classes. Head Start management will be providing Family Development Credential training to

employees in these classifications within eighteen months of hire. Additional identified Head Start classifications will be brought to the Commission in separate reports.

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. Create the classification of Educare Family Support Specialist – BL Khmer
2. Allocate the classification of Educare Family Support Specialist – BL Khmer to salary range 27 (C1)
3. Approve the revised classifications of:
 - Educare Family Support Specialist
 - Educare Family Support Specialist – BL Spanish
 - Educare Family Support Specialist – BL Khmer

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Specification
Salary Range: 27 (C1)

<u>CLASS CODE</u>	<u>TITLE</u>
05203	EDUCARE FAMILY SUPPORT SPECIALIST
05204	EDUCARE FAMILY SUPPORT SPECIALIST – BL SPANISH
XXXX	EDUCARE FAMILY SUPPORT SPECIALIST – BL KHMER

JOB SUMMARY

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; 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.

- Serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families and promote the Educare program's mission and values. **E**
- Promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community. **E**
- Develop and sustain relationships with assigned families and serve as their primary point of contact on behalf of their child and Educare; utilize informal and formal methods to build and maintain productive working relationships with families. **E**
- Participate in the recruitment, enrollment, and orientation of families entering the Educare program; provide a thorough orientation for parents regarding program opportunities and expectations. **E**
- Conduct Family Assessments and facilitate development of Family Partnership Agreements; work with families to identify strengths, areas of need and development of goals that will positively influence parent-child relationships and the child's emotional, social, physical and cognitive growth and development. **E**
- Conduct home visits to contribute to enhancing the parent-child relationship and meeting the developmental needs of the child; support and assist families in addressing their own emotional, physical, educational and employment needs in order to promote and enhance the parent-child relationship; support families in times of crisis. **E**

- Contribute to the planning and facilitation of family home activities to support classroom activities, family meetings and events, and parent education sessions that focus on child development and self-sufficiency issues identified by parents. **E**
- Collaborate with the Educare interdisciplinary team to provide educational and support services to families regarding proactive and positive approaches to discipline; work with families to manage child behaviors and their own emotional responses. **E**
- Collaborate with the Educare interdisciplinary team in a variety of staff meetings and Family Child Reviews; implement protocols to follow up on absenteeism and tardiness to address barriers to regular school attendance. **E**
- Create and maintain a Family Resource Table that contributes to the emotional, social, physical and cognitive development of children and families. **E**
- Mentor parents with children with special needs and/or behavioral concerns in the areas of building relationships within the educational system including communication and advocacy with teachers and administration. **E**
- Make referrals and link children and parents to needed community services as identified during the Family Assessment and Family Partnership Agreement process; follow up on referrals to assure child and family needs are met. **E**
- Develop relationships with community-based service providers especially targeting pregnant and parenting teen providers; access community resources for the delivery of parent education, information and group services; recruit community volunteers. **E**
- Assist families in arranging for transportation to Educare activities and community appointments to assure family participation in events and the delivery of services as needed. **E**
- Encourage families to contribute to the educational activities of Educare including developmental screenings, curriculum, program governance, classroom milieu, and evaluation and research activities; facilitate Parent Committee meetings. **E**
- Lead the internal planning and involvement of parents in program transitions such as Early Head Start to Head Start and Head Start to kindergarten; develop working relationships with local schools to assist in the successful transition of children and families from Educare to their next school of choice. **E**
- Assist in the tracking and monitoring of children's health and dental needs; work with parents to assure they are able to meet the medical needs of their children; encourage families to initiate and maintain eligibility for State subsidies. **E**
- Provide or assist with the provision of health screenings, immunization verifications, and outside agency referrals to promote needed treatment and assure compliance with licensing and program requirements. **E**
- Participate in the program's self-evaluation of Head Start and Early Head Start services and assure compliance with performance standards and California State Preschool Funding Terms and Conditions; identify continuous improvement areas and recommend possible solutions. **E**
- Assist in the planning, coordinating, facilitating and marketing of parent activities; obtain feedback from parents regarding their level of satisfaction with program services. **E**

- Document services in a timely manner; maintain a variety of files and records; compose routine correspondence and prepare reports as directed; enter service data into the agency's management information system; complete paperwork such as applications, enrollment forms and releases. *E*
- Attend a variety of meetings, trainings, staff meetings, Family Support Team meetings and workshops; maintain current knowledge of program developments. *E*
- Operate a variety of office equipment such as fax machine, telephone, copier and computer and assigned software; drive a personal vehicle to conduct work. *E*

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

DISTINGUISHING CHARACTERISTICS

An Educare Family Support Specialist serves as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families and children and promote the Educare program's mission and values. Incumbents in the Educare Family Support Specialist – BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of child behavior and development.

Diverse needs of students and families from varying socioeconomic and cultural backgrounds.

Community resources and services.

Applicable laws, codes, rules and regulations related to assigned activities.

General conflict resolution and mediation skills and techniques.

Record-keeping and filing techniques.

Report preparation techniques.

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

Oral and written communication skills.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Ability to:

Serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families.

Support and promote the agency's mission and values.

Participate in the recruitment, enrollment, and orientation of families entering the Educare program.

Work within an interdisciplinary team as a cooperative and supportive team member.
Refer students and families to available social and community services.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Encourage students and families to participate in Educare events, activities and supplemental services offered.
Develop community cooperation to assure families receive comprehensive services.
Apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Learn and maintain current knowledge of program objectives, rules, regulations, requirements and restrictions including Head Start Performance Standards.
Understand and appropriately carry out the role of a Mandated Reporter to maintain the health and safety of children.
Utilize conflict resolution and mediation skills and techniques.
Provide assistance to families in crisis situations.
Establish and maintain cooperative and effective working relationships with others.
Compose correspondence and written materials independently.
Plan and organize work.
Prepare and deliver oral presentations.
Work independently with little direction.
Maintain confidentiality of sensitive and privileged information.
Maintain and organize records and prepare reports.
Operate office equipment such as copier, telephone and computer and assigned software.

Education and Training:

Bachelor's degree in social work, child development, education or a closely related field.

Experience:

Two years of experience working with students and families in a family support/family-centered program.

SPECIAL REQUIREMENTS

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

Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire.

Positions in the Educare Family Support Specialist – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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

WORKING ENVIRONMENT

Classrooms, offices, family residences, social service agencies and community organizations.

Evening and weekend hours.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

October 20, 2016

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

Background and Findings

The Financial Services Officer and Executive Director – Fiscal Services recently reviewed the class specifications for Accountant (salary range 27 C1) and Accounting Technician (salary range 34 C1) while initiating recruitment activities.

Specifically, they requested the removal of governmental or public agency experience requirements in order to increase the applicant pool. In addition, a duty statement on the Accountant class specification was removed because it is no longer performed, and Child Development Centers (CDC) was added to the Accounting Technician class specification as an example of a program.

Attached are copies of the revised specifications showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classifications of:

- Accountant
- Accounting Technician

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0358
Salary Range: 34 (C1)

ACCOUNTANT

JOB SUMMARY

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

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.

- Review and analyze budget expenditure reports of categorical programs or grant projects for accuracy and completeness of amounts, encumbrances, expenditures and available funds and make adjustments as needed; calculate and add applicable indirect costs; prepare reimbursement claims to granting agency. **E**
- Compile and consolidate data on a variety of categorical programs; prepare mandated cost claims for the determination of employee hourly production rates and apply rates to specific claims for reimbursement to District programs. **E**
- Collect data and prepare unemployment insurance report for the budget office. **E**
- ~~Calculate and prepare journal entries of reduced retirement rate costs for state funded categorical programs. **E**~~
- Prepare reports such as expenditure reports, year-end closing, deferred income and accounts receivable and payable. **E**
- Prepare and update staffing rosters of sites and monitor according to established quota of authorized positions; resolve overstaffing issues with site personnel and superiors; prepare funding changes when a change in authorized staffing is approved; track temporary positions and ensure roll-over of long term substitute employees in permanent positions. **E**
- Calculate the required number of general fund positions for sites based on projected enrollment and dollar amounts. **E**
- Maintain and input changes to the District chart of accounts; create, change or delete account structure numbers as directed. **E**
- Review appropriation transfer transactions entered in the Los Angeles County Office of Education automated system and monitor the County records on the same transactions; make adjustments as needed. **E**

- Compile data and prepare regular or special reports or financial statements as directed. *E*
- Communicate with and assist site personnel and other District personnel in resolving issues, interpreting, and explaining District and other jurisdictions' accounting and budgeting requirements and regulations. *E*
- May lead and direct others in performing difficult accounting tasks or solving a particular accounting problem.

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

DISTINGUISHING CHARACTERISTICS

An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of governmental accounting procedures and practices. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects. An incumbent monitors the allocation of District positions in accordance with authorized staffing patterns.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting principles and practices related to governmental financial record keeping.
Laws and regulations related to District accounting and budgeting.
Techniques of utilizing accounting software.
Financial and statistical record-keeping techniques including spreadsheets on computer software.
Operation of a computer terminal, personal computer and ten key calculator.
Modern office practices, procedures and equipment.

Ability to:

Analyze, interpret and prepare financial statements and reports.
Make arithmetic computations with speed and accuracy.
Post entries to journals and ledgers.
Examine and verify financial documents and reports.
Train and give work direction to others.
Operate office machines such as computer terminal and ten key calculators.
Maintain accurate financial and statistical records.
Establish and maintain effective working relationships with others.

Education and Training:

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

Experience:

Two years of professional ~~governmental~~ accounting work. Experience in governmental accounting is desirable.

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

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Seeing to read various statistical data.

Hearing and speaking to exchange information in person or telephonically.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.



PERSONNEL COMMISSION

Class Code: 0750
Salary Range: 27 (C1)

ACCOUNTING TECHNICIAN

JOB SUMMARY

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; 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.

- Review and reconcile General Ledger accounts. **E**
- Prepare cash flow statements for a variety of accounts using different sources of financial information. **E**
- Prepare monthly and quarterly sales tax reports. **E**
- Make deposits to banks and reconcile bank accounts by adjusting entries and notifying banks. **E**
- Review posting of cash accounts at the Los Angeles County Office of Education, make journal entries and post to General Ledger. **E**
- Make journal entries on salary and benefits and post to General Ledger. **E**
- Record and monitor special apportionment approved by the State Department of Education. **E**
- Review and verify documents such as contracts, memoranda and letters of agreement between the District and other entities for reimbursement for services and materials. **E**
- Reconcile bank and payroll records for transactions in accounts and funds such as student body funds, health care trust and public liabilities. **E**
- Verify accuracy of classification of accounts receivable for the general fund; reconcile and post journal entries. **E**
- Monitor and administer a budget for a significant program such as Special Education, Child Development Centers (CDC) or other program having mandated State and Federal accounting and reporting requirements and reimbursement provisions; prepare de a projected budget for the program for the upcoming fiscal year. **E**
- Collect, update and prepare reports ~~on~~ regarding special education assigned program staffing and certification status of personnel in the program. **E**

- File and maintain files of documents, reports and records. *E*
- Operate a computer terminal to input data, calculate data and generate reports. *E*
- Operate office machines and equipment such as a ten key calculator, personal computer and multi-line telephone. *E*
- May serve in a lead role in guiding and assisting other accounting personnel in accomplishing assigned work.

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

DISTINGUISHING CHARACTERISTICS

An Accounting Technician is assigned difficult and complex clerical and technical accounting work. An Accounting Technician is expected to reconcile accounts and post to the General Ledger and to solve difficult and complex accounting problems by searching and finding data from several sources requiring considerable knowledge of District financial record keeping. An incumbent prepares financial statements for an assigned program including a statement of operations for review by superiors. An incumbent has ongoing contact with other agencies such as the Los Angeles County Office of Education to exchange information about accounts and provides others with information on District accounting, regulations, procedures and practices. An incumbent uses computerized on-line data entry and reporting systems to extract and manipulate data and perform calculations.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting and bookkeeping principles and practices in public agencies including double entry bookkeeping.

Methods and practices of financial record keeping and budget preparation and administration.

Modern office practices, procedures and equipment.

Data entry devices and uses.

The use of computerized accounting systems, personal computer and keyboard.

Computer software applications including spreadsheets.

Ability to:

Post and adjust entries in the general ledger and subsidiary ledgers.

Make arithmetic calculations quickly and accurately.

Interpret and explain regulations pertaining to assigned areas of responsibility.

Communicate effectively orally and in writing.

Review and reconcile assigned accounts and reports.

Train and provide work direction to others.

Understand and follow oral and written directions.

Meet schedules and timelines.
Prepare reports.
Operate office machines such as a ten key calculator and computer terminal.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

Experience:

Four years of ~~full-time~~ financial or statistical record keeping work. Experience in a public agency is desirable. two of which are in a public agency.

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

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or telephonically.

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 6-26-97 BOE 1-20-98

Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

October 11, 2016

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

Background and Findings

The Nutrition Services Director recently reviewed the class specification for Nutrition Services Operations Coordinator (salary range 35 M2) while initiating recruitment activities.

Specifically, the Director requested duty statements related to free and reduced lunch applications for the National School Lunch Program be modified to reflect the shift from paper applications and notifications to electronic. In addition, language was added related to maintaining inventory of food items and identifying and monitoring inventory of short shelf life items.

Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Nutrition Services Operations Coordinator

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5063
Salary Range: 35 (M2)

NUTRITION SERVICES OPERATIONS COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare or direct the maintenance of a variety of complex federal, State and District reports and records; research, analyze and compile necessary information and data; prepare documentation for periodic federal and State audits as directed; maintain files related to assigned activities. **E**
- Perform special projects and prepare related forms and reports on behalf of Branch administration; attend to administrative details on special matters as assigned. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide technical expertise, information and assistance to Branch administration regarding nutrition service operations; assist in the formulation and development of programs and policies to assure an economical, safe and efficient work environment; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Research past trends and forecast future use of food, commodities and supplies; prepare purchase orders for commodities, food, and supplies; maintain inventory of USDA commodities and usage. **E**
- Provide assistance with menu development, monitoring and allocation of commodities and the purchase of food and supplies to meet menu requirements; determine viability of potential items based upon shelf life and supply chain constraints. **E**
- Assure proper inventory levels are maintained with limited waste; identify and monitor limited shelf life items. **E**
- Provide assistance with and monitor food ordering computerized systems. **E**

- Oversee and direct student meal access to the Child Nutrition Programs in accordance with applicable laws and regulations including free and reduced meal applications, certification, benefit issuance and verification. *E*
- Prepare and distribute documents regarding student meal access to the Child Nutrition Programs to stakeholders; respond to inquiries regarding student meal access. *E*
- ~~Oversee and direct the processing, distribution and collection of free and reduced lunch applications; coordinate verification of lunch applications in accordance with federal regulations and timelines for audit purposes; review randomly selected applications for accuracy and completeness; approve or deny applications in accordance with established guidelines. *E*~~
- ~~Coordinate printing of meal applications with outside vendors; coordinate the transfer of student data; order and purchase direct certification student information from the State and County and coordinate the cross-referencing of information with the District; receive and download files into computerized database. *E*~~
- ~~Prepare and distribute notification letters to parents, principals, site supervisors and administrators regarding status of individual student applications; respond to parent inquiries regarding application status; assure student application status is updated in computerized database. *E*~~
- Oversee the distribution and timely completion of performance evaluations for Nutrition Services employees; assist managers and supervisors with a variety of personnel issues including documentation of work, preparation of performance evaluations and disciplinary actions. *E*
- Monitor and oversee the interviewing, hiring, training and assignments of substitute and permanent Nutrition Services staff; serve as a liaison with Human Resource Services and Personnel Commission staff regarding the hiring process, evaluations and disciplinary issues. *E*
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Attend and participate in a variety of meetings, conferences and inservice trainings; prepare and deliver presentations to individuals or groups concerning Nutrition Services operations, policies, procedures and activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to travel to various sites to conduct work. *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

Incumbents in the Nutrition Services Operations Coordinator classification plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the Nutrition Services program and are assigned a variety of special projects.

EMPLOYMENT STANDARDS

Knowledge of:

Research methods and report writing techniques.
General techniques and methodologies of project management.
Statistical record-keeping techniques.
Oral and written communication skills.
Health and safety regulations.
Inventory methods and practices.
Public speaking techniques.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

Ability to:

Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators.
Train, supervise and evaluate the performance of assigned staff.
Assure District personnel policies and procedures are followed.
Research, compile and analyze data.
Learn and apply rules and regulations of the National School Lunch Program.
Prepare comprehensive narrative and statistical reports.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Learn space utilization and inventory control methods and practices relating to food items.
Learn and apply methodology used in menu planning and procurement of food, commodities and related supplies for the School-Child Nutrition Programs.
Learn specialized computer programs related to the School-Child Nutrition Programs.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Operate a computer and assigned office equipment.
Make mathematical computations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Maintain records and files.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Experience:

Two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

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.

Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004

Revised: 3/29/2012

Revised: 10/17/2013

Revised: 2/4/2016

Revised: