

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

MEETING AGENDA

Regular Meeting  
B Building Room 29  
June 25, 2015

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey 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 June 11, 2015 1-3
5. **APPROVE** Minutes of the Special Meeting of May 29, 2015 4
6. **RECEIVE** correspondence and refer to the proper order of Business or to the Interim Executive Officer, Personnel Commission for processing
7. **HEAR** public on items not listed on the agenda
8. **HEAR** report from the Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Security Officer 5-6
2. **RATIFY** job announcement bulletin for High School Office Supervisor 7-8
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant 9-10
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Schools 9-10
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant - Bilingual Spanish 11-12
6. **RATIFY** job announcement bulletin for Intermediate Office Assistant- Schools Bilingual Spanish 11-12
7. **RATIFY** job announcement bulletin for Plant Supervisor I 13-14
8. **APPROVE** the certification of Custodian eligibility list established June 17, 2015 15
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list established June 26, 2015 15
10. **APPROVE** the certification of Instructional Aide-Special eligibility list established June 12, 2015 15
11. **APPROVE** the certification of School Safety Officer eligibility list established June 11, 2015 15

12. **APPROVE** the certification of Senior Locksmith eligibility list established June 23, 2015 15
- III. **OLD BUSINESS**
- IV. **NEW BUSINESS**
1. **APPROVE** the temporary upgrade of Marilyn Balmer to Interim Executive Officer, Personnel Commission effective June 12, 2015
2. **APPROVE** the recommendation to abolish the classification of Receptionist 16-26
3. **APPROVE** the creation and abolishment of the following: 27-32  
 Abolish the classification of Textbook/Library Services Manager  
 Create the classification of Textbook/Library Services Supervisor  
 Allocate the classification of Textbook/Library Services Supervisor to salary range 27 S1
4. **APPROVE** the reclassification request and revision to classification specifications: 33-44  
 Reclassify the incumbent from: Executive Secretary (C) to Senior Executive Secretary (C)  
 Revise the classification specifications for Senior Executive Secretary (C) and Executive Secretary to the Superintendent/Board of Education (C)
- V. **OTHER ITEMS**
- VI. **NEXT REGULAR MEETING**  
 July 9, 2015, at 8:15 a.m. in Building B Room 29
- VII. **CLOSED SESSION**  
 Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment  
 Public employee appointment/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**

**June 11, 2015**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, June 11, 2015 at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**PLEDGE OF  
ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

**ROLL**

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

Present: Terence Ulaszewski  
Linda Vaughan  
Absent: Stacey Lewis

**MINUTES OF REGULAR  
MEETING APPROVED**

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously, to approve the minutes of the Regular Meeting of May 28, 2015.

<u>Roll-Call vote</u>	<u>Ayes</u>	<u>Noes</u>
Terence Ulaszewski	X	
Linda Vaughan	X	

**MINUTES OF THE SPECIAL  
MEETING**

The minutes of the Special Meeting of the Personnel Commission on May 29, 2015 were pulled and will be submitted for approval at the next meeting.

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

Valeeta Pharr, CSEA Chapter 2 President, presented Interim Executive Officer Patricia Heineke a certificate of appreciation from CSEA Chapter 2.

**REPORT FROM INTERIM  
EXECUTIVE OFFICER**

Patricia Heineke, reported on items of interest from the Board of Education meeting on June 2, 2015. The Board approved 5 probationary Instructional Aide-Special assignments. Ms. Heineke also reported she presented the Classified Employee of the Year Finalist and the Employee of the Year to the Board for their recognition.

Ms. Heineke informed the Commission that as of the end of the day, she will have reached the maximum number of hours allowed under CalPERS. Therefore, she recommends the Commission temporarily upgrade Marilyn Balmer until the new Executive Officer, Personnel Commission and Classified Employment is selected and begins their assignment.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing unit has 23 exam segments scheduled through June 30 with 19 recruitments open. Our records show 191 recruitments have been opened this fiscal year.

Dale Culton, Certification Services Manager, thanked the Commissioners for providing staff the opportunity to attend the CSPCA mini-conference. Mr. Culton also thanked provisional Human Resources Technicians, Marin Loeun and Kasey Noble for their efforts in filling Instructional Aide-Special vacancies.

Mary Cates, Human Resources Supervisor, reported 607 selections have been made for summer employment. All notices for summer selections have been sent out.

Susan Leaming, Personnel Analyst, reported a new Classified Salary Schedule Booklet will be printed and distributed in the coming weeks. She also discussed several upcoming classification items and that the Child Care and Instructional job family study continues. The study is expected to be completed in the fall when employees return to their sites

#### 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.

**RATIFY** job announcement bulletin for Credential Services Specialist

**RATIFY** job announcement bulletin for Fiscal Services Analyst

**RATIFY** job announcement bulletin for Laborer

**RATIFY** job announcement bulletin for Telecommunications Technician

**APPROVE** the certification of Campus Security Officer eligibility list established June 1, 2015

**APPROVE** the certification of Custodian eligibility list established June 2, 2015

**APPROVE** the certification of Custodian eligibility list established June 2, 2015

**APPROVE** the certification of Custodian eligibility list established June 2, 2015

**APPROVE** the certification of Custodian eligibility list established June 2, 2015

**APPROVE** the certification of Executive Secretary (C) eligibility list established June 1, 2015

**APPROVE** the certification of Human Resources Technician eligibility list established June 4, 2015

**APPROVE** the certification of Plant Supervisor – High School eligibility list established June 10, 2015

#### OLD BUSINESS

None

#### NEW BUSINESS

The Commission moved items 1 - 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 5090527
2. **APPROVE** the recommendation to remove from eligibility list ID 21978728

#### OTHER ITEMS

Ms. Pharr reported she met with Head Start regarding changes in the computerized enrollment system staff is using now.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be June 25, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION**

The Personnel Commission retired into closed session at 8:52 a.m. to consider New Business Items 1 – 2 and to consider the appointment and employment of Executive Officer, Personnel Commission and Classified Employment.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:25 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 5090527.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 21978728.

**PUBLIC EMPLOYEE  
APPOINTMENT**

A motion was made to extend an offer of employment to a candidate for the position of Executive Officer, Personnel Commission and Classified Employment, and the motion carried with a unanimous vote of those present to **APPROVE**.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:30 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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Linda Vaughan, Vice-Chairperson

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Marilyn Balmer, Interim Executive Officer

**LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
1515 Hughes Way  
Long Beach, CA**

**MINUTES  
Special Meeting**

**May 29, 2015**

The Special Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Friday, May 29, 2015 at 8:56 a.m. in Room 464, of the Administration Offices, 1515 Hughes Way, Long Beach, California.

**PLEDGE OF  
ALLEGIANCE**

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

**ROLL**

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

**Present:**           Stacey Lewis  
                          Terence Ulaszewski

**Absent:**            Linda Vaughan

**PUBLIC HEARD**

No public comments were heard.

**CLOSED SESSION**

The Personnel Commission retired into closed session at 8:58 a.m. to consider the appointment and employment of the Executive Officer, Personnel Commission and Classified Employment.

**OPEN SESSION**

The Personnel Commission returned to open session at 1:19 p.m. No reportable action was taken.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission will be June 11, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**ADJOURNMENT**

The Special Meeting of the Personnel Commission was declared adjourned at 1:20 p.m. with the consent of the members.

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_  
Stacey Lewis, Chairperson

\_\_\_\_\_  
Maria Lynn Braunstein, Personnel Analyst



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# Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)436-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## CAMPUS SECURITY OFFICER – 5011

**Final Filing Date:** Open Continuous

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 1/2 YEARS</b>	<b>2 1/2 YEARS</b>	<b>3 1/2 YEARS</b>
<b>MONTHLY:</b>	\$2,936	\$3,098	\$3,268	\$3,448	\$3,637
<b>HOURLY:</b>	\$16.94	\$17.88	\$18.88	\$19.89	\$20.99

Please note: Salary does not reflect the 5% increase approved by the Board of Education on May 26, 2015

**JOB INFORMATION:** Current need is for substitutes. List may be used to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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.

**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.

**JOB SUMMARY:** Under general supervision, a Campus Security Officer, working closely with administrators and staff, is charged with providing security and safety for students and staff at District schools. And incumbent becomes knowledgeable of students behavior and attitudes and familiarizes him/herself with individual students, taking preventive action against disruptive or illegal acts and promoting safe student practices. An incumbent attempts to gain the trust and confidence of students and advises them on the observance of school procedures and rules; and perform related duties as assign.

### MINIMUM QUALIFICATIONS INCLUDE:

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:

**TRAINING:** Equivalent to graduation from high school. College-level courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. **A copy must be attached to your application in order to be considered.**

**EXPERIENCE:** One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

**SPECIAL:** (1) Possession of a valid class C California Driver's License is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) 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. (4) Some Incumbents may be required work adjustable work schedules that will include evenings and weekend assignments. (5) 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.

**WORKING ENVIRONMENT:** Urban school campus, indoors and outdoors; occasional inclement weather; driving a car on city streets; occasional visits to residences within District boundaries; event crowds; verbal abuse from students and parents; some light lifting; with occasional loads of up to 50 pounds; occasional violence or threat of violent behavior by students.

**PHYSICAL DEMANDS:** Strength to break up fights between and among youth; strength to restrain youth from committing violence; standing for extended periods of time and walking for long periods of time; running; crouching; bending; carrying objects weighing up to 50 pounds; reading hand and typed notes and memoranda; hear normal voice-range frequencies and communicate on a two-way radio; speaking to exchange information in person and on the telephone.

**SELECTION PROCEDURE** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (60%) and a qualifications appraisal interview (40%) 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.

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

Open Continuous 5/15 EE

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.*



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# Classified Promotional Opportunity



## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## HIGH SCHOOL OFFICE SUPERVISOR - 3349

**Final Filing Date: 4:30 p.m., Monday, June 29, 2015**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$4,295	\$4,530	\$4,780	\$5,044
HOURLY:	\$24.78	\$28.14	\$27.58	\$29.10

**PROMOTIONAL:** Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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 a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel; 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 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:

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

**EXPERIENCE:** Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license at the time of appointment. (2) May be required to travel from one school location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**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.

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

Exam 15-0183-3349 ss  
Promotional Examination

LBUSD Employees, please see reverse side for Important Information

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

**Guidelines:**

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

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

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

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



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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
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24 Hour Job Hotline: (562) 491-JOBS

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## INTERMEDIATE OFFICE ASSISTANT - 3354

## INTERMEDIATE OFFICE ASSISTANT-SCHOOLS - 0673

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY: JUNE 24<sup>TH</sup> & JUNE 25, 2015

Salary does not reflect the 5% increase approved by the Board of Education on May 26, 2015

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<u>HOURLY:</u>	\$18.48	\$17.40	\$18.35	\$19.36	\$20.42

## JOB INFORMATION

Current need is for substitutes. List may be used to fill future vacancies as they occur.

## APPLICATION

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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.

**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.

## JOB SUMMARY:

An **INTERMEDIATE OFFICE ASSISTANT**, under the direction of an assigned supervisor, will 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; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

An **INTERMEDIATE OFFICE ASSISTANT - SCHOOLS**, under the direction of an assigned supervisor, will 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; and perform related duties as assigned. The Intermediate Office Assistant - Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

## MINIMUM QUALIFICATIONS INCLUDE:

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:

### TRAINING:

Equivalent to graduation from high school.

### 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

### SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) 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. (3) In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.

**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.

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

Exam 15-0188-0673es and

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.*



2008 Finalist  
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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave., CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH 5050

## INTERMEDIATE OFFICE ASSISTANT-SCHOOLS – BILINGUAL SPANISH 5052

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY: JUNE 24<sup>TH</sup> & JUNE 25, 2015

Salary does not reflect the 5% increase approved by the Board of Education on May 26, 2015

<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>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<u>HOURLY:</u>	\$18.48	\$17.40	\$18.35	\$19.38	\$20.42

**JOB INFORMATION:** Current need is for substitutes. List may be used to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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.

**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.

### JOB SUMMARY:

An **INTERMEDIATE OFFICE ASSISTANT- BILINGUAL SPANISH**, under the direction of an assigned supervisor, will 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; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

An **INTERMEDIATE OFFICE ASSISTANT – SCHOOLS – BILINGUAL SPANISH**, under the direction of an assigned supervisor, will 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; and perform related duties as assigned. The Intermediate Office Assistant – Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

### MINIMUM QUALIFICATIONS INCLUDE:

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:

**TRAINING:** Equivalent to graduation from high school.

**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.

**SPECIAL:** (1) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (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. (4) In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.

**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. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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. 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

LBUSD Employees, please see reverse side for important information

Exam 15-0190-5050 ss

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.*



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long  
beach  
unified  
school  
district



# Promotional Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, 3<sup>rd</sup> floor Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## PLANT SUPERVISOR I - 5026

**Final Filing Date: 4:30 p.m., Tuesday June 30, 2015.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,456	\$3,846	\$3,848	\$4,058
<u>HOURLY:</u>	\$19.94	\$21.04	\$22.20	\$23.42

### PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

### JOB INFORMATION:

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

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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 a.m. to 4:00 p.m.

**JOB SUMMARY:** Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

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

### MINIMUM QUALIFICATIONS INCLUDE:

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:

#### TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years of custodial experience or one year as a Lead Custodian in the Long Beach Unified School District.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

**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.

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

LBUSD Employees. please see reverse side for important information

Exam 15-0184-5026 EE  
Promotional Examination

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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 15

Date: June 25, 2015

Reason for  
Consideration: Approval

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**Custodian Open/Continuous 15-0140-0139**

List Valid: 06/17/15 – 06/17/16

Total applications received: 151 Total invited to exam: 60

No. Passed: 18 No. Failed: 10 No. Withdrew: 32 No. Screened Out: 91

**Elementary School Office Supervisor Dual 15-0151-3345**

List Valid: 06/26/15 – 06/26/16

Total applications received: 112 Total invited to exam: 88

No. Passed: 19 No. Failed: 57 No. Withdrew: 12 No. Screened Out: 24

**Instructional Aide-Special Open/Continuous 15-0160-0448**

List Valid: 06/12/15 – 06/12/16

Total applications received: 100 Total invited to exam: 30

No. Passed: 18 No. Failed: 3 No. Withdrew: 9 No. Screened Out: 70

**School Safety Officer Dual 15-0154-5014**

List Valid: 06/11/15 – 06/11/16

Total applications received: 105 Total invited to exam: 16

No. Passed: 3 No. Failed: 8 No. Withdrew: 5 No. Screened Out: 89

**Senior Locksmith Promotional 15-0158-5193**

List Valid: 06/23/15 – 06/23/16

Total applications received: 5 Total invited to exam: 5

No. Passed: 3 No. Failed: 2 No. Withdrew: 0 No. Screened Out: 0

CERTIFIED TO BE CORRECT: Marilyn Balmer DATE: June 19, 2015



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

June 17, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

### Background and Findings

The classification of Receptionist (salary range 13 C1) was created in 1992. Historically the employee working the front desk at the District Administration building was classified as a Receptionist or a Switchboard Operator (salary range 13 C1).

In 2010 the District's Switchboard and Mail Services units were reorganized and the classification of Mail/Switchboard Services Assistant (salary range 16 C1) was created to reflect the merger of activities. District office receptionist functions were blended into the Mail/Switchboard Services Assistant classification and the vacant Switchboard Operator classification was abolished.

The Receptionist classification has been vacant since 2009 and there is no reemployment list in place. If a department wishes to hire a receptionist, the classification of Office Assistant can be used.

### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Receptionist

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Marilyn Balmer  
Interim Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0674**  
**Salary Range: 13 (C1)**

### RECEPTIONIST

#### JOB SUMMARY

Under the direction of an assigned supervisor, serve as a receptionist at an assigned office; greet and assist visitors to the office; receive, sort, distribute and process incoming, outgoing and internal mail and correspondence; perform a variety of routine clerical support duties.

#### 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 receptionist at an assigned office; operate a multi-line phone system, directing calls to appropriate personnel; take and relay messages as appropriate; provide general information to callers as needed. *E*
- Greet and assist visitors to the office; screen and direct visitors to appropriate District offices, school sites and personnel; assure visitors sign in on appropriate registry sheet. *E*
- Receive, sort, distribute and process incoming, outgoing and internal mail and correspondence; contact staff regarding delivery of packages. *E*
- Perform a variety of routine clerical support duties, including typing, filing and preparing, assembling and distributing materials. *E*
- Operate a variety of office equipment including a typewriter and a computer. *E*
- Assist secretarial staff in a variety of projects as assigned. *E*
- Perform related duties as assigned.

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

#### DISTINGUISHING CHARACTERISTICS

Incumbents in the Receptionist classification answer incoming calls, greet visitors and perform routine clerical duties in support of an assigned office. Incumbents must demonstrate excellent communication and interpersonal skills.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Telephone techniques and etiquette.  
Modern office practices, procedures and equipment.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation a variety of office equipment including a computer.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Basic filing techniques.

### **Ability to:**

Answer telephones and greet the public courteously.  
Perform general clerical duties including typing, filing and duplicating materials.  
Receive, sort and distribute mail.  
Understand and follow oral and written instructions.  
Operate a variety of office equipment including a computer.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

### **Education and Training:**

Graduation from high school.

### **Experience:**

One year of general clerical experience involving public contact. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

## **SPECIAL REQUIREMENTS**

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

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

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

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

**WORKING ENVIRONMENT**

Office environment. Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA 6/22/2000



## PERSONNEL COMMISSION

**Class Specification**  
**Salary Range: 10 (C1)**

### CLASS CODE

### TITLE

**3359**

**OFFICE ASSISTANT**

**5158**

**OFFICE ASSISTANT – BL SPANISH**

### JOB SUMMARY

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; 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 receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate. *E*
- Receive, greet and direct visitors; respond to inquiries and provide a variety of routine information to staff, students, parents and the general public related to standards, procedures and programs. *E*
- Perform a variety of routine clerical duties including typing, filing, duplicating and distributing materials. *E*
- Prepare billings and collect fees for assigned office; update and maintain assigned database and files of paid invoices. *E*
- Compile information and prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents; prepare routine reports as directed. *E*
- Receive, sort and distribute internal and external mail. *E*
- Operate a variety of office equipment, such as a computer, copier and calculator. *E*
- Assist school personnel in various activities such as plays, snack programs and preparation of materials for special events. *E*
- Assist with office functions such as enrollment, attendance, fee collection and payroll. *E*
- Administer routine first aid to distressed, ill or injured students. *E*

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

### DISTINGUISHING CHARACTERISTICS

The Office Assistant classification is the entry-level class in the Office Assistant series.

Positions in this classification do not generally require any prior related work experience but applicants and employees must meet the minimum training and skill requirements. The work performed is of a routine and repetitive nature and provides an opportunity to learn the terminology, processes and equipment of the office. The assignments are made on the basis of specific instructions and the work is subject to review for accuracy and completeness. Incumbents in the Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient office operations.

**EMPLOYMENT STANDARDS****Knowledge of:**

Basic record-keeping and filing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of standard office equipment including a computer.  
Telephone techniques and etiquette.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.  
Learn modern office practices, procedures and equipment.  
Answer telephones and greet the public courteously.  
Operate a variety of standard office equipment including a computer.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Perform routine and repetitive tasks.  
Complete work with many interruptions.  
Receive, sort and distribute mail.

**Education and Training:**

Graduation from high school.

**Experience:**

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

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

**SPECIAL REQUIREMENTS**

Positions in the Office Assistant - Bilingual 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.

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

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

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

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA 6/22/2000  
PCA (BL-Spanish): 10/14/2010



## PERSONNEL COMMISSION

**Class Code: 5144**  
**Salary Range: 16 (C1)**

### **MAIL/SWITCHBOARD SERVICES ASSISTANT**

#### **JOB SUMMARY**

Under the direction of the Mail/Switchboard Services Supervisor, receive, sort, process and distribute incoming mail to District sites; serve as a District receptionist and operate a centralized telephone switchboard system; 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.*

- Receive, sort, process and distribute incoming mail to District sites; authorize incoming deliveries; record shipping information and maintain related records. **E**
- Prepare and process mail and packages for shipment; weigh items, assess proper insurance and complete required paperwork; drive a District vehicle to load, pickup and deliver mail and packages to District sites; utilize proper lifting techniques. **E**
- Separate and load mail cart; mail; pick up and deliver mail to District offices according to established time lines. **E**
- Process outgoing mail according to established guidelines and procedures; assure proper postage, addressing and certification of mail in accordance with U.S. Postal Service requirements and regulations. **E**
- Register, insure and certify letters and parcels requiring special handling; follow-up with vendors concerning status of tracked items. **E**
- Maintain a variety of records and files related to work performed including inventory, receiving documents, postage usage and receipts. **E**
- Operate a postage meter, processing machine, scale and other mailroom machines, equipment and tools; operate a variety of office equipment including a fax machine, copier, typewriter, computer and assigned software. **E**
- Perform routine maintenance to assigned equipment; install meters and fill ink and water levels. **E**
- Maintain and safeguard District postage meter; maintain accurate accounting of postage expenses. **E**
- Serve as a District receptionist and operate a centralized telephone switchboard system; provide information and assistance to callers; answer and direct phone calls to appropriate personnel; greet and direct visitors at the District Administration Building. **E**

- Prepare, develop, and maintain telephone and fax number lists and related District information; maintain current knowledge of District personnel titles, names, departments and general duties to assure effective routing of calls. *E*
- Notify Supervisor or appropriate Maintenance personnel of telephone system malfunctions. *E*
- Assist Mail Delivery Drivers with delivery problems and vehicle breakdowns; notify school sites and District offices of delivery delays. *E*
- Attend meetings, conferences and vendor training programs to maintain current knowledge of mail policies, regulations and technological developments. *E*
- Provide work direction and guidance to assigned staff in the absence of the Mail/Switchboard Services Supervisor. *E*
- Assist in the development and implementation of mail delivery routes.
- Research locations of District personnel; redirect mail as necessary; label mail trays.
- Observe and report suspicious packages to supervisor or appropriate District personnel.

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

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in this classification participates in the daily operations of the District mailroom and centralized telephone switchboard system at the District Administration Building. Incumbents receive, sort, process and distribute incoming mail and packages to District sites and serve as a District receptionist at the District Administration Building.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods, practices, procedures and equipment used in the receipt, processing and delivery of inter-office and U.S. mail.

Operation of manual and automated mail processing machines.

Operation of a centralized telephone switchboard.

Telephone techniques and etiquette.

Current U.S. Postal Service rates for various classes of mail.

Operation of office equipment including a computer and assigned software.

Record-keeping and filing techniques.

Proper lifting techniques.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic math.

**Ability to:**

Receive, sort, process and distribute incoming mail and packages to District sites.  
Operate manual and automated mail processing machines and other mailroom equipment.  
Operate a centralized telephone switchboard.  
Learn District organization, operations, policies and objectives.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain accurate records and files.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Understand and follow oral and written instructions.  
Meet schedules and timelines.  
Add, subtract, multiply and divide quickly and accurately.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Graduation from high school.

**Experience:**

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Experience operating a multi-line telephone system, working in a mailroom, or delivering mail is desirable.

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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

**WORKING ENVIRONMENT**

Indoor and outdoor environment.  
Constant interruptions.  
Driving a District vehicle to conduct work.  
Working around and with machinery having moving parts.  
Seasonal heat and cold and adverse weather conditions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and a variety of mailroom and office equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Lifting, carrying, pushing and pulling heavy objects and carts (39 pounds or more).

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Walking.

***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: 2/4/2010



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

June 17, 2015

**TO:** Personnel Commission

**FROM:** Interim Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Creation and Abolishment of Classifications

### **Background and Findings**

The Textbook and Library Services division is staffed by a Textbook/Library Services Manager and an Intermediate Office Assistant. There is also a part-time certificated teacher librarian assigned to work with the site library collections. With the retirement of the Manager, the Assistant Superintendent, Curriculum, Instruction and Professional Development contacted staff to review the class specification and discuss classification options.

The classification of Textbook Services Office Manager (salary range 20 M2) was created in 1976. In 1984 the salary was reallocated to 27 M2 and in 1998 the salary was again reallocated to 35 M2. In 2003, with the absorption of the Library Services division and staff, the title was changed to Textbook/Library Services Manager and the class allocated to range 42 M2.

In 2003, when the divisions were combined, the Manager directly supervised approximately ten classified staff. Over the years, through attrition and budget cuts, the staff now consists of one Intermediate Office Assistant. The nature of the job has also changed, as duties related to coordination of textbook adoption committee meetings, management of the State Instructional Materials Fund and supplemental grants, and directing the preparation of curriculum guides and contents standards have been shifted to certificated staff.

Staff is proposing abolishment of the Textbook/Library Services Manager classification and creation of a new class of Textbook/Library Services Supervisor, reflecting that an incumbent will serve as a working supervisor. As staffing decreased over the years, the Manager became more and more of a working supervisor.

### **Salary Placement**

Since most school districts do not have a comparable position, Staff instead looked at internal relationships between the proposed classification and current supervisory classifications. The proposed classification does have some similarities with purchasing and warehouse classifications as the incumbent participates in vendor negotiations, reviews requisitions for accuracy, communicates with vendors, process orders, verifies invoices and assures delivery

to sites although the scope is limited to textbooks and library materials. Other important components of the job are related to clerical/secretarial skills and customer service. The retiring Manager was previously a Secretary before promoting into the position in 1995, suggesting that clerical/secretarial knowledge is essential to satisfactory job performance.

When looking at the clerical/secretarial and customer service aspects of the job, the Senior Administrative Secretary (salary range 27 S1) appears to be an appropriate comparable classification. Senior Administrative Secretaries perform a variety of complex and technical assignments, exercise independent judgment and discretion, demonstrate initiative, and carry out their responsibilities with a minimum of direction. Incumbents must apply a thorough knowledge of the organizational structure and functions of the District in performing and coordinating their responsibilities. The proposed Supervisor will need strong clerical skills, be able to provide quality customer service to sites, and function independently, as their office is located at the warehouse with no direct supervision available on site.

The District previously utilized a classification of Assistant Buyer (salary range 27 C1). Incumbents purchased commodities, products or services within a defined area and of more narrow scope than a Purchasing Agent (salary range 34 C1). Due to the narrow scope of purchasing textbooks and library materials, the proposed classification also aligns with the Assistant Buyer class at range 27.

In 1984 the Textbook/Library Services Manager classification was reallocated from a range 20 to 27. The staff report referenced similarities to warehouse and purchasing classifications. The classification stayed at salary range 27 until 1998. In the absence of market data dictating a higher rate, staff is recommending placement of the Textbook/Library Services Supervisor at salary range 27 S1.

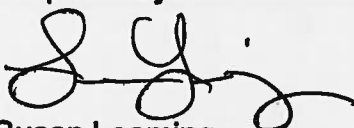
The Assistant Superintendent, Curriculum, Instruction and Professional Development has reviewed and is in agreement with the proposed recommendations.

### Recommendations

Staff recommends the Personnel Commission:

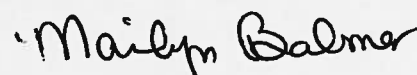
1. Abolish the classification of Textbook/Library Services Manager
2. Create the classification of Textbook/Library Services Supervisor
3. Allocate the classification of Textbook/Library Services Supervisor to salary range 27 S1

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Marilyn Balmer  
Interim Executive Officer



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 27 (S1)**

### **TEXTBOOK/LIBRARY SERVICES SUPERVISOR**

#### **JOB SUMMARY**

Under general direction, plan, organize and participate in the ordering, receipt, storage, circulation and accounting of textbooks, library books, and related instructional materials; train, supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan, organize and participate in the ordering, receipt, storage, circulation, and accounting of textbooks, library books, and related instructional materials; assure smooth and efficient office operations. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Receive needs assessments for disciplines to be adopted; format and type the Announcement to Publishers and submit to publishers; receive, verify and display adoption samples from publishers; hold public viewing of recommended textbooks. **E**
- Serve as a liaison between publishers and adoption committee members; request additional samples or publisher presentations as necessary. **E**
- Participate in negotiations with publishers after adoption to determine site and teacher gratis material needs. **E**
- Review book requisitions for accuracy and completeness; determine availability from inventory, approval, State allocation, account numbers assigned and delivery information; modify information and notify appropriate personnel regarding necessary changes; assign code numbers for new textbooks into assigned computerized system. **E**
- Oversee and participate in textbook and library services warehouse activities including processing orders, verifying and validating invoices and distribution to sites and maintaining proper supply levels; assure timely delivery of materials to sites; coordinate activities with warehouse staff. **E**
- Communicate with administrators, staff, publishers and other outside agencies to exchange information, coordinate activities and resolve issues or concerns provide quality customer service. **E**

- Prepare and maintain a variety of records and reports related to assigned activities such as funding, inventory and legal compliance; collaborate with the Curriculum office to assure compliance with instructional materials legislation and related education codes. *E*
- Prepare needs assessment and cost estimates for the purchase of textbooks and library books; assist in developing and preparing the annual preliminary budget for the division; monitor and control expenditures in accordance with established limitations. *E*
- Monitor publisher invoices to determine appropriate charges; approve and reject publisher charges as necessary. *E*
- Oversee and assist in maintaining warehouse and work areas in a clean, safe and orderly condition. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations as requested; establish division procedures and revise division manuals as appropriate. *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**

The Textbook/Library Services Supervisor oversees and provides services related to the acquisition, processing, and distribution of textbooks, supplemental instructional materials, reading books, non-print materials, and curriculum guides for use in the classrooms and the library media centers. The assignment involves the responsibility to interpret and apply the policies and procedures of the State Department of Education and the Curriculum, Instruction and Professional Development Department regarding the procurement, processing and distribution of textbooks and library materials for the District.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Procedures and techniques used in the processing and distribution of textbooks and library books.

Modern office practices, procedures and equipment.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.

Laws, rules and regulations related to assigned activities.

Operation of a computer and assigned software.

Inventory methods and practices.

Health and safety regulations related to warehouse activities.

Proper methods of storing books, materials and supplies.

Titles and categories of textbooks, catalogs, and publishers.

Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Public speaking techniques.

**Ability to:**

Plan, organize and participate in the receipt, storage, circulation, and accounting of textbooks and library books..  
Train, supervise and evaluate the performance of assigned personnel.  
Understand catalogs, contracts and related procurement instructions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of rules, regulations, requirements and restrictions related to assigned activities.  
Understand and resolve issues, complaints or problems.  
Estimate and order supplies and equipment.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain records and prepare comprehensive narrative and statistical reports.  
Monitor and control expenditures in accordance with established guidelines.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Observe health and safety regulations.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and deliver oral presentations.

**Education and Training:**

Graduation from high school or equivalent. Completion of college-level coursework in library science, business administration, accounting or a related field is desirable.

**Experience:**

Three years of computerized clerical, secretarial or warehousing experience involving the receipt, documentation, issuance, and storage of supplies or equipment. Experience working with textbooks and library materials or serving in a lead or supervisory capacity is preferred.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Office and warehouse environment.  
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 presentations.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

June 12, 2015

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Reclassification Request

### **Background and Findings**

In July 2014 the Deputy Superintendent retired and in August 2014 two Deputy Superintendents were appointed. Dr. Jill Baker is the Deputy Superintendent of Schools and Ms. Ruth Ashley is the Deputy Superintendent of Education Services.

In September of 2014 the Executive Secretary (salary range 30 CO) reporting to Dr. Baker was reclassified due to the sudden reorganization and the fact that a Deputy Superintendent warrants a secretary at the level of Senior Executive Secretary (salary range 33 CO). The Executive Secretary reporting to Ms. Ashley was not reclassified and this was notated in the corresponding staff report which stated, "If in the future the job responsibilities and duties are affected, staff will appropriately address it at that time."

In June 2015, Ms. Ashley submitted a reclassification request on behalf of the incumbent, Ms. Oralia Lopez. Ms. Lopez has served as an Executive Secretary for Ms. Ashley since August 2013. Prior to this assignment Ms. Lopez served as an Administrative Secretary, Middle School Office Supervisor, Elementary School Office Supervisor, Staff Secretary and several clerical classifications. She was initially hired by the District in 1996 as an Intermediate Office Assistant.

In the reclassification request, Ms. Ashley explained that since the reorganization, Ms. Lopez has supported both the Office of the Deputy Superintendent of Education Services and Human Resource Services. Ms. Lopez was assigned additional responsibilities related to Board of Education agenda item preparation, initiation of contract requests for outside consultants and services, monitoring of contract expenditures based on invoices received, working with the myPD professional development leadership team, overseeing mandatory training sessions developed through Human Resource Services, and coordination of various central office projects.

### **Recommendations**

The Senior Executive Secretary classification reports to an Executive Committee level administrator such as a Deputy Superintendent. Incumbents perform administrative support

duties to a wide range of complex programs, operations and projects. Incumbents are expected to exercise independent judgment and discretion and apply a thorough knowledge of the organizational structure and functions of the District. Ms. Lopez's assignment clearly meets the level of a Senior Executive Secretary based upon her reporting relationship to a Deputy Superintendent and the highly responsible work assigned since the reorganization.

When an incumbent is reclassified based on a reorganization and the assignment of new duties, the Executive Officer, Personnel Commission may determine that reclassification without further competitive examination is in the best interest of the District and the employee. Factors that are considered in making this determination are Commission staff's judgment, recommendation and consistency with merit system principles. The studies should demonstrate that the incumbent meets the important standards of the class including training, experience, knowledge, abilities and special requirements. It is staff's opinion that Ms. Lopez is qualified to assume the duties of the Senior Executive Secretary classification.

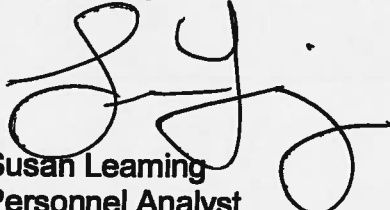
Ms. Lopez has been informed that employment in the Senior Executive Secretary classification is not considered permanent in accordance with California Education Code 45272(b). A person employed in an exempt executive secretarial position shall continue to be afforded all of the rights of any other classified employee but shall not attain permanent status in the position. If in the future Ms. Lopez no longer reports to a Deputy Superintendent she shall have the right to return to a position in a classification she previously held or a similar classification as determined by the Commission.

Staff also made a revision to the Senior Executive Secretary and Executive Secretary to the Superintendent/Board of Education class descriptions. A statement was added to identify positions in these classifications as "executive secretarial" in accordance with California Education Code 45272(b) and Board of Education actions on 12/14/1995 and 8/21/1997.

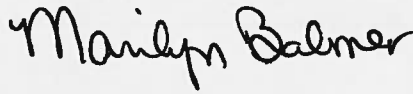
Staff recommends the Personnel Commission:

1. Reclassify the incumbent, Oralia Lopez, to the classification of Senior Executive Secretary (C)
2. Approve the revised class specification for Senior Executive Secretary (C)
3. Approve the revised class specification for Executive Secretary to the Superintendent/Board of Education (C)

Prepared by:

  
Susan Leaming  
Personnel Analyst

Approved and Recommended:

  
Marilyn Balmer  
Interim Executive Officer

## **Article 6. Merit System - California Education Code Section 45272**

**45272. (a)** All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. The commission shall place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

**(b)** Upon the request of a majority of the members of the governing board of a district, the commission may exempt one or more executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to executive secretarial positions reporting directly to members of the governing board, the district superintendent, or not more than four principal deputies of the district superintendent, or all of these positions. Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the district superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any school district.



## PERSONNEL COMMISSION

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

### **SENIOR EXECUTIVE SECRETARY (C)**

#### **JOB SUMMARY**

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

#### **EXAMPLES OF DUTIES**

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

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

- Receive, sort and route incoming mail; review and determine priority of incoming mail; compose replies independently or from oral direction. *E*
- Attend a variety of meetings and compile related notices, reports and agendas; record and transcribe minutes; distribute minutes and reports to administrative staff and the Board as appropriate. *E*
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions. *E*
- Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned. *E*
- Prepare and process requisitions and travel reimbursements according to established guidelines; monitor and maintain budget information; order office supplies in accordance with established guidelines. *E*
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records. *E*
- Operate a variety of office equipment including a copier, fax machine and a typewriter; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow. *E*
- Attend and participate in a variety of in-service trainings and meetings. *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**

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

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Functions and secretarial operations of an administrative office.

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

**Ability to:**

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

**Education and Training:**

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

**Experience:**

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

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

**SPECIAL REQUIREMENTS**

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

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

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

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**HAZARDS**

Potential for contact with dissatisfied or abusive individuals.

**APPOINTMENT**

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

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

PCA: 6/22/2000

Revised: 3/8/2007

Revised:



## PERSONNEL COMMISSION

**Class Code: 3347**  
**Salary Range: 36 (CO)**

### **EXECUTIVE SECRETARY TO THE SUPERINTENDENT/ BOARD OF EDUCATION (C)**

#### **JOB SUMMARY**

Under the direction of the Superintendent, perform responsible and confidential secretarial and administrative support duties to relieve the Superintendent of a variety of administrative details; coordinate communications and information; interpret policies and regulations to officials, staff and the public; maintain confidentiality of privileged and sensitive information. Perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Perform responsible duties as confidential secretary to the Superintendent and the Board of Education, relieving the Superintendent and Board members of a variety of secretarial and administrative details; maintain confidentiality of issues related to negotiations, District actions, personnel and students. **E**
- Attend Board meetings and perform various secretarial and administrative support duties for the Board, including coordination and preparation of agenda and supporting materials with departments; prepare minutes following Board meetings; maintain files of official minutes, resolutions and appropriate attachments. **E**
- Receive and screen visitors and telephone calls; respond to requests, complaints and questions from officials, staff and the public, representing the District by phone and written communication. **E**
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility. **E**
- Communicate with a variety of District personnel, outside agencies and the public to exchange information, resolve issues or concerns and coordinate activities. **E**
- Compose correspondence independently on a variety of matters; compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials as directed; review and check documents for completeness and accuracy and conformance with applicable rules, regulations and procedural requirements; establish and maintain filing system and database records. **E**
- Schedule various appointments and meetings; arrange meetings and make travel arrangements; maintain and coordinate the Superintendent's calendar; prepare and disseminate calendar of events. **E**

- Perform special projects and prepare various forms and reports on behalf of the Superintendent; attend to administrative details on special matters as assigned. *E*
- Organize and attend a variety of meetings; take and prepare minutes; distribute minutes to administrative staff and the Board as appropriate; drive a vehicle to various sites to attend meetings. *E*
- Receive, sort, read, route and respond to mail as directed; identify and refer matters of priority; compose replies independently or from oral instructions. *E*
- Order office supplies and materials; prepare and process requisitions according to established guidelines; maintain and prepare budget information. *E*
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records. *E*
- Operate a variety of office equipment including a copier, fax machine and typewriter; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Serve as Notary Public for the Superintendent and the Board. *E*
- Attend and participate in a variety of in-service trainings and meetings. *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**

The Executive Secretary to the Superintendent/Board of Education reports to the Superintendent of Schools who is also the Secretary to the Board of Education. Incumbents perform responsible and confidential secretarial and administrative duties to relieve the Superintendent of a variety of administrative details, coordinate communications and information, interpret policies and regulations to officials, staff and the public and maintain confidentiality of privileged and sensitive information. Positions in this classification require a high degree of tact and discretion and are responsible for the preparation of critical documents such as Board agendas, meeting minutes and official notices and correspondence. Incumbents may provide direct supervision to other clerical and secretarial personnel as assigned by the position.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Functions and secretarial operations of an administrative office.  
District organization, operations, policies and objectives.  
Applicable sections of the State Education Code and other applicable laws.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.  
Filing systems.  
Telephone techniques and etiquette.  
Letter and report writing, editing and proofreading.  
Public relations techniques.  
Operation of a computer and assigned software.

**Ability to:**

Perform responsible and confidential secretarial and administrative duties to relieve the Superintendent and the Board of a variety of administrative details.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Organize complex material and summarize discussions and actions taken in report form.  
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.  
Compose effective correspondence independently.  
Answer telephones and greet the public courteously.  
Maintain a variety of complex and confidential files and records.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Train and provide work direction to others.  
Understand and follow oral and written directions.  
Work independently with little direction.

**Education and Training:**

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

**Experience:**

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

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

**SPECIAL REQUIREMENTS**

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

Valid California driver's license.

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

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

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Evening and variable 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 in person and on the telephone. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials.

***AMERICANS WITH DISABILITIES ACT***

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

**HAZARDS**

Potential contact with dissatisfied or abusive individuals.

**APPOINTMENT**

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

Incumbents in this classification are members of the classified service, but by action of the Board of Education on 8/21/1997 are exempt from obtaining permanent status in their positions per the provisions of Education Code Section 45272(b).

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