

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

MEETING AGENDA

Regular Meeting  
B Building Room 29  
July 9, 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 25, 2015 1-4
5. **RECEIVE** correspondence and refer to the proper order of Business or to the Interim Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Senior Systems Analyst 5-6
2. **APPROVE** the certification of Custodian eligibility list 15-0141-0139 established July 10, 2015 7
3. **APPROVE** the certification of Health Assistant eligibility list 15-0172-5170 established June 30, 2015 7
4. **APPROVE** the certification of Risk Management Technician eligibility list 15-0149-5106 established July 10, 2015 7
5. **APPROVE** the certification of Senior Health Assistant eligibility list 15-0171-5174 established July 6, 2015 7

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the creation and allocation of the following classification: 8-14  
Create the classification of Benefits Analyst  
Allocate the classification of Benefits Analyst to salary range 35 CO

2. **APPROVE** the following High School Grounds Supervision Reorganization items: 15-26  
Adopt the revised classification specification for Grounds Crew Supervisor  
Reclassify the Grounds Supervisor – High School incumbents to the Grounds Crew  
Supervisor classification.  
Abolish the classification of Grounds Supervisor – High School

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

July 23, 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 25, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, June 25, 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 Stacey Lewis.

**ROLL**

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

Present: Stacey Lewis  
Terence Ulaszewski  
Linda Vaughan

**STAFF MEMBERS  
PRESENT**

Anne Follett, Human Resources Technician; Marilyn Balmer, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Susan Brister, Human Resources Technician; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Marin Loeun, Human Resources Technician; Judith Lopez, Human Resources Technician.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Juan Garcia, CSEA Chief Job Steward; d'Ann Madore, CSEA Labor Relations Representative; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President – Unit A.

**MINUTES OF REGULAR  
MEETING APPROVED**

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously, to approve the minutes of the Regular Meeting of June 11, 2015.

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

**MINUTES OF SPECIAL  
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 29, 2015.

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

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM INTERIM**

Marilyn Balmer, Interim Executive Officer, reported on items of interest from the Board of Education meeting on June 18, 2015. Several administrative changes were approved, nine students participating in the ACT-SO program will be visiting Philadelphia to participate in the Scientific Olympics, Henry Elementary has earned national honors for their Spanish dual immersion program and LBUSD Class of 2015 have received over 96 million dollars in scholarships.

Ms. Balmer also provided an update on the painting project for the Monroe site. The painting will occur in 2 phase. Phase 1 will be the lead stabilization and removal. During this phase all rooms, doors and windows to the outside must remain closed and sealed. Phase 2 is the painting phase and odorless paint will be used. The commissioners and guests were concerned and asked if Phase 1 of the project could be completed on the weekend when no staff or guests are on site. Staff was directed to gather additional information and explore if there are other options such as adjusted work schedules during the project.

Maria Braunstein, Personnel Analyst, reported she, Marin Loeun, Human Resources Technician, and Kasey Noble, Human Resources Technician attended the Long Beach Job Fair hosted by Pacific Gateway. The event was organized very well and attended by over 1000 job seekers.

Mary Cates, Human Resources Supervisor, provided the Commission an update on the status of summer school and assignments.

**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 agenda items 1, 5, 6, 7, 8, 9, 10, 11, and 12.

1. **RATIFY** job announcement bulletin for Campus Security Officer
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant- Bilingual Spanish
6. **RATIFY** job announcement bulletin for Intermediate Office Assistant- Schools Bilingual Spanish
7. **RATIFY** job announcement bulletin for Plant Supervisor I
8. **APPROVE** the certification of Custodian eligibility list established June 17, 2015
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list established June 26, 2015
10. **APPROVE** the certification of Instructional Aide-Special eligibility list established June 12, 2015
11. **APPROVE** the certification of School Safety Officer eligibility list established June 11, 2015
12. **APPROVE** the certification of Senior Locksmith eligibility list established June 23, 2015

After discussion a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify consent agenda items 2, 3 and 4.

2. **RATIFY** job announcement bulletin for High School Office Supervisor

3. **RATIFY** job announcement bulletin for Intermediate Office Assistant

4. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Schools

#### OLD BUSINESS

None

#### NEW BUSINESS

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 temporary upgrade of Marilyn Balmer to Interim Executive Officer, Personnel Commission and Classified Employment, effective June 12, 2015

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to abolish the classification of Receptionist

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 creation and abolishment of the following:

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

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 reclassification request and revision to classification specifications:

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)

#### OTHER ITEMS

Ms. Lewis and Ms. Vaughan thanked Mr. Ulaszewski and Ms. Braunstein for their work on the Executive Officer, Personnel Commission and Classified Employment recruitment. They also thanked Patricia Heineke for her service as the Interim Executive Officer.

Ms. Lewis spoke of the collaboration of the City of Long Beach and their commitment to supporting LBUSD students and the community. The city has launched several programs to benefit the students and the community including but not limited to the Summer Reading Program, Movies at the Beach and the Summer Concert series. She encouraged everyone to participate.

The Commissioners congratulated all LBUSD graduates and commended the District on the organization of the graduations.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be July 9, 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 9:00 a.m. to discuss the appointment and employment of Executive Officer, Personnel Commission and Classified Employment.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:11 a.m. No reportable actions were taken.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:12 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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Stacey Lewis, Chairperson

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Marilyn Balmer, Interim Executive Officer



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment 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/)

## SENIOR SYSTEMS ANALYST - 5120

**Final Filing Date: 4:30 p.m., Monday, July 20, 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>	\$6,772	\$7,143	\$7,537	\$7,951	\$8,389
<u>HOURLY:</u>	\$39.07	\$41.21	\$43.49	\$45.88	\$48.40

**JOB INFORMATION:** Permanent 12-month 100% position. The current vacancy is located at Information Systems.

**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 general direction, a Senior Systems Analyst serves as a technical lead for project groups engaged in analyzing, designing and implementing the District's student information and business software application systems. Incumbents focus on client needs and satisfaction and provide responsiveness to client requests and department staff, as well as performing technical development work. Incumbents also serve as a Database Administrator and plan, coordinate and oversee the configuration, development and implementation of assigned Oracle and DB2 relational databases and District-wide application systems; and perform related duties as assigned.

**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.

### 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:

Bachelor's degree in computer science or a closely related field.

#### EXPERIENCE:

Four years of experience in web applications systems and database development, programming, testing, modification and administration. Experience in a lead or supervisory capacity is highly desirable.

#### SPECIAL REQUIREMENTS:

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

#### WORKING ENVIRONMENT

Office environment; Extended viewing of a computer monitor; Driving a vehicle to conduct work; Occasional evening or variable hours.

#### 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 and make presentations; Sitting for extended periods of time.

**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 16-0002-5120 dp  
Dual 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 IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: July 9, 2015

Reason for  
Consideration: Approval

**Custodian** Open/Continuous 15-0141-0139

List Valid: 07/10/15 – 07/10/16

Total applications received: 111 Total invited to exam: 35

No. Passed: 14 No. Failed: 2 No. Withdrew: 19 No. Screened Out: 76

**Health Assistant** Dual 15-0172-5170

List Valid: 06/30/15 – 06/30/16

Total applications received: 40 Total invited to exam: 16

No. Passed: 10 No. Failed: 1 No. Withdrew: 5 No. Screened Out: 24

**Risk Management Technician** Dual 15-0149-5106

List Valid: 07/10/15 – 07/10/16

Total applications received: 89 Total invited to exam: 25

No. Passed: 10 No. Failed: 7 No. Withdrew: 8 No. Screened Out: 64

**Senior Health Assistant** Dual 15-0171-5174

List Valid: 07/06/15 – 07/06/16

Total applications received: 23 Total invited to exam: 10

No. Passed: 9 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 13

CERTIFIED TO BE CORRECT: Marilyn Balmer DATE: July 1, 2015



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

July 1, 2015

**TO:** Personnel Commission

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

**SUBJECT:** Creation of New Classification – Benefits Analyst

### **Background and Findings**

The Employee Benefits unit of the Risk Management department is staffed with a Benefits Coordinator (salary range 48 M2) who supervises two Risk Management Technicians (salary range 24 CO). The Workers' Compensation unit of the department is staffed with an Insurance Coordinator (salary range 48 M2) who supervises a Risk Management Technician and a Return to Work Specialist (salary range 35 CO).

Since the introduction of the District's annual maximum ("the cap") and the Affordable Care Act (ACA), the workload of the Benefits unit has changed from administration of the existing benefits plan to providing analytical support to the Health Benefits Committee and guiding plan design changes. Plan changes involve vendor management, ongoing communications, data analysis, and technical system changes.

In June 2015, two of the Risk Management Technicians (one in each unit) retired and a reorganization plan for the Benefits unit was approved by District administration. The proposed structure of the Benefits unit includes abolishment of the two vacant Technician positions and creation of a new confidential classification of Benefits Analyst to assist the Coordinator in the day-to-day management of benefit plans, interaction with carriers and vendors, development of RFP's (Request For Proposal), plan design, data analysis, creation of reports and benefit studies.

The Benefits Analyst classification is recommended to be designated as confidential due to the fact incumbents will be expected to conduct research and collect data to be utilized in collective bargaining activities and directly participate in negotiations. These activities fall under the California definition of a confidential employee "...an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions." Confidential designations within LBUSD are reviewed and approved by the Employee Relations Office. The Director of Employee Relations has reviewed the proposed classification specification and is in agreement

with the confidential designation. Attached is a copy of the proposed Benefits Analyst classification.

The new structure will also create an Intermediate Office Assistant position that will process paperwork and benefit terminations, sort mail, answer phones and provide general customer service.

### Salary Placement

Staff conducted a compensation study of the proposed class of Benefits Analyst. Local agencies typically used for salary surveys were surveyed for compensation comparison. However, the results of the survey did not provide a clear guideline for salary placement and instead staff looked at internal relationships with existing classifications.

When looking at internal comparisons between the proposed classification and existing classifications at LBUSD, there are similarities between the unique field of specialty and minimum qualifications with other confidential and management classes at salary range 35. The Associate Personnel Analyst and Associate Analyst – Human Resource Services classes also require a bachelor's degree and two years of directly related experience. Previous management experience is preferred. The Associate Educational Research Analyst requires a bachelor's and one year of directly related experience.

The Return to Work Specialist classification (salary range 35 CO) is found in the Workers' Compensation unit of the department. The class requires a bachelor's degree and two years of directly related experience. The proposed Benefits Analyst classification requires the same.

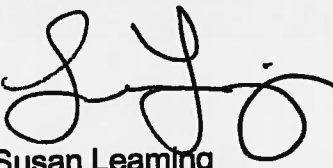
Therefore, in the absence of salary data dictating a higher range, staff believes salary placement at range 35 (CO) appears appropriate based on internal relationships with existing classes at range 35 and within the Risk Management department.

### Recommendations

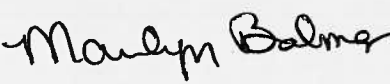
Staff recommends the Personnel Commission:

1. Create the classification of Benefits Analyst
2. Allocate the classification of Benefits Analyst to salary range 35 CO

Prepared by:

  
Susan Leaming  
Personnel Analyst

Approved and Recommended:

  
Marilyn Balmer  
Interim Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 35 (CO)**

### **BENEFITS ANALYST**

#### **JOB SUMMARY**

Under administrative direction, perform highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs; participate in reviewing, selecting and negotiating benefit plans, vendors and providers; train and evaluate the performance of assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Perform highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403 (b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations. **E**
- Participate in the reviewing, selecting and negotiating of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts and amendments. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Assure confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefit matters; maintain confidentiality of sensitive and privileged information. **E**
- Participate in the coordination of District-wide open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks and brochures. **E**
- Serve as a liaison between the District and insurance company representatives, agents and vendors; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. **E**
- Review health benefit activities including the transmittal of data to plan vendors; assure compliance with policies and procedures and proper payment to vendors for covered employees and retirees. **E**
- Monitor and review plan effectiveness and vendor compliance with contract requirements and performance guarantees; analyze health benefit trends and practices related to District sponsored plans. **E**

- Develop and recommend policies, regulations and collective bargaining contracts related to employee health and welfare insurance benefits; research issues for collective bargaining purposes; participate in negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters. *E*
- Communicate with District employees, administrators, retirees, and outside agencies such as insurance providers and the District's broker/consultant to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues;
- Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. *E*
- Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees. *E*
- Participate in the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; review and approve financial reports and bank reconciliations. *E*
- Prepare a wide variety of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Requests for Proposals, policies, manuals and contracts. *E*
- Provide technical expertise and information to administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Participate in the development and preparation of preliminary budgets for assigned activities; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Participate in the development, implementation and management of benefits management information systems. *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. *E*
- Serve as a member of assigned committees such as the Health Benefits Committee; prepare and deliver oral presentations as requested. *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**

A Benefits Analyst performs highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403 (b) and 457(b) plans, retirement and life insurance plans. An incumbent will participate in reviewing, selecting and negotiating benefit plans, vendors and carriers. Incumbents function well in a client services environment where positive outcomes and customer satisfaction are highly valued and important. While the work is performed under administrative direction, incumbents are expected to exercise independent judgement and initiative.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Planning, organization and administration of employee benefit programs.  
Methods, practices and procedures used in benefits administration and contract negotiations.  
Regulatory agencies governing health and welfare insurance.  
Principles and practices of collective bargaining agreements.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Budgeting and accounting practices regarding monitoring and control.  
Research methods and report writing techniques.  
Record-keeping techniques.  
Principles and practices of assuring high-quality customer service.  
Principles and practices of training and supervision.  
Public speaking techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.

**Ability to:**

Perform highly responsible and professional benefits administration duties related to the District's employee health and welfare insurance benefits programs.  
Prepare and supervise the preparation of a variety of auditable records, files and reports.  
Analyze situations accurately and adopt an effective course of action.  
Analyze, interpret and explain legal contract language.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Train, supervise and evaluate the work of others.  
Prepare and deliver oral presentations.  
Work confidentially with discretion.  
Compose complex communications and informational materials.

Review the accounting activities of benefit programs and contracts.  
Participate in the development and preparation of preliminary budgets.  
Monitor expenditures.  
Analyze and develop work methods, procedures and schedules.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Work independently with little direction.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

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

**Experience:**

Two years of employee benefits administration experience. Experience in a management or supervisory capacity is preferred. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly preferred.

A master's degree in public, business, human resources administration or a closely related field may be substituted for one year of the required experience.

Certified Employee Benefit Specialist (CEBS) certification is highly 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 environment.  
Driving a vehicle to conduct work.  
Potential for contact with dissatisfied or abusive individuals.

**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 or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file 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 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."*

July 1, 2015

**TO:** Personnel Commission

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

**SUBJECT:** High School Grounds Supervision Reorganization

### Background and Findings

Grounds Crew Supervisors (salary range 26 S1) oversee and participate in the work of one or more crews assigned landscaping, tree trimming, athletic field repair and maintenance, and general grounds maintenance tasks at assigned sites. Incumbents report to Grounds Services.

Grounds Supervisor – High School (salary range 26 S1) incumbents oversee and participate in grounds maintenance activities at an assigned comprehensive high school site. Incumbents report directly to the site principal.

Effective July 1, 2015 the six incumbents in the Grounds Supervisor – High School classification began reporting to Grounds Services instead of reporting to the principal at their assigned high school. The Director of Transportation, who oversees Grounds Services, requested staff combine the two classifications, as the comprehensive high schools will no longer have a Grounds Supervisor located on their campus. Instead, the high schools will now be assigned a grounds crew and the Grounds Crew Supervisor will rotate between two or more sites. This reorganization will allow for increased flexibility to provide efficient and cost-effective grounds services to sites.

The two classifications are paid the same at salary range 26 S1. A review of the class descriptions reveals that the duties, knowledge, abilities, education, experience and special requirements of the classes are virtually identical with the exception of the work location and select duties related to the preparation of high school athletic fields. These duties have been shifted to the Grounds Crew Supervisor description.

When an incumbent is reclassified based on a sudden reorganization, 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 review 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 the Grounds Supervisor – High School incumbents are qualified to assume the duties of the Grounds Crew Supervisor classification.

The Director of Transportation has met with the affected employees who are aware of the reorganization and resulting lateral reclassification.

### Recommendations

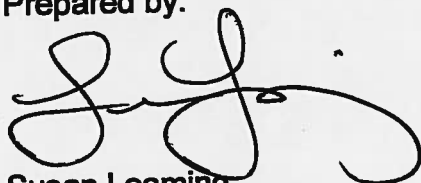
Staff recommends the Personnel Commission:

1. Adopt the revised classification specification for Grounds Crew Supervisor
2. Reclassify the following Grounds Supervisor – High School incumbents to the class of Grounds Crew Supervisor:

<u>Incumbent</u>	<u>Hire Date in Class</u>
Robert Maldonado	7-1-2002
Ramon Gonzalez	7-1-2002
John Magsby	8-29-2006
Robert Madison	9-23-2009
Roberto Vidal	11-15-2013
Phillip Maidel	12-19-2013

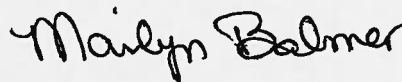
3. Abolish the classification of Grounds Supervisor – High School

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Marilyn Balmer  
Interim Executive Officer



## PERSONNEL COMMISSION

Class Code: 0605  
Salary Range: 26 (\$1)

### GROUNDS CREW SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, coordinate, ~~supervise~~ organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, ~~and landscaped areas and athletic fields~~; supervise, 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.*

- Plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas and athletic fields. E ~~Organize and schedule grounds maintenance activities according to school needs; prioritize.~~
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E
- Prioritize, assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District groundswork lead. E
- ~~Recommend employee transfers, reassignment, termination and disciplinary actions;~~ Coordinate materials, methods and tools to be used on assigned projects; assure activities comply with established safety guidelines and procedures. E
- Oversee and participate in the planting, cultivation, pruning, spraying, fertilization and irrigation of flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks; oversee major landscaping of grounds at school sites. E
- ~~Supervise~~ Oversee and participate in the mowing, edging, trimming and watering of lawns, and major repair to athletic fields and other turf grounds; prepare soil for fertilization utilizing a hoe, rototiller or other tools; fertilize soil; water various grounds areas by hand or by operating the irrigation system. E
- ~~Supervise~~ Oversee and participate in the pruning and removal of trees including the utilization of stump grinder and aerial lift trucks. E
- Operate a variety of power-driven equipment such as tractors, mowers, skip loaders, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and other equipment used in grounds maintenance work; utilize standard

- gardening hand tools such as rakes, hoes and shovels; drive a District truck to conduct work. *E*
- Oversee and participate in the application of pest control methods to eradicate weeds, rodents and other pests utilizing appropriate chemicals according to established procedures. *E*
- Operate sprinkler systems; manually engage or set automatic time clocks; repair and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. *E*
- Assure proper training and support for staff including safe work practices and other related topics; prepare requests for needed safety equipment; communicate with employees on safety violations and report unsafe conditions to appropriate personnel. *E*
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. *E*
- Confer with District staff to request and schedule services and repairs; submit work orders; inspect work performed; identify problems and discuss with supervisors to assure accuracy and completeness of services and repairs. *E*
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas; water infields and tracks for stabilization. *E*
- Participate in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned. *E*
- Monitor inventory levels of grounds maintenance supplies, materials and equipment; order and maintain inventory of supplies, materials and equipment as directed. *E*
- Prepare and maintain a variety of records, logs and reports related to personnel, equipment and assigned activities. *E*
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to grounds maintenance activities. *E*
- ~~• Evaluate the performance of assigned personnel and prepare required evaluation reports; adjust employee grievances.~~ *E*
- Attend and participate in assigned meetings.

*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**

Grounds Crew Supervisors plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas and athletic fields. Incumbents supervise and participate in the work of one or more crews assigned landscaping, tree trimming, athletic field repair and general groundskeeping maintenance tasks at various school and District sites.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Grounds maintenance procedures including mowing, edging, raking and weeding.  
Methods, equipment and materials used in gardening and groundskeeping work.  
Principles and practices of supervision and training.  
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.  
Laws, codes, regulations, policies and procedures related to groundskeeping activities.  
Operation and maintenance of hand and power tools and equipment used in groundskeeping such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.  
Herbicides and other chemicals used in grounds maintenance.  
Methods and materials used in controlling pests, insects and weeds.  
Proper operation of heavy grounds equipment including tractors and skip loaders.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations as established by the State Education Code and District.

### **Ability to:**

Plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas and athletic fields.  
~~Plan, coordinate, supervise and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.~~  
Supervise, train and evaluate the performance of assigned personnel.  
Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.  
Assure athletic fields are maintained in a safe condition.  
Operate hand and power tools and other equipment used in grounds maintenance such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.  
Operate heavy grounds equipment such as tractors and skip loaders.  
Assure activities comply with established safety guidelines and procedures.  
Perform routine maintenance on grounds maintenance equipment.  
Apply specialized chemicals to control and eradicate weeds, insects and other pests.  
Understand and follow oral and written instructions.  
Work independently with little direction.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations as established by the State Education Code and District.  
Plan and organize work.  
Prioritize and schedule work.  
Monitor, order and maintain inventory of groundskeeping supplies and equipment.

**Education and Training:**

Graduation from high school.

**Experience:**

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired.

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.

Applicants for this classification are required to submit a Qualified Pesticide Applicator's license or certificate issued by the California Department of Pesticide Regulation at the time of application.

**WORKING ENVIRONMENT**

Outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases.  
Driving a District ~~truck-vehicle~~ to conduct work.  
Working around and with machinery having moving parts.  
Exposure to chemicals used in pest control and weed abatement.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate grounds maintenance equipment.  
Bending at the waist, kneeling, stooping or crouching.  
Walking or standing for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position.  
Heavy physical labor.  
Seeing to perform grounds work.  
Digging.

***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.

Revised: 10/24/02

Revised: 7/10/2008

Revised: 10/30/08

Revised:



## PERSONNEL COMMISSION

**Class Code: 5032**  
**Salary Range: 26 (S1)**

### GROUNDS SUPERVISOR - HIGH SCHOOL

#### JOB SUMMARY

Under general supervision, plan, coordinate, supervise and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, and athletic fields; train, evaluate and provide work direction and guidance to 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 supervise grounds maintenance activities according to needs of the High School site and/or other assigned sites; assign, prioritize and schedule grounds maintenance duties to assigned personnel. **E**
- Recommend employee transfers, reassignment, termination and disciplinary actions; coordinate materials, methods and tools to be used on assigned projects; assure activities comply with established safety guidelines and procedures. **E**
- Supervise and perform various grounds maintenance tasks: planting, cultivating, pruning, spraying, fertilizing and irrigating flowers, trees, grass and shrubs; hoeing and pulling weeds and raking leaves; edging walkways; sweeping litter from walks and driveways; picking up and disposing of cuttings, branches, leaves and other debris. **E**
- Supervise and perform mowing, edging, trimming, and watering lawns, fields and other turf grounds; preparing soil for fertilization utilizing a hoe, rototiller or other tools; fertilizing soil; watering various grounds areas by hand or by operating the irrigation system. **E**
- Assign personnel or operate a variety of power-driven equipment such as tractors, mowers, skip loaders, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and other equipment used in grounds maintenance work; utilize standard gardening hand tools; drive a District truck to conduct work. **E**
- Oversee and participate in the application of pest control methods to eradicate weeds, rodents and other pests utilizing appropriate chemicals according to established procedures. **E**
- Operate sprinkler systems; manually engage or set automatic time clocks; make minor repairs and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. **E**

- Assure proper training and support for staff including safe work practices and other related topics; prepare requests for needed safety equipment; communicate with employees on safety violations and report unsafe conditions to appropriate personnel. *E*
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. *E*
- Confer with District staff to request and schedule services and repairs; inspect work performed; identify problems and discuss with supervisors to assure accuracy and completeness of services and repairs. *E*
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas and watering infields and tracks for stabilization. *E*
- Assist in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned. *E*
- Monitor inventory levels of grounds maintenance supplies, materials and equipment; order and maintain inventory of supplies, materials and equipment as directed. *E*
- Prepare and maintain a variety of records, logs, and reports related to personnel, equipment and assigned activities. *E*
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to grounds maintenance activities at the High School site. *E*
- Evaluate the performance of assigned personnel and prepare required evaluation reports. *E*
- Maintain records related to work orders and grounds maintenance activities.
- Attend and participate in assigned meetings.

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

### **DISTINGUISHING CHARACTERISTICS**

A Grounds Supervisor - High School supervises and participates in the work of a groundskeeping crew for general grounds maintenance and athletic field preparation at a District High School and/or other assigned sites. Incumbents are supervised by and report directly to a school site administrator.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Grounds maintenance procedures including mowing, edging, raking and weeding.  
 Methods, equipment and materials used in gardening and groundskeeping work.  
 Principles and practices of supervision and training.  
 Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Laws, codes, regulations, policies and procedures related to groundskeeping activities.  
Operation and maintenance of hand and power tools and equipment used in groundskeeping such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.  
Herbicides and other chemicals used in grounds maintenance.  
Methods and materials used in controlling pests, insects and weeds.  
Proper operation of heavy grounds equipment such as tractors and skip loaders.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations as established by the State Education Code and District.

**Ability to:**

Plan coordinate, supervise and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.  
Supervise, train and evaluate the performance of assigned personnel.  
Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.  
Plan and supervise the maintenance of athletic areas in a safe condition.  
Operate hand and power tools and other equipment used in groundskeeping such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.  
Assure activities comply with established safety guidelines and procedures.  
Perform routine maintenance on grounds maintenance equipment.  
Apply specialized chemicals to control and eradicate weeds, insects and other pests.  
Operate heavy grounds equipment such as tractors and skip loaders.  
Understand and follow oral and written instructions.  
Work independently with little direction.  
Maintain records.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations as established by the State Education Code and District.  
Plan, supervise and organize work of others.  
Prioritize and schedule work.  
Monitor, order and maintain inventory of groundskeeping supplies and equipment.

**Training:**

Graduation from high school.

**Experience:**

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired.

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.

Applicants for this classification are required to submit a Qualified Pesticide Applicator's license or certificate issued by the California Department of Pesticide Regulation at the time of application.

**WORKING ENVIRONMENT**

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a District truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

***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: 10/24/2002

Revised: 8/9/2007

Revised: 7/10/2008

Rev.: 10/30/2008