

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
December 21, 2017

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
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 December 7, 2017 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Secretary 5-6
2. **RATIFY** job announcement bulletin for Senior Systems Analyst 7-8
3. **APPROVE** the certification of Custodian 18-0017-0139 eligibility list established December 14, 2017 9
4. **APPROVE** the certification of High School Office Supervisor 18-0046-3349 eligibility list established December 20, 2017 9
5. **APPROVE** the certification of High School Office Supervisor 18-0046-3349 eligibility list established December 20, 2017 9
6. **APPROVE** the certification of Instructional Aide-Special 18-0045-0448 eligibility list established December 15, 2017 9
7. **APPROVE** the certification of Maintenance Manager 18-0015-0567 eligibility list established December 11, 2017 9

8. **APPROVE** the certification of Staff Secretary 18-0038-3364 eligibility list established November 30, 2017 9
9. **APPROVE** the certification of Staff Secretary- Bilingual Spanish 18-0039-5085 eligibility list established November 30, 2017 9

### III. OLD BUSINESS

### IV. NEW BUSINESS

1. **APPROVE** the following: 10-14  
Revise the classification specification for Associate Educational Research Analyst
2. **APPROVE** the following: 15-22  
Revised classification and title of Maintenance Accounting Supervisor  
Direct all positions and employment lists be reclassified for the purpose of title change only
3. **DISCUSS** the following: 23-24  
Revision to the Rules and Regulations of the Classified Service, Chapter X (First Reading)
4. **DISCUSS** the facility use of the Monroe site due to Measure E Projects

### V. OTHER ITEMS

### VI. NEXT REGULAR MEETING

January 18, 2018 at 8:15 a.m. in Building B, Room 29

### VII. CLOSED SESSION

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

### VIII. ADJOURNMENT

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

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

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

MINUTES

Regular Meeting

December 7, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, December 7, 2017 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF  
ALLEGIANCE

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

ROLL

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

Present: Linda Vaughan  
Stacey Lewis  
Terence Ulaszewski

STAFF MEMBERS  
PRESENT

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

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Valeeta Pharr, CSEA Chapter 2 President; Adrianne Rambo, CSEA Vice-President-Unit A; Juan Garcia, CSEA Chief Job Steward; Brittany Jones, CSEA Labor Relations Representative; and Emily Wright, CSEA Labor Relations Representative.

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of November 9, 2017.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE  
OFFICER

Kenneth Kato, Executive Officer, attended the Confidential and Supervising Secretaries Association (CASSA) meeting on November 14, 2017 to present on questions regarding the Personnel Commission and the Merit System.

Mr. Kato reported that he presented the 2016-2017 Personnel Commission Annual Report to the Board of Education on November 15, 2017. The report was well-received by the Board. Commissioner Ulaszewski and Commissioner Vaughan were also present at the workshop. Mr. Kato informed the Commission of the positive recognition received from the Board of Education for the hard work of Personnel Commission staff over the last fiscal year. Mr. Kato informed the Commission that a video of the annual report presentation is available online on the Board of Education's webpage.

Mr. Kato informed the Commission that the staff will be welcoming a new Plant Supervisor, Noel Aguirre, to the Monroe site.

Mr. Kato reported on site changes regarding the Monroe site and the Measure E projects. Monroe will hold four departments, the Personnel Commission (PC), Child Development Center (CDC), Winners Reaching Amazing Potential (WRAP) and Cleveland Elementary School, grades 3 through 5. Mr. Kato informed the Commission that a representatives from Facilities will be invited to discuss the facility use of the Monroe site due to Measure E Projects at the December 21, 2017 Personnel Commission Meeting.

Mr. Kato informed the Commission that Personnel Commission staff received Mandated Child Abuse Training by Tom Hickman, Chief of School Safety and Emergency Preparedness, due to students attending the Monroe site starting January 2018.

Maria Braunstein, Personnel Analyst, reported on Recruitment and Testing activities. Ms. Braunstein informed the Commission of the upcoming examination and recruitment schedule.

Dale Culton, Certification Services Manager, reported that staff has been working on placing an alert in the AESOP system to ensure substitutes are assigned to the correct locations as sites will be moving because of Measure E Projects.

Mary Cates, Human Resources Supervisor, reported that she and staff are working with school sites in obtaining a list of their employees assigned to the Monroe site due to the Measure E projects. Ms. Cates informed the Commission that the online summer employment applications will be available on January 29, 2018. Ms. Cates reported on ongoing processing efforts to assure employee information are properly reflected in the payroll system so employees will be paid appropriately at the correct locations.

Susan Leaming, Personnel Analyst, reported on facilitating a CPR/First Aid training workshop for the Nutrition Services Department on November 15, 2017. Ms. Leaming notified the Commission that approximately 40 classified employees from Nutrition Services were trained.

Mr. Kato informed the Commission that the Board of Education Meeting on December 21, 2017 has been canceled and will resume on January 17, 2018.

CONSENT AGENDA      Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski , and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-9.

1.    **RATIFY** job announcement bulletin for Network Specialist
2.    **RATIFY** job announcement bulletin for Nutrition Services Worker
3.    **RATIFY** job announcement bulletin for Transportation Supervisor (Extended Deadline)
4.    **RATIFY** job announcement bulletin for Truck Driver
5.    **APPROVE** the certification of District Security Officer 18-0026-5202 eligibility list established December 8, 2017
6.    **APPROVE** the certification of Instructional Aide-Special 18-0025-0448 eligibility list established December 5, 2017
7.    **APPROVE** the certification of Instructional Aide-Special 18-0044-0448 eligibility list established December 5, 2017
8.    **APPROVE** the certification of Plant Utilities Operator 18-0035-3308 eligibility list established October 20, 2017
9.    **APPROVE** the certification of School Security Officer 18-0005-5014 eligibility list established December 8, 2017

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

OLD BUSINESS              None

- NEW BUSINESS              1.    **DISCUSS** the seniority conversion of classified seniority to date of hire

Mr. Kato provided an update on the classified seniority calculations from hours worked to date of hire. CSEA, Employee Relations, and Personnel Commission have collaborated in providing information to classified employees. Mr. Kato explained that the deadline for employees to respond to the Seniority Acceptance of Agreement is March 31, 2018.

David Zaid, Director of Employee Relations, presented to the Commission the seniority conversion tutorial video that classified employees will have access to online. Mr. Zaid and Mr. Kato explained that assistance that will be available to all classified employees during a three month audit phase and will be finalized on April 16, 2018.

2. **APPROVE** the recommendation to remove from eligibility list ID 11641523

The Commission moved New Business Item 2 to Closed Session.

#### OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission of the CalPERS Special Power of Attorney form and its importance to employees.

Mr. Kato announced Commissioner Ulaszewski's reappointment as a member of the Long Beach Unified School District Personnel Commission.

Ms. Pharr introduced Brittany Jones, CSEA Labor Relations Representative and Emily Wright, CSEA Labor Relations Representative.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 18, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

#### CLOSED SESSION

The Personnel Commission retired into closed session at 9:06 a.m.

#### OPEN SESSION

The Personnel Commission returned to open session at 9:22 a.m. The following action was taken:

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 11641523.

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

#### ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:25 a.m. with the consent of the members.



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## EXECUTIVE SECRETARY

### FINAL FILING DATE:

4:30 p.m., Wednesday, December 27, 2017

### REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Office of the Assistant Superintendent of Elementary Schools.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

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

### EXPERIENCE:

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

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

### SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 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.

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

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

### SALARY RANGE HOURLY:

START: \$29.58  
6 MONTHS: \$31.20  
1 ½ YEARS: \$32.92  
2 ½ YEARS: \$34.74

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0059-0678 SF

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

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

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

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





# RECRUITMENT EXTENDED CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR SYSTEMS ANALYST

### FINAL FILING DATE:

4:30 p.m., Friday, January 5, 2018

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

### JOB SUMMARY:

Under general direction, analyze work procedures of application systems and coordinate the work of project groups engaged in analyzing, designing, accessing and implementing the District's student information and business software application systems; serve as the database administrator for a major District-wide application system such as the payroll or financial system; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND 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.

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

### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START: \$41.85  
6 MONTHS: \$44.14  
1 ½ YEARS: \$46.57  
2 ½ YEARS: \$49.13  
3 ½ YEARS: \$51.84

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0048-5120 SF

LBUSD employees, please see reverse side for  
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*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.*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 9

Date: December 21, 2017

Reason for  
Consideration: Approval

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**Custodian**

List Valid: 12/14/17-12/14/18

Total applications received: 256

No. Passed: 50      No. Failed: 46

**Dual**

**18-0017-0139**

Total invited to exam: 157

No. Withdrew: 61      No. Screened Out: 99

**High School Office Supervisor**

List Valid: 12/20/17-12/20/18

Total applications received: 70

No. Passed: 2      No. Failed: 5

**Open**

**18-0046-3349**

Total invited to exam: 15

No. Withdrew: 8      No. Screened Out: 55

**High School Office Supervisor**

List Valid: 12/20/17-12/20/18

Total applications received: 35

No. Passed: 2      No. Failed: 11

**Promotional**

**18-0046-3349**

Total invited to exam: 17

No. Withdrew: 4      No. Screened Out: 18

**Instructional Aide-Special**

List Valid: 12/15/17-12/15/18

Total applications received: 38

No. Passed: 7      No. Failed: 0

**Open**

**18-0045-0448**

Total invited to exam: 10

No. Withdrew: 3      No. Screened Out: 28

**Maintenance Manager**

List Valid: 12/11/17-12/11/18

Total applications received: 65

No. Passed: 11      No. Failed: 19

**Dual**

**18-0015-0567**

Total invited to exam: 44

No. Withdrew: 14      No. Screened Out: 21

**Staff Secretary**

List Valid: 11/30/17-11/30/18

Total applications received: 282

No. Passed: 33      No. Failed: 95

**Dual**

**18-0038-3364**

Total invited to exam: 187

No. Withdrew: 59      No. Screened Out: 95

**Staff Secretary-Bilingual Spanish**

List Valid: 11/30/17-11/30/18

Total applications received: 128

No. Passed: 7      No. Failed: 44

**Dual**

**18-0039-5085**

Total invited to exam: 78

No. Withdrew: 27      No. Screened Out: 50

CERTIFIED TO BE CORRECT: Kenneth Kato      DATE: December 15, 2017

# PERSONNEL COMMISSION



December 14, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Class Specification

## Background and Findings

The Assistant Superintendent of Research, Planning and Evaluation recently reviewed the Associate Educational Research Analyst class specification while initiating recruitment activities and requested staff make minor revisions.

Structured Query Language (SQL) and SQL Server Reporting Services (SSRS) was added to the description. In the Physical Demands section, the lifting requirement was lowered to 15 pounds because testing materials are now mostly online, negating the need to lift and move heavy boxes.

The Assistant Superintendent, Research, Planning and Evaluation has reviewed and approved the proposed modifications to the classification specifications.

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

Prepared by:

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

Susan Leaming  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K 3K".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3368  
Salary Range: 35 (M2)

### ASSOCIATE EDUCATIONAL RESEARCH ANALYST

#### JOB SUMMARY

Under immediate supervision, ~~to assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; to assist in the planning, organization, design and implementation of educational evaluation studies and reporting of study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; assist in the evaluation and reporting of District, State and federal academic or assessment programs; and to perform related duties as required 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.*

- ~~• Create, implement and monitor master exam tracking schedule for schools and warehouse to assure compliance with state and federal education department requirements; timely distribution and return of a variety of student demographics, achievement tests, and other related materials to meet evaluation timelines. E~~
- Coordinate with Research management, school administration, educators and others to arrange for exam administration and student performance assessment and other time sensitive research activities necessary to assure that materials are completed and processed to meet evaluation timelines. **E**
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data are available to meet evaluation timelines. **E**
- Assist in the planning, design and implementation of educational research studies to produce recurring administrative reports such as the California Basic Educational Data Survey (CBEDS), enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. **E**
- Assist in the analysis and production of annual reports on the testing program compiling summary statistics scores and disaggregated distributions for specified student groups; participate in the analysis of validity and reliability measurements for performance assessments. **E**
- Contribute to a variety of evaluation reports on a variety of subjects. **E**
- Develop skills and strategies to analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information. **E**

- Develop simple data collection instruments appropriate to the program or subject matter being studied or surveyed using appropriate scaling techniques. *E*
- Assist in preparation of reports with explanations and interpretations of data in tabular, graphical and/or narrative form. *E*
- ~~Assist with the development and validation of standards based assessments and reporting strategies. *E*~~
- ~~Develop expertise to estimate time and resources for the conduct of studies, surveys and production of reports; set up and implement schedules of these activities. *E*~~
- Attend and participate in workshops, in-services, training and seminars, on the uses and purposes of research studies and program evaluation; attend a variety of meetings. *E*
- Use a variety of computer program software to input and retrieve data and manipulate data for statistical analyses and generating reports. *E*
- ~~Coordinate with Research Warehouse staff the establishment and maintenance of a testing materials inventory and oversee ordering of materials as necessary. *E*~~
- ~~May p~~Participate in the planning, directing, training and evaluation of the work of assigned staff. *E*
- Perform related duties as assigned.

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

## **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Educational Research Analyst series. An incumbent in this class participates in the design, analysis and reporting of the findings of the District's assessment programs, surveys, research projects and evaluation studies of varying scope and purpose. Incumbents are exposed to a broad variety of professional educational research assignments so that their knowledge and abilities will grow via on-the-job training. An incumbent works closely with professional supervisors/managers on a wide range of projects to develop reports, training materials, presentations and processes related to student data, testing and school programs. ~~and apply a variety of research methodologies and statistical analyses in determining the validity and reliability of assessments and studies.~~ The amount of supervision decreases as technical expertise and independent judgement increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have a solid foundation in general statistics and computer literacy skills, reading comprehension, and analytical and organizational skills.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Computer systems including hardware, software and data base management, including word processing and spreadsheet applications.

Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Educational research design and program evaluation.

Descriptive statistics.

Research methods and report writing techniques.

School district organization and operations.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

~~Computer systems including hardware, software and data base management, including word processing and spreadsheet applications.~~

**Ability to:**

Manage multiple tasks simultaneously, with multiple deadlines and minimal timeframes.

Effectively solve problems and seek solutions during evaluation processes

Analyze, interpret, evaluate and summarize data to produce reports.

Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Design and conduct educational research studies and surveys.

~~Acquire an understanding of and keep current in research design and statistical methodologies in education, psychology and the social sciences.~~

Apply specific statistical techniques correctly.

Prepare reports using tabular, graphical and narrative forms.

Produce accurate reports.

Proof and check complex data tables.

Write clear and concise reports, memos and instructions

Use computer on-line retrieval systems.

Maintain current knowledge of technological and other advances in the field.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Operate office equipment such as telephone, copier and computer and assigned software.

Establish and maintain effective collaborative working relationships with others.

Adapt to changing priorities and work assignments.

**Education and Training:**

Graduation from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field. ~~including upper division course work in statistics, research methodology and/or psychological testing is~~ desired. ~~required.~~

**Experience:**

One year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS) is required.

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

**WORKING ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Changing priorities.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment including a computer keyboard.  
Seeing to read hand written documents and other records or reports.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Lifting and carrying boxes weighing up to 1540 pounds.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/26/2000  
Revised: 3/28/2013  
Revised:



# PERSONNEL COMMISSION



December 7, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Class Specification

## Background and Findings

The Maintenance Director recently reviewed the Maintenance Budget and Accounting Supervisor (salary range 35 S1) class specification while initiating recruitment activities and worked with staff to update the title and duties. The classification was created in 2000 and has never been updated.

Since revisions to the specification were extensive and duties were reorganized, attached is draft copy of the revised class specification and a copy of the current class specification for review.

The Maintenance Director and the Executive Director - Fiscal Services have reviewed and approved the proposed modifications to the classification specification.

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Maintenance Accounting Supervisor, and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:

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

Susan Leaming  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 3365**  
**Salary Range: 35 (\$1)**

### **MAINTENANCE BUDGET AND ACCOUNTING SUPERVISOR**

#### **JOB SUMMARY**

Under direction, conduct complex work related to processing and tracking of accounting functions, budget analysis and funds tracking, project schedule analysis and tracking; write reports; 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 the general clerical, budget and accounting work of assigned personnel for District maintenance functions including file maintenance and documentation. **E**
- Coordinate requirements and projects with other district personnel. **E**
- Meet with management, site personnel, or others, including contractors, to coordinate maintenance branch projects and resolve situations that may arise with such work. **E**
- Confer with representatives of other public jurisdictions, consultants and vendors regarding maintenance projects, studies, and related situations. **E**
- Provide information to and assist state representatives with maintenance project program reviews. **E**
- Coordinate the collection and dissemination of construction project budget data and related statistical information or documents with other district offices and with local and state agencies. **E**
- Prepare or assist in compiling information and writing periodic or special reports. **E**
- Maintain budgetary expense records of maintenance projects. **E**
- Monitor and coordinate budget activities of maintenance projects such as phased payments and initiating budget transfers and revisions. **E**
- Prepare such documents as maintenance requests for services, requisitions, contract requests, etc., projects. **E**
- Operate a variety of office equipment such as calculator, multi-line telephone and personal computer with software. **E**
- Prepare and process budgetary/accounting related documents such as expense transfers and appropriation transfers. **E**
- Maintain the maintenance work order job cost accounting system. **E**
- Maintain budgetary and accounting functions for general upkeep, deferred maintenance, capital outlay, various grants and other programs. **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 Maintenance Budget and Accounting Supervisor monitors and maintains budgets and accounting functions of all maintenance and capital improvement programs applying considerable knowledge of budget and accounting functions in performing the work and meeting timelines. An incumbent demonstrates skill in assigning and organizing the work as a team leader and communicating with a variety of personnel within the District, state and local government personnel and others such as vendors and contractors. An incumbent will be expected to show initiative and exercise independent judgement

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

State of California application process for deferred maintenance programs, various grants, and special fund projects, including the required forms.

General principals and practices of accounting.

Modern data processing systems and procedures, preferably as used in a facility planning and construction for accounting, budgeting, charting, projections, and similar related business reports.

Principles of management, administration, and organization.

Budget preparation and administration.

Modern office equipment and procedures.

Principals of training and supervision.

**Ability to:**

Compile, organize, and present data in graphic, pictorial, tabular, written and oral form.

Prepare clear and comprehensive financial reports.

Speak effectively.

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

Plan and organize for, and be skilled at, estimating and understanding the effect and impact of governmental rules and regulations for budgetary purposes.

Write effective correspondence and reports.

Plan, organize, and supervise the work of others.

Schedule work and utilize assigned personnel effectively.

Set up and maintain appropriate records.

Understand and carry out oral and written instructions.

Carry out internal accounting and distribution of funds following contract authorizations.

Coordinate and schedule several projects and make adjustments to changing priorities.

**Education and Training**

An Associate of Arts degree, or equivalent (60 units), with a major in public administration, financial administration or closely related field is desirable.

**Experience**

Two years of lead or supervisory experience performing responsible accounting or budget planning work are required, preferably in facilities planning and construction or a closely related business.

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

**SPECIAL REQUIREMENT**

Possession of a valid Class C California Drivers License at the time of appointment.

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Seeing to read hand written documents and other records or reports,  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Some light lifting and carrying.  
Attendance at meetings.  
Occasional travel to District sites or out of the District.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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.

8/17/2000



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 35 (S1)**

### **MAINTENANCE ACCOUNTING SUPERVISOR (DRAFT)**

#### **JOB SUMMARY**

Under general direction, plan, organize and oversee the budget, accounting, and work control functions for the District's Maintenance department including funds tracking, and file maintenance and documentation; prepare a variety of records and reports related to assigned activities; train and supervise the performance of assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Perform complex accounting work related to the budget, accounting and work control functions of the District's Maintenance department; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust workflow and assignments to meet time lines. **E**
- Monitor assigned accounts and balances; prepare and submit expense and appropriation transfers for approval by Fiscal Services to assure proper account balances. **E**
- Monitor and coordinate budget activities of Maintenance projects such as phased payments and initiating budget transfers and revisions. **E**
- Coordinate the collection and dissemination of Maintenance project budget data and related statistical information or documents with other District offices and public agencies. **E**
- Input and extract data from the Maintenance work order accounting system to assure proper coding of expenditures to the District's financial system; run a variety of reports from the work order system. **E**
- Maintain budgetary and accounting functions for general upkeep, deferred maintenance, capital outlay, various grants and other programs. **E**
- Analyze funding sources and guidelines; prepare intermediate projections of funding sources and appropriations; request release of encumbrances. **E**

- Prepare periodic or special expenditure reports for Maintenance programs, projects and accounts; review and analyze budget expenditure reports for accuracy and completion of amounts, encumbrances, expenditures and available funds; calculate and add applicable indirect costs. *E*
- Oversee the daily operations of the Maintenance Work Order Control Center and computerized work order system; resolve issues and concerns; input, update and distribute work order tickets as needed to assure smooth and efficient office operations. *E*
- Prepare a variety of documents related to Maintenance projects and programs including requests for services, requisitions, and contract requests. *E*
- Prepare and maintain a variety of reports, records and files related to assigned activities. *E*
- Communicate with administrators, staff, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain policies, procedures, contracts, laws, codes, rules and regulations related to assigned activities. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

The Maintenance Accounting Supervisor monitors and maintains budgets and accounting functions of maintenance and capital improvement programs applying considerable knowledge of budget and accounting functions in performing the work and meeting timelines. An incumbent will demonstrate skill in assigning and organizing the work as a team leader and supervisor of assigned staff. An incumbent is expected to show initiative and exercise independent judgment when communicating with a variety of District personnel, outside agencies, vendors, contractors and others.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Generally accepted accounting principles, practices and procedures.

Budget preparation and control.

Financial database systems and software capabilities including spreadsheets.

Financial and statistical record-keeping and report preparation techniques.

Financial analysis and intermediate projection techniques.

Principles and practices of supervision and training.

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

Organization and work flow management.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

**Ability to:**

Perform professional accounting work related to the budget, accounting and work control functions of the District's Maintenance department.

Prepare clear and comprehensive financial reports along with explanatory oral and written analysis.

Develop worksheets, reports and effective reporting techniques including graphs, charts and tables.

Utilize computer database systems for financial data collection and analysis.

Review and control assigned accounts and budgets.

Prepare intermediate financial projections.

Maintain accurate financial records.

Train and evaluate the performance of assigned personnel.

Maintain confidentiality of sensitive and privileged information.

Make arithmetic calculations quickly and accurately.

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

Communicate effectively both orally and in writing.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

**Education and Training:**

Bachelor's degree in accounting, finance, business administration or a closely related field.

**Experience:**

Two years of professional accounting experience including some experience in a lead or supervisory capacity. Accounting experience in facilities planning, maintenance, construction or a closely related field or in a public agency is preferred.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.  
Drive a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Seeing to read a variety of documents and other records or reports.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting 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.  
Lifting and carrying light objects weighing up to 20 pounds.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

8/17/2000  
Revised:



# PERSONNEL COMMISSION



December 14, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision to the *Rules and Regulations of the Classified Service*

## Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

*"The Commission shall prescribe; amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".*

The attached rule is being submitted for a first reading with the following rationale:

Rule 10.1.G EMPLOYMENT AT ADVANCED RATE: California Assembly Bill Number 168 recently added §432.3 to the Labor Code that states, in part, "An employer shall not rely on the salary history information of an applicant for employment as a factor in determining whether to offer employment to an applicant or what salary to offer an applicant."

The rule has been modified to remove total compensation from the factors that shall be considered in determining advanced salary step placement when requested by applicants unless the applicant voluntarily discloses the information without prompting.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission support this rule revision for further consideration and a second reading.

Prepared by:

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

Susan Leaming  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer

## CHAPTER X COMPENSATION

### 10.1 SALARY ADVANCEMENT WITHIN A CLASS

...

- G. EMPLOYMENT AT ADVANCED RATE. New employees shall normally be hired at the first step in the salary range for the class. New employees who exceed the minimum qualifications for the class in which they are selected may be employed at higher steps in the salary range by special action of the Board of Education. Factors that shall be considered in determining advanced salary step placement are recruitment difficulty, and exceptional or unique qualifications ~~and total compensation.~~ Salary history may be considered in determining an advanced salary step placement if the candidate voluntarily discloses the information without prompting.