

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
January 19, 2017

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of December 22, 2016 1-3
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 Human Resources Assistant 4-5
2. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music 6-7
3. **RATIFY** job announcement bulletin for Instructional Assistant-School for Adults 8-9
4. **RATIFY** job announcement bulletin for Telecommunications Technician 10-11
5. **APPROVE** the certification of Assistant Facilities Project Manager 17-0056-5104 eligibility list established January 5, 2017 12
6. **APPROVE** the certification of Building Maintenance Worker 17-0028-0625 eligibility list established December 23, 2016 12
7. **APPROVE** the certification of Building Maintenance Worker-Driver 17-0026-0880 eligibility list established December 23, 2016 12
8. **APPROVE** the certification of Building Maintenance Worker-Driver 17-0026-0880 eligibility list established December 23, 2016 12
9. **APPROVE** the certification of Instructional Assistant-Mathematics 17-0051-5172 eligibility list established December 23, 2016 12

10.	<b>APPROVE</b> the certification of Instructional Aide-Special 17-0052-0448 eligibility list established December 21, 2016	12
11.	<b>APPROVE</b> the certification of Office Assistant / Bilingual Spanish 17-0042-5158 eligibility list established December 23, 2016	13
12.	<b>APPROVE</b> the certification of School Safety Officer 17-0023-5014 eligibility list established December 29, 2016	13
13.	<b>APPROVE</b> the certification of School Safety Supervisor 17-0047-5016 eligibility list established December 28, 2016	13
14.	<b>APPROVE</b> the certification of Senior Office Assistant 17-0043-0677 eligibility list established December 29, 2016	13
15.	<b>APPROVE</b> the certification of Senior Office Assistant / Bilingual Spanish 17-0044-5089 eligibility list established December 29, 2016	13
16.	<b>APPROVE</b> the certification of Senior Office Assistant-Schools 17-0045-3363 eligibility list established December 29, 2016	13
17.	<b>APPROVE</b> the certification of Senior Office Assistant-Schools / Bilingual Spanish 17-0046-5091 eligibility list established December 29, 2016	13
III.	OLD BUSINESS	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the revision to classification specifications for the following: Intermediate Office Assistant Intermediate Office Assistant – BL Spanish Intermediate Office Assistant – Schools Intermediate Office Assistant – Schools BL Spanish	14-22
2.	<b>APPROVE</b> the revision to classification specifications for the management classifications for the following: Educational Research Analyst I Educational Research Analyst II	23-32
3.	<b>APPROVE</b> the revised classification, salary and title of Strategic Data Project Analyst, and direct all positions and employment lists be reclassified for the purpose of title change only	33-38
4.	<b>DISCUSS</b> the concern of candidate Carmela Tyson regarding the accommodation for the Accountant examination	
V.	OTHER ITEMS	

**VI. NEXT REGULAR MEETING**

February 2, 2017 at 8:15 a.m. in Building B, Room 29

**VII. CLOSED SESSION**

**VIII. ADJOURNMENT**

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

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

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

MINUTES

Regular Meeting

December 22, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, December 22, 2016, at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Terence Ulaszewski.

ROLL

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

Present: Stacey V. Lewis  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

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

GUESTS

Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; and Carmela Tyson.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of December 8, 2016.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on items from the Board of Education meeting he attended on December 20, 2016. Mr. Kato informed the Commission on the first construction phases of Measure E projects, including the Bond Sales. Mr. Kato presented slides of information that was provided at the board meeting.

Maria Braunstein, Personnel Analyst, reported on recruitment and testing activities. Ms. Braunstein provided information to the Commission on Educare staffing for the next school year. Ms. Braunstein will be working on the development of testing materials in the Khmer language. Ms. Braunstein updated the Commission on examination and recruitment schedules for the School Safety and Facilities departments.

Susan Leaming, Personnel Analyst, reported on a recent visitor to the Personnel Commission offices. The visitor's relative, Mr. Lyman Lough was a Personnel Commissioner for 36 years. Ms. Leaming presented a copy of Mr. Lough's final meeting and speech to the Commission. Ms. Leaming also noted there is a fountain at California State University, Long Beach dedicated in his honor as well as the District's Lyman W. and Nancy E. Lough Eighth Grade Scholarship Fund.

Dale Culton, Certification Services Manager, informed the Commission on the status of filling vacancies.

Mary Cates reported that the classified performance evaluation lists were distributed to all sites prior to the commencement of winter break.

Kenneth Kato, Executive Officer, reported the issuance of an employment processing survey to hiring authorities in the past year. This survey is the same as the 2015 survey of hiring authorities. Mr. Kato will be presenting the survey results to the Commission in the near future.

#### CONSENT AGENDA

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

1. **RATIFY** job announcement bulletin for Administrator, Construction
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
3. **RATIFY** job announcement bulletin for Campus Security Officer
4. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator
5. **APPROVE** the certification of Accountant 17-0050-0358 eligibility list established December 23, 2016
6. **APPROVE** the certification of Accounting Technician 17-0049-0750 eligibility list established December 23, 2016
7. **APPROVE** the certification of Nutrition Services Worker 17-0039-3322 eligibility list established December 21, 2016
8. **APPROVE** the certification of Purchasing Assistant 17-0030-5129 eligibility list established December 9, 2016

9. **APPROVE** the certification of Senior Health Assistant 17-0048-5174 eligibility list established December 21, 2016

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

**OLD BUSINESS**                None

**NEW BUSINESS**            None

**OTHER ITEMS**              Carmela Tyson, an applicant would like to discuss rescheduling to take an examination. Commissioner Ulaszewski suggested to have this item placed on the next agenda for discussion.

Mr. Ulaszewski extended well-wishes to all for a safe holiday season.

**NEXT REGULAR MEETING**      The next Regular Meeting of the Personnel Commission is scheduled for January 19, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**ADJOURNMENT**              The Regular Meeting of the Personnel Commission was declared adjourned at 8:47 a.m. with the consent of the members.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HUMAN RESOURCES ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Wednesday, January 11, 2017

Applications Accepted: January 4, 2017 – January 11, 2017

### JOB INFORMATION:

Permanent 12 month position. Position is 80% FTE. Current vacancy is located at Personnel Commission. Eligibility list is also being created to fill future vacancies as they occur.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

#### EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant/Intermediate Office Assistant-Schools is required.

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)May be required to travel from one school location to another. (3)This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4)Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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:	\$18.68
6 MONTHS:	\$19.71
1 ½ YEARS:	\$20.79
2 ½ YEARS:	\$21.93
3 ½ YEARS:	\$23.14

### 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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0064-3350 OL

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 case by case basis by the administrator of the Personnel Commission.*



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC

#### FINAL FILING DATE:

4:30 p.m., Friday, January 13, 2017

#### JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE. Current vacancy is located at Jordan High School.

#### JOB SUMMARY:

Under immediate supervision, assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must also show proof of completion of one college-level course in music.

##### EXPERIENCE:

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

##### SPECIAL REQUIREMENTS:

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

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:	\$16.76
6 MONTHS:	\$17.68
1 ½ YEARS:	\$18.66
2 ½ YEARS:	\$19.68
3 ½ YEARS:	\$20.76

#### 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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Dual Exam 17-0063-0447 OL

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*Maria Braunstein*

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.*

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

# INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS

### FINAL FILING DATE:

4:30 p.m., Friday, January 13, 2017

### JOB INFORMATION:

Permanent 10 month flex position. Position is 80% FTE. Current vacancy is located at Long Beach School for Adults.

### JOB SUMMARY:

Under general supervision, perform a variety of instructional and clerical duties in support of the School for Adults; administer and score Comprehensive Adult Student Assessment Systems (CASAS) reading and math assessments and Test of Adult Basic Education (TABE); provide instructional support to students in a learning lab environment; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education or information technology.

#### EXPERIENCE:

One year of experience providing instructional assistance in an educational environment including experience working with computers and peripheral equipment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

#### SPECIAL REQUIREMENTS:

Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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:	\$20.81
6 MONTHS:	\$21.96
1 ½ YEARS:	\$23.17
2 ½ YEARS:	\$24.45
3 ½ YEARS:	\$25.80

### APPLICATION:

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### 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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Dual Exam 17-0062-0766 OL

LBUSD employees, please see reverse side for  
important information.

*Maria Braunstein*

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

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**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.**
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**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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## TELECOMMUNICATIONS TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Wednesday, February 8, 2017.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, install, test, repair, program and maintain a processor controlled digital telecommunications system and related voice mail equipment; maintain and repair Nortel and Avaya telephone and voice mail systems; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

Four years of journey-level experience in telephone installation, maintenance and repair work.

Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products is preferred.

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

### SPECIAL REQUIREMENTS:

(1) Position in this classification requires possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law. (5) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**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: \$ 30.43  
6 MONTHS: \$ 32.11  
1 ½ YEARS: \$ 33.87  
2 ½ YEARS: \$ 35.75  
3 ½ YEARS: \$ 37.71

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0066-3309 SF

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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 case by case basis by the administrator of the Personnel Commission.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 12-13

Date: January 19, 2017

Reason for  
Consideration: Approval

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<b>Assistant Facilities Project Manager</b> List Valid: 01/05/17-01/05/18 Total applications received: 41 No. Passed: 4      No. Failed: 4	<b>Dual</b>	<b>17-0056-5107</b>  Total invited to exam: 14 No. Withdrew: 6      No. Screened Out: 27
<b>Building Maintenance Worker</b> List Valid: 12/23/16-12/23/17 Total applications received: 90 No. Passed: 3      No. Failed: 30	<b>Dual</b>	<b>17-0028-0625</b>  Total invited to exam: 50 No. Withdrew: 17      No. Screened Out: 40
<b>Building Maintenance Worker-Driver</b> List Valid: 12/23/16-12/23/17 Total applications received: 49 No. Passed: 2      No. Failed: 10	<b>Open</b>	<b>17-0026-0880</b>  Total invited to exam: 21 No. Withdrew: 9      No. Screened Out: 28
<b>Building Maintenance Worker-Driver</b> List Valid: 12/23/16-12/23/17 Total applications received: 11 No. Passed: 2      No. Failed: 1	<b>Promotional</b>	<b>17-0026-0880</b>  Total invited to exam: 3 No. Withdrew: 0      No. Screened Out: 8
<b>Instructional Assistant-Mathematics</b> List Valid: 12/23/16-12/23/17 Total applications received: 43 No. Passed: 13      No. Failed: 5	<b>Dual</b>	<b>17-0051-5172</b>  Total invited to exam: 25 No. Withdrew: 7      No. Screened Out: 18
<b>Instructional Aide-Special</b> List Valid: 12/21/16-12/21/17 Total applications received: 54 No. Passed: 17      No. Failed: 1	<b>Open</b>	<b>17-0052-0448</b>  Total invited to exam: 36 No. Withdrew: 18      No. Screened Out: 18
<b>Office Assistant / Bilingual Spanish</b> List Valid: 01/06/17-01/06/18 Total applications received: 134 No. Passed: 11      No. Failed: 38	<b>Open</b>	<b>17-0042-5158</b>  Total invited to exam: 74 No. Withdrew: 25      No. Screened Out: 60
<b>School Safety Officer</b> List Valid: 12/29/16-12/29/17 Total applications received: 32 No. Passed: 4      No. Failed: 1	<b>Dual</b>	<b>17-0023-5014</b>  Total invited to exam: 6 No. Withdrew: 1      No. Screened Out: 26

**School Safety Supervisor**

List Valid: 12/28/16-12/28/17

Total applications received: 5

No. Passed: 2            No. Failed: 1

**Promotional            17-0047-5016**

Total invited to exam: 3

No. Withdrew: 0      No. Screened Out: 2

**Senior Office Assistant**

List Valid: 12/29/16-12/29/17

Total applications received: 25

No. Passed: 10            No. Failed: 4

**Promotional            17-0043-0677**

Total invited to exam: 18

No. Withdrew: 4      No. Screened Out: 7

**Senior Office Assistant / Bilingual Spanish**

List Valid: 12/29/16-12/29/17

Total applications received: 19

No. Passed: 4            No. Failed: 10

**Promotional            17-0044-5089**

Total invited to exam: 17

No. Withdrew: 3      No. Screened Out: 2

**Senior Office Assistant-Schools**

List Valid: 12/29/16-12/29/17

Total applications received: 21

No. Passed: 7            No. Failed: 5

**Promotional            17-0045-3363**

Total invited to exam: 15

No. Withdrew: 3      No. Screened Out: 6

**Senior Office Assistant-Schools / Bilingual Spanish**

List Valid: 12/29/16-12/29/17

Total applications received: 16

No. Passed: 4            No. Failed: 8

**Promotional            17-0046-5091**

Total invited to exam: 12

No. Withdrew: 0      No. Screened Out: 4

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: January 12, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

December 21, 2016

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

### Background and Findings

During recent recruitment activities, Commission staff requested that the experience sections for the Intermediate Office Assistant series of class specifications be modified. Specifically, staff requested removal of references to the Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) course because the course was discontinued in 2013.

Additional minor revisions were made to assure language consistency with other class specifications.

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

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications of:

- Intermediate Office Assistant
- Intermediate Office Assistant – BL Spanish
- Intermediate Office Assistant – Schools
- Intermediate Office Assistant – Schools BL Spanish

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

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



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 15 (C1)**

### CLASS CODE

### TITLE

3354

**INTERMEDIATE OFFICE ASSISTANT - SCHOOLS**

5052

**INTERMEDIATE OFFICE ASSISTANT - SCHOOLS BL SPANISH**

### JOB SUMMARY

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

### 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 a variety of general and varied clerical duties in support of an assigned school office; type letters, memoranda, bulletins, newsletters, reports, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments. **E**
- Answer telephones; take messages and provide information related to school programs, schedules, activities, procedures and other information as requested; direct calls to appropriate personnel. **E**
- Type, file, request and send cumulative student records to and from other schools according to established procedures; create and maintain student cumulative files. **E**
- Communicate with District and school staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information. **E**
- Participate in various attendance-related duties; contact parents and guardians to verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students; enter data and maintain student database system regarding absences, readmits and tardies. **E**
- Participate in student registration activities; assist parents with proper completion of forms; enroll and drop students as appropriate; maintain related records; assure emergency cards are completed and up-to-date. **E**
- Receive, sort and distribute incoming mail; post notices and distribute flyers; assist in the preparation and dissemination of materials and information to parents and staff regarding various events and programs. **E**
- Sort and file materials according to established procedures; establish, maintain and purge records, logs, inventories and various files. **E**
- Inventory, order, receive, store and distribute office, classroom and school supplies, materials and equipment; follow-up with vendors concerning missing or incorrect

- orders. *E*
- Compile information, documents and data from files and records to be included in reports. *E*
  - Administer routine first aid to students and staff as assigned by the position; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed. *E*
  - Receive monies and make deposits in accordance with established procedures; maintain related financial records; monitor expenditures and budgets as assigned by the position. *E*
  - Assist teachers with preparing classroom materials; duplicate, collate, staple, bind and laminate various materials; distribute materials as assigned. *E*
  - Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer; arrange for repairs of equipment as directed. *E*
  - Train and provide work direction to new employees and student assistants as assigned; prepare and post work schedules; prepare time sheets or assist with recording and computing employee time sheets as assigned. *E*
  - Assist in organizing field trips, special events, meetings and student assemblies. *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 Intermediate Office Assistant - Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance. Incumbents in the Intermediate Office Assistant — Schools BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern office practices, procedures and equipment.  
 Operation of a computer and assigned software.  
 Record-keeping and filing techniques.  
 Telephone techniques and etiquette.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience and courtesy.  
 Proper methods of storing equipment, materials and supplies.  
 Basic first aid.  
 Basic math.

**Ability to:**

Perform a variety of clerical duties in support of an assigned school office.  
 Communicate effectively with students, parents, staff and administration.  
 Learn, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.  
 Learn District organization, operations, policies and objectives.  
 Answer telephones and greet the public courteously.  
 Maintain records and files.  
 Understand and follow oral and written directions.  
 Establish and maintain cooperative and effective working relationships with others.  
 Meet schedules and time lines.  
 Receive, sort and distribute mail.  
 Add, subtract, multiply and divide quickly and accurately.  
 Operate a variety of office equipment including a computer and assigned software.  
 Complete work with many interruptions.

**Education and Training:**

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

**Experience:**

~~Either~~ One year of clerical experience involving public contact.

~~or~~ Or

~~One~~ One year of experience as an ~~at the level of~~ Office Assistant or School Support Assistant with the Long Beach Unified School District. ~~Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVE) training class may substitute for up to six months of the required experience.~~

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

**SPECIAL REQUIREMENTS**

Positions in the Intermediate Office Assistant - Schools BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

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

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

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

**WORKING ENVIRONMENT**

School office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

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

**HAZARDS:**

Potential for contact with blood and other body fluids.  
Exposure to bloodborne pathogens and communicable diseases.

**APPOINTMENT**

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

PCA: 6/22/2000  
Revised: 4/8/2004  
Revised: 6/12/2014  
Revised:



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 15 (C1)**

### CLASS CODE

### TITLE

0673

**INTERMEDIATE OFFICE ASSISTANT**

5050

**INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH**

### JOB SUMMARY

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

### 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 a variety of general and varied clerical duties in support of an assigned District office or program; type letters, memoranda, contracts, minutes, agenda items, bulletins, newsletters, reports, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments. **E**
- Serve as receptionist and answer telephones; take messages and provide information related to office programs, schedules, activities, policies, procedures and other information as requested; direct calls to appropriate personnel; greet and assist visitors. **E**
- Communicate with other departments, District staff and outside organizations regarding office operations, activities, supplies, policies and procedures and student information; prepare and coordinate administrative schedules and calendars as directed. **E**
- Receive, sort and distribute incoming mail; post notices and distribute flyers and informational posters; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs. **E**
- Sort and file materials according to established procedures; establish, maintain and purge records, logs, inventories and various files; input information into computerized database and generate reports and lists as assigned; duplicate and distribute materials. **E**
- Inventory, order, receive, store and distribute office supplies, materials and equipment; follow-up with vendors concerning missing or incorrect orders; receive equipment and material orders from school sites; prioritize requests; process and route orders according to established procedures; maintain related records. **E**

- Collect and compile information, documents and data from files and records to be included in reports and files; prepare graphic presentations and charts as assigned. *E*
- Receive monies and make deposits in accordance with established procedures; maintain related financial records; monitor expenditures as assigned by the position. *E*
- Receive employee absence calls from District sites; prepare related forms and lists; fill vacancies according to established procedures; notify sites that substitute workers have been assigned. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer; arrange for repairs of equipment as directed. *E*
- Schedule appointments for employees to take identification badge pictures; take photographs and prepare badges; send out badges to employees. *E*
- Assist in organizing field trips, special events, orientations, meetings and staff development trainings. *E*
- Train and provide work direction to new employees as assigned; prepare and post work schedules; prepare time sheets or assist with recording and computing employee time sheets as assigned. *E*
- Assist other departments and secretarial staff as assigned. *E*
- Assist with health screening procedures at school sites as assigned by the position; record results. *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 Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number of alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance. Incumbents in the Intermediate Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

**Ability to:**

Perform a variety of clerical duties in support of an assigned District office or program.  
Communicate effectively with students, parents, staff and administration.  
Learn, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.  
Learn District organization, operations, policies and objectives.  
Answer telephones and greet the public courteously.  
Maintain records and files.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Receive, sort and distribute mail.  
Add, subtract, multiply and divide quickly and accurately.  
Operate a variety of office equipment including a computer and assigned software.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school or equivalent.

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

**Experience:**

~~Either~~ One year of clerical experience involving public contact,

or

One year of experience at the level of as an Office Assistant or School Support Assistant with the Long Beach Unified School District. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience.

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

**SPECIAL REQUIREMENTS**

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

Some positions in this classification may require the use of a personal automobile and

possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

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

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA: 6/22/2000  
Revised: 4/8/2004  
Revised: 6/12/2014  
Revised:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

January 13, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions of Class Specifications

### Background and Findings

The Assistant Superintendent of Research, Planning and Evaluation recently reviewed the Educational Research Analyst I and Educational Research Analyst II class specifications while initiating recruitment activities and requested staff make revisions. These classifications are non-represented.

The education requirements for the Educational Research Analyst II classification have been lowered from a master's degree to a bachelor's degree to expand the applicant pool. Knowledge of Structured Query Language (SQL) and SQL Server Reporting Services (SSRS) were also added to both of the descriptions. 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.

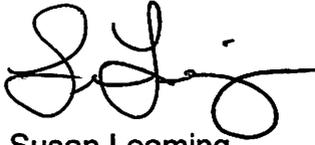
Copies of the revised descriptions are attached showing proposed deletions to the spec annotated with ~~strikethroughs~~ and additions underlined.

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications for the management classifications of:
  - Educational Research Analyst I
  - Educational Research Analyst II

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3302  
Salary Range: 44 (M2)

### EDUCATIONAL RESEARCH ANALYST II

#### JOB SUMMARY

Under direction, design, conduct and analyze a variety of sophisticated educational research studies, surveys, demographic reports, program evaluations and similar studies, and report findings, using complex, multi-dimensional psychometric statistical tools; 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.*

- Design and conduct studies for specialized and recurring reports on data obtained through surveys, student test results, enrollment information, census data, qualitative methods and other research methodologies. **E**
- Design data collection instruments appropriate to the program or subject matter under study and select appropriate scaling techniques, utilizing a broad range of advanced research and statistical methodologies such as descriptive statistics, exploratory data analysis, Bayesian estimations, psychometric indices for item quality, reliability and validity, factor analysis, scaling, regression, multilevel modeling, multivariate analysis, and focus group, interviewing, assessments for qualitative analysis. **E**
- Analyze complex information on various district testing programs, indicating summary statistics scores and disaggregated distributions for specified student groups; analyze and report validity and reliability for performance assessments. **E**
- Analyze, summarize and interpret data for program evaluations, grant applications and/or public information. **E**
- Operate a computer and utilize a variety of computer program software to input, retrieve, and manipulate large data sets for statistical analyses and generating reports. **E**
- Prepare reports with explanations and interpretations of data in tabular, graphical and/or narrative form. **E**
- Keep current in research design and statistical methodologies in education, psychology and the social sciences. **E**
- Assist with the development and validation of standards based assessments and reporting strategies. **E**
- Estimate time and resources for the conduct of studies, surveys and production of reports; set up schedules of these activities. **E**

- Attend a variety of meetings; may conduct in-services on the uses and purposes of research studies and program evaluation. *E*
- May plan, direct, train and evaluate the work of assigned staff. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Educational Research Analyst I performs the more routine design, analysis and preparation of reports of findings for District assessment programs; conducts surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with databases in the manipulation and extraction of data.

An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing database tools. An incumbent in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, with greater independence and discretion.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of**

Educational research design and program evaluation.

Ethical guidelines in statistics and research.

Theory guided practices of research design.

Descriptive and inferential statistics including regression and HLM, Bayesian estimations, multilevel modeling and multivariate analysis.

Psychometrics including developing item quality indices, using theories and techniques of reliability, validity, generalizability, IRT, factor analysis, and structural equation modeling.

Strategies for test equating.

Exploratory and confirmatory data analysis, survey analysis techniques, including optimal scaling and unidimensional and multi-dimensional scaling

Sampling theory and variations of random sampling.

Computer systems including hardware, programming, software and database management.

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

#### **Ability to:**

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

Design and conduct educational research studies and surveys.

Keep abreast of changes in research design and statistical methodologies in education, psychology and the social sciences.

Develop operational definitions for research questions and resources.

Prepare reports using tabular, graphical and narrative forms.

Calculate measurement errors for commonly used statistics

Apply specific statistical techniques appropriately and accurately.

Use computer on-line retrieval systems.

Perform intricate, multiple computer database programming functions, including data manipulation and conversion.

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

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

Establish and maintain effective collaborative working relationships with others.

Conduct in-service on assessment and program evaluation.

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 education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

~~Graduation from an accredited four year college or university with a Master's degree in education, psychology, behavioral or social science or a related field with a minimum of 12 semester units of course work in advanced statistics, research methodology and/or psychological testing is required.~~

**Experience:**

Three years of technical/professional experience in the development, administration and analysis of tests or behavioral research, utilizing SQL and SSRS, in a school system, university or other institution conducting social science research.

A master's or doctorate Ph.D. degree in one of the designated fields may substitute for one year of the required experience.

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

**WORKING ENVIRONMENT:**

Office environment.

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~~ a variety of materials.

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

Sitting for extended periods of time.

Lifting and carrying ~~boxes~~ office supplies and equipment weighing up to ~~40~~ 15 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.

PCA: 3/2/2000

Revised: 3/28/2013

Revised:



## PERSONNEL COMMISSION

Class Code: 3301  
Salary Range: 38 (M2)

### EDUCATIONAL RESEARCH ANALYST I

#### JOB SUMMARY

Under direction, ~~to~~ plan, organize, design and conduct educational evaluation studies; analyze and report study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; ~~to~~ conduct psychometric studies for the District's assessment program; 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.*

- Plan, design and conduct studies and 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*
- Analyze and produce annual reports on the testing program indicating summary statistics scores and disaggregated distributions for specified student groups; analyze validity and reliability for performance assessments. *E*
- Analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information. *E*
- Design data collection instruments appropriate to the program or subject matter being studied or surveyed and select appropriate scaling techniques. *E*
- Prepare reports with explanations and interpretations of data in tabular, graphical and/or narrative form. *E*
- Keep current in research design and statistical methodologies in education, psychology and the social sciences. *E*
- Assist with the development and validation of standards based assessments and reporting strategies. *E*
- Estimate time and resources for the conduct of studies, surveys and production of reports; set up schedules of these activities. *E*
- Attend a variety of meetings; conduct in-service on the uses and purposes of research studies and program evaluation. *E*
- Operate a computer and utilize a variety of computer program software to input and retrieve data and manipulate data for statistical analyses and generating reports. *E*
- Plan, direct, train and evaluate the work of assigned staff. *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 OF THE CLASS**

An incumbent in this classification designs, analyzes and reports the findings of the District's assessment program, surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with data bases in the manipulation and extraction of data.

An Educational Research Analyst I performs the more routine design, analysis and preparation of reports of findings for District assessment programs; conducts surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with databases in the manipulation and extraction of data using computer software packages.

An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing similar automated database tools. An incumbent in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, under a lesser degree of direction and supervision.

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

Educational research design and program evaluation.  
Descriptive and inferential statistics including regression and HLM.  
Psychometrics including reliability, generalizability, IRT and factor analysis or structural equation modeling.  
Strategies for test equating.  
Scaling and other survey analysis techniques.  
Sampling theory and variations of random sampling.  
Computer systems including hardware, programming, software and data base management.  
Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

**Ability to:**

Analyze, interpret, evaluate and summarize data to produce reports.  
Design and conduct educational research studies and surveys.  
Develop operational definitions for research questions and resources.  
Apply specific statistical techniques correctly.  
Prepare reports using tabular, graphical and narrative forms.  
Utilize structured Query Language (SQL) and SQL Server Reporting Services (SSRS).  
Calculate measurement errors for commonly used statistics.  
Use computer on-line retrieval systems.  
Operate office equipment such as telephone, copier and computer and assigned software.

Establish and maintain effective collaborative working relationships with others.  
Conduct in-service on assessment and program evaluation.  
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 education, psychology, behavioral or social science or a related field with course work in statistics, research methodology ~~and or psychological testing required~~. A master's degree or ~~beyond higher~~ is desirable.

**Experience:**

Two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

~~An advanced degree (master's or doctorate)~~ degree may substitute for one year of the required experience.

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

**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~~ a variety of materials.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Lifting and carrying ~~boxes~~ office supplies and equipment weighing up to ~~40~~ 15 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.

04/02/96

Revised: 3/2/2000

Revised: 3/28/2013

Revised:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

January 14, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification - Strategic Data Project Fellow

### Background and Findings

In 2013, the District received a grant that required the hiring of a professional-level "Data Fellow" to use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education. The Strategic Data Project Fellow classification was created based upon the selection and salary placement criteria of the grant, which required applicants to complete a selection process through Harvard University in order to qualify to work as a fellow.

The Assistant Superintendent, Research, Planning and Development requested the classification be revised in anticipation of upcoming recruitment activities. Since the grant is no longer the primary funding source for positions in this classification, staff has updated the class title, examples of duties, and education and experience requirements which were written specifically for the grant.

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

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

### Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification, salary and title of Strategic Data Project Analyst, and direct all positions and employment lists be reclassified for the purpose of title change only

Attached is a copy of the revised class specification.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5185**  
**Salary Range: 41 (M2)**

### STRATEGIC DATA PROJECT FELLOWANALYST

#### JOB SUMMARY

Under administrative direction, use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education; ~~participate in implementing the Positive Deviance approach (PosD);~~ 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.*

- Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education. **E**
- Lead analytic, policy-oriented projects that impact decisions regarding students, teachers and District policy; present to stakeholders regarding how to apply and use data to influence key decisions. **E**
- Design and implement data tools and infrastructure needed to support implementation of initiatives across the District; prepare the District to effectively use data across schools and departments and to address organizational concerns. **E**
- ~~Participate in implementing the Positive Deviance (PosD) approach; c~~Conduct testing to provide evidence of District implementation as a proof point for the effective use of PosD data to influence key decisions in education. **E**
- ~~Design and implement data tools and infrastructure needed to support implementation of PosD initiatives across the District; prepare the District to effectively use data across schools and departments and to address organizational concerns.~~ **E**
- Design and implement new data collection processes as needed; design and implement new and practical measures aligned to the key activities and outcomes of the PosD approach District initiatives. **E**
- Provide data files and prepare related presentations and reports for grant participants and key partners. **E**
- Analyze student and teacher performance data to measure success; design and implement solutions to raise achievement. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information. **E**
- Provide technical expertise and information to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action and best practices. **E**

- Operate a variety of office equipment including a computer and assigned software; oversee and maintain a variety of records and files related to assigned activities. *E*
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff. *E*
- Attend and participate in a variety of meetings, conferences and trainings; develop and conduct presentations and workshops. *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**

Strategic Data Project Fellows Analysts are education professionals with the analytic expertise and organizational skills to inform policy and grow collective knowledge regarding strategic analytics. A Strategic Data Project FellowAnalyst uses analytics to effect change and influence strategic management and policy decisions in K–12 education. Positions in this classification are typically funded through grants.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Qualitative and quantitative data collection and analysis.  
Data systems.  
Project management techniques.  
School district organization and organizational relationships.  
Research methods and report writing techniques.  
Record-keeping techniques.  
Public speaking techniques.  
Oral and written communication skills.  
Operation of a computer and assigned software.  
Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).  
Interpersonal skills using tact, patience and courtesy.

#### **Ability to:**

Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education.  
Develop and design measurement tools.  
Communicate complex research findings to diverse audiences.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Adapt to changing priorities and work assignments.  
Work on multiple projects simultaneously.  
Work within a team environment.  
Prepare and deliver effective oral presentations.  
Prepare comprehensive reports.  
Establish and maintain records and files.

Plan and organize work.

Operate a computer and assigned software.

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

Maintain confidentiality of sensitive and privileged information.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

**Education and Training:**

Master's degree in education, mathematics, developmental psychology or a related field. A Ph.D. is highly preferred.

Eligibility as a Data Fellow candidate through the Center for Education Policy Research at Harvard University is highly preferred.

**Experience:**

~~Five~~ Two years of professional experience in qualitative and quantitative data analysis, research design and data-driven decision making with an emphasis in educational research.

**SPECIAL REQUIREMENTS**

~~Applicants must be current eligible Data Fellow candidates through the Center for Education Policy Research at Harvard University.~~

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

**WORKING ENVIRONMENT**

Office and school site environment.

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.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: Sept 19, 2013

Revised: