

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
March 2, 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 February 16, 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 Campus Security Officer-Avalon 5-6
2. **RATIFY** job announcement bulletin for Carpenter 7-8
3. **RATIFY** job announcement bulletin for Custodian-Avalon 9-10
4. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish; Educare Family Support Specialist-BL Khmer 11-12
5. **RATIFY** job announcement bulletin for Mail Delivery Driver 13-14
6. **RATIFY** job announcement bulletin for Transportation Scheduler 15-16
7. **APPROVE** the certification Instructional Aide-Special 17-0067-0448 eligibility list established March 3, 2017 17
8. **APPROVE** the certification Instructional Aide-Special 17-0071-0448 eligibility list established March 1, 2017 17

9.	<b>APPROVE</b> the certification Instructional Assistant-School for Adults 17-0062-0766 eligibility list established February 22, 2017	17
10.	<b>APPROVE</b> the certification Locker Room Attendant 17-0061-0208 eligibility list established March 1, 2017	17
11.	<b>APPROVE</b> the certification School Safety Officer 17-0041-5014 eligibility list established February 22, 2017	17
III.	OLD BUSINESS	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the following: Create the classifications of: Head Start Family Services Liaison – BL Spanish Head Start Family Services Liaison – BL Khmer Head Start Instructional Aide – BL Spanish Head Start Instructional Aide – BL Khmer Allocate the Head Start Family Services Liaison – BL Spanish and BL Khmer classifications to salary range 15 (C1) Allocate the Head Start Instructional Aide – BL Spanish and BL Khmer classifications to salary range 07 (C1) Adopt the revised classification specifications for: Head Start Senior Family Services Liaison Head Start Family Services Liaison Head Start Family Services Liaison – BL Spanish Head Start Family Services Liaison – BL Khmer	18-34
2.	<b>APPROVE</b> the following: The revised classification and title of Head Start Family Engagement Manager, and direct all positions and employment lists be classified for the purpose of title change only	35-40
3.	<b>APPROVE</b> the following: Abolish the classifications of: Head Start Fiscal Officer Head Start Nutrition Manager Head Start Family Services Supervisor Head Start Health Manager	41-60
4.	<b>APPROVE</b> the following: Abolish the classifications of: Instructional Materials Technician Purchasing Projects Technician Gang Intervention Specialist (non-grandfathered class code 05012)	61-73
5.	<b>DISCUSS</b> the results of the 2016-17 Employment Processing Survey	74-81
V.	OTHER ITEMS	

**VI. NEXT REGULAR MEETING**

March 16, 2017 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

February 16, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, February 16, 2017 at 8:15 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; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Les Leahy, Business Services Administrator; Ann Culton, Administrative Coordinator, Human Resource Services; Vince Marchetti, Maintenance Director; Tim Dressendorfer, Maintenance Manager; Allen Silas, Warehouse Materials Processor; and Kayla Kurrle.

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 February 2, 2017.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced guests Les Leahy, Business Services Administrator; Vince Marchetti, Director of Maintenance; and Tim Dressendorfer, Maintenance Manager.

Mr. Kato reported on discussions regarding the Monroe site and the Measure E projects.

Mr. Kato will be presenting at an Aspiring Principals workshop here at the Monroe site on Tuesday, February 21, 2017 regarding the Merit System at the Long Beach Unified School District. Attendees at the meeting will consist of aspiring principals from LBUSD and other local districts.

Shristie Nair, Personnel Analyst, informed the Commission that staff is currently working on 32 recruitments in various stages of the process. Ms. Nair reported that staff is working on opening an additional 9 recruitments.

Dale Culton, Certification Services Manager, reported that staff has been trained on the new fingerprinting machine and it is working efficiently. Mr. Culton reported meeting with Nutrition Services regarding, employee reduction in time due to decreasing numbers of students participating in the nutrition program. Mr. Culton informed the Commission that he and Mr. Kato participated in District workshops to assist principals with their Continuous Improvement Expenditure (CIE) plans for the rest of the school year and staffing of their schools.

Mary Cates, Human Resources Supervisor, reported receiving 498 summer employment applications. The deadline for submitting Extended School Year (ESY)/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates informed the Commission that she had the opportunity to be a rater at Bellflower Unified School District for Personnel Assistant and Personnel Technician positions.

Mr. Kato provided the Commissioners an unsigned draft copy of Resolution No. 021517-A of the Governing Board of Education Affirming LBUSD's Protection of Students Regardless of their Immigration Status that was approved by the Board.

## 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 1-10.

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
5. **RATIFY** job announcement bulletin for School Data Technician
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker

7. **RATIFY** job announcement bulletin for Telecommunications Technician
8. **APPROVE** the certification Campus Security Officer-Substitutes Only 17-0058-5011 eligibility list established February 9, 2017
9. **APPROVE** the certification of Educare Family Support Specialist - Bilingual Khmer 17-0055-5529 eligibility list established February 3, 2017
10. **APPROVE** the certification of Educare Family Support Specialist - Bilingual Spanish 17-0054-5204 eligibility list established February 3, 2017

<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

1. **APPROVE** the following:  
 Create the classification of Business Development and Marketing Specialist  
 Allocate the class of Business Development and Marketing Specialist to salary range 32 (C1)

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 New Business item 1.

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

2. **APPROVE** the following:  
 Reestablish the classification of Maintenance Storekeeper (salary range 26 C2)  
 Reallocate the classification of Maintenance Storekeeper to salary range 26 (C1)  
 Adopt the revised classification specification and title of Maintenance Materials Storekeeper  
 Reclassify the incumbent, Allen Silas, to the classification of Maintenance Materials Storekeeper

Susan Learning, Personnel Analyst, provided a detailed overview of the report and results of the reclassification request. After a lengthy discussion between Personnel Commission staff, Commissioners and audience members, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 2.

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

- APPROVE** the recommendation to remove from eligibility list ID 15390092

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.8. The individual was present to appeal the recommendation. Mr. Ulaszewski explained the difference between Open and Closed Session to Candidate 15390092. The individual requested to be heard in Closed Session. The Commission moved item 3 of New Business to Closed Session.

**OTHER ITEMS**

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of the passing of John Smith, retired School Security-Attendance Officer and former CSEA member, and extended her condolences as well as thanked him for his many years of service to the District.

Mr. Ulaszewski requested a moment of silence in memory of Mr. John Smith.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for March 2, 2017 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 9:05 a.m. to discuss New Business item 3.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:16 a.m. The following action was taken.

- A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 15390092

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

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## CAMPUS SECURITY OFFICER-AVALON

### FINAL FILING DATE:

Open Continuous  
SUBSTITUTE SALARY: \$18.68

Catalina Island employees receive an additional \$3.29 per hour.

### JOB INFORMATION:

CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

### JOB SUMMARY:

Under general supervision, survey and patrol District school sites to prevent unruly and disruptive student behavior or damage to equipment or property; promote a safe and secure environment and advise students of appropriate standards of behavior; and to perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level courses in psychology, administration of justice, ethnic studies and child development are highly desirable.

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (4) Some incumbents may be required to work adjustable work schedules that will include evenings and weekend assignments. (5) American Red Cross standard first Aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period. (6) 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.

THE EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 17-0073-5011 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 cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CARPENTER

### FINAL FILING DATE:

4:30 p.m., Friday, March 3, 2017

### JOB INFORMATION:

Permanent 10 or 12 months position. Position is 100% FTE (8 hours per day). The current vacancy is located at Maintenance.

### JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

#### EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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

#### SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment.
- (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing.
- (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) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.
- (5) May be required to travel from one school location to another.
- (6) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

#### WORKING ENVIRONMENT:

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

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

### PHYSICAL DEMANDS:

Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; working at heights from a crane lift; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts; hearing and speaking to exchange information.

### 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 17-0080-0114 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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ON CATALINA ISLAND

### CUSTODIAN-AVALON

**FINAL FILING DATE:**

Open Continuous  
SUBSTITUTE SALARY: \$17.69

Catalina Island employees receive an additional \$3.29 per hour.

**JOB INFORMATION:**

CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

**JOB SUMMARY:**

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Completion of the eighth grade.

**EXPERIENCE:**

Six months of recent full-time paid janitorial or custodial experience or successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School For Adults.

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Custodian.

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

**SPECIAL REQUIREMENTS:**

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to weekend schedule. (3) May be required to travel from one school location to another. (4) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

**SALARY RANGE HOURLY:**

START: \$17.69  
6 MONTHS: \$18.67  
1 ½ YEARS: \$19.69  
2 ½ YEARS: \$20.77  
3 ½ YEARS: \$21.91

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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.

**THE EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND.**

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**WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER**

Dual Continuous 17-0074-0139 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:**

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- ❖ **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

## EDUCARE FAMILY SUPPORT SPECIALIST EDUCARE FAMILY SUPPORT SPECIALIST - BL SPANISH EDUCARE FAMILY SUPPORT SPECIALIST - BL KHMER

### FINAL FILING DATE:

4:30 p.m., Tuesday, March 7, 2017

### JOB INFORMATION:

Permanent 12 months position. Position is a 100% FTE (8 hours a day).

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California driver's license on application. (2) May be required to travel from one school to another. (3) Positions in the Educare Family Support Specialist – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in Spanish or Khmer. Candidates must successfully pass the District's bilingual/ biliterate test. (4) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire. (5) 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. (6) 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: \$25.17  
6 MONTHS: \$26.56  
1 ½ YEARS: \$28.02  
2 ½ YEARS: \$29.56  
3 ½ YEARS: \$31.18

### 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  
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Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0083-5203 SF  
Dual Exam 17-0084-5204 SF  
Dual Exam 17-0085-5229 SF

LBUSD employees, please see reverse side for important information.

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

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**Guidelines:**

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- ❖ **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

## MAIL DELIVERY DRIVER

### FINAL FILING DATE:

4:30 p.m., Tuesday, March 7, 2017

### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at the Mail Room.

### JOB SUMMARY:

Under general supervision, perform a variety of duties related to the preparation, distribution, shipping and receiving of District mail, supplies and materials; participate in mail processing; drive a District truck to various locations to pick-up and deliver mail and other goods according to established routes and time lines as assigned; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Six months experience operating a delivery truck performing similar duties involving the pick-up and delivery of materials and supplies.

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

#### SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (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.

#### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Driving a District truck during adverse weather conditions. Working around and with machinery having moving parts.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of mailroom and office equipment. Hearing and speaking to exchange information in person. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Reaching overhead, above the shoulders and horizontally. Walking. Bending at the waist, kneeling and crouching. Moderate physical labor.

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0082-0219 OL

LBUSD employees, please see reverse side for important information.

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

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**Guidelines:**

- ❖ **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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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## TRANSPORTATION SCHEDULER

### FINAL FILING DATE:

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

### JOB INFORMATION:

Permanent 10 or 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Transportation.

### JOB SUMMARY:

Under the direction of an assigned supervisor, schedule, route and modify student transportation services for regular education, special education, field trips, athletics and special events; dispatch drivers in accordance with schedules and to fulfill special transportation requests; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

### EXPERIENCE:

Two years of experience as a school bus driver or two years of experience dispatching commercial passenger vehicles or school buses on fixed and variable route assignments utilizing a computerized routing system. Experience utilizing the Edulog transportation system 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) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (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.

### WORKING ENVIRONMENT:

(1) Office environment. (2) Constant interruptions. (3) Evening or variable hours. (4) Driving a vehicle to conduct work. (5) Contact with dissatisfied or abusive individuals.

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:	\$25.86
6 MONTHS:	\$27.29
1 ½ YEARS:	\$28.79
2 ½ YEARS:	\$30.37
3 ½ YEARS:	\$32.03

### APPLICATION:

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### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0081-5040 OL

LBUSD employees, please see reverse side for important information.

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 17

Date: March 2, 2017

Reason for  
Consideration: Approval

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**Instructional Aide-Special**

**Open**

**17-0067-0448**

List Valid: 03/01/17-03/01/18

Total applications received: 63

Total invited to exam: 13

No. Passed: 12      No. Failed: 0

No. Withdrew: 1      No. Screened Out: 50

**Instructional Aide-Special**

**Open**

**17-0071-0448**

List Valid: 03/01/17-03/01/18

Total applications received: 34

Total invited to exam: 3

No. Passed: 3      No. Failed: 0

No. Withdrew: 0      No. Screened Out: 31

**Instructional Assistant-School for Adults**

**Dual**

**17-0062-0766**

List Valid: 02/22/17-02/22/18

Total applications received: 179

Total invited to exam: 66

No. Passed: 16      No. Failed: 33

No. Withdrew: 17      No. Screened Out: 113

**Locker Room Attendant**

**Dual**

**17-0061-0208**

List Valid: 03/01/17-03/01/18

Total applications received: 183

Total invited to exam: 86

No. Passed: 26      No. Failed: 23

No. Withdrew: 37      No. Screened Out: 97

**School Safety Officer**

**Dual**

**17-0041-5014**

List Valid: 02/22/17-02/22/18

Total applications received: 54

Total invited to exam: 11

No. Passed: 3      No. Failed: 6

No. Withdrew: 2      No. Screened Out: 43

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: February 24, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

February 17, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Creation of New Classifications and Revisions to Classifications

### Background and Findings

#### A. Creation of New Classifications

Head Start administration has requested that staff create designated BL Spanish and BL Khmer classifications for the classes of Head Start Family Services Liaison (salary range 15 C1) and Head Start Instructional Aide (salary range 07 C1) in order to provide services and communicate effectively with non-English speaking families. Incumbents in the BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents, teachers and others.

Staff recommends creation of separate classifications of:

- Head Start Family Services Liaison – BL Spanish
- Head Start Family Services Liaison – BL Khmer
- Head Start Instructional Aide – BL Spanish
- Head Start Instructional Aide – BL Khmer

The recommended salary ranges are at same level as the non-bilingual classifications.

#### B. Revisions to Classifications

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

Staff worked with Head Start management to identify the classifications which provide these services and update the Special Requirements of the class description to reflect the new

qualifications and competency requirements. Head Start management will be providing Family Partnership Process certification to all affected employees. The identified classifications are:

- Head Start Senior Family Services Liaison
- Head Start Family Services Liaison

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

**Recommendations**

Staff recommends the Personnel Commission:

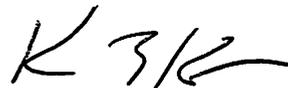
1. Create the classifications of:
  - Head Start Family Services Liaison – BL Spanish
  - Head Start Family Services Liaison – BL Khmer
  - Head Start Instructional Aide – BL Spanish
  - Head Start Instructional Aide – BL Khmer
2. Allocate the Head Start Family Services Liaison – BL Spanish and BL Khmer classifications to salary range 15 (C1)
3. Allocate the Head Start Instructional Aide – BL Spanish and BL Khmer classifications to salary range 07 (C1)
4. Adopt the revised classification specifications for:
  - Head Start Senior Family Services Liaison
  - Head Start Family Services Liaison
  - Head Start Family Services Liaison – BL Spanish
  - Head Start Family Services Liaison – BL Khmer

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 07 (C1)**

### CLASS CODE      CLASS TITLE

<b>00657</b>	<b>HEAD START INSTRUCTIONAL AIDE</b>
<b>XXXX</b>	<b>HEAD START INSTRUCTIONAL AIDE – BL SPANISH</b>
<b>XXXX</b>	<b>HEAD START INSTRUCTIONAL AIDE – BL KHMER</b>

### JOB SUMMARY

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

### 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.*

- Assist teacher in implementing safety rules and supervise activities of children to insure their safety. **E**
- Conduct daily inspection of indoor and outdoor facilities and remove debris and hazardous and unsafe equipment and materials. **E**
- Observe the daily health condition of the children and report results to the teacher. **E**
- Set up and prepare to serve food, clean up following meals or snack. **E**
- Assist children during snack and meal times and demonstrate appropriate dental and personal hygiene. **E**
- Accept or receive food or food products and store in an appropriate manner. **E**
- Assist teacher in straightening up and maintaining an orderly learning environment. **E**
- Discuss assigned teaching area with teacher to coordinate instructional efforts. **E**
- Prepare lesson outline and plan in assigned area and submit to teacher for review. **E**
- Plan, prepare and develop various teaching aids. **E**
- Help develop the social learning and physical skills of the children during free play periods. **E**
- Demonstrate use of equipment and educational materials and assist in supervising children in their use. **E**
- Teach arts, crafts, songs, and games. **E**

- Act out stories with children in large group, small group and individualized activities. *E*
- Participate in activities designed to involve parents of children in the program to enhance their role as the principal influence on the child's education and development. *E*
- Help to plan, attend and participate on field trips. *E*
- Assist in or lead individual, large and small group activities that reinforce children's concepts related to space, time, numbers, colors, etc. *E*
- Supervise children during transition from one activity to another. *E*
- Provide evaluative information to teachers on the progress and the development status of each child, including verbal and written anecdotal notations, to support required Desired Results Developmental Profile (DRDP) documentation. *E*
- Provide verbal evaluative information to teachers on the progress and development status of each child including those identified by Individual Development Plans, Individual Education Plans and lesson plans; implement the Individualized Educational Program for designated children. *E*
- Listen to parents and interpret their concerns to the teacher. *E*
- Attend Head Start Center committee meetings. *E*
- Assist teacher in designing and planning daily classroom activities, programs and schedules. *E*
- Participate in meetings of student teaching teams, which may include parents, teachers, caseworkers, Head Start administrators, consultants, and others. *E*
- Attend orientations, in-service training, educational programs, conferences and workshops as required. *E*
- Take attendance and report absences to the teacher. *E*
- May accompany teacher on home visits.
- May supervise children for brief periods when the teacher is on the site but away from the classroom.
- May explain to parents the goals and methods of the classroom program.
- 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**

Positions in this class are in the Educational Service component of the Head Start Program. Incumbents assist in the planning of individual and group activities to stimulate learning, according to the ages and needs of the children. They assist in integrating the pre-school educational aspects of the various Head Start components in the daily program of activities. Incumbents in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents, teachers and others.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Practical learning patterns and behavior of young children.  
Basic concepts of child development and of behavior.  
Number concepts.  
English usage, spelling, grammar, and punctuation.  
Basic math.  
Simple record keeping.  
Reading and writing.

### **Ability to:**

Communicate orally and in writing.  
Motivate young children to participate in learning activities.  
Maintain emotional control under difficult situations.  
Apply knowledge and practice with judgment.  
Establish and maintain a continuing relationship with same students and staff over a prolonged period.  
Recognize hazards to safety.  
Learn laws, rules, practices, and procedures related to the education program to which assigned.  
Do routine clerical work, such as posting figures, sorting, measuring, cutting, filing and duplicating.  
Maintain a clean and pleasant appearance as it relates to setting an example for personal hygiene for the student.  
Learn to operate educational office machines or devices that aid the student or the instructional program.  
Present classroom materials.  
Work well with children.  
Read, write, and speak English.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

### **Education and Training:**

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit  
Child Development Teacher Permit

Child Development Master Teacher Permit  
Child Development Site Supervisor Permit  
Child Development Program Director Permit

**SPECIAL REQUIREMENTS**

If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.

To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.

Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

**WORKING ENVIRONMENT**

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities.

Travel to/from student homes and other off-site locations may be required.

**PHYSICAL DEMANDS**

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.

Lifting and carrying or restraining children weighing approximately 30-40 pounds in classroom or playground emergency situations.

***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.

08/11/94

Revised 1/21/2001

Revised: 6/14/2007

Revised: 7/11/2013

Revised: 10/2/2014

Revised:



## PERSONNEL COMMISSION

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

### CLASS CODE      CLASS TITLE

<u>05075</u>	<u>HEAD START FAMILY SERVICES LIAISON</u>
<u>XXXX</u>	<u>HEAD START FAMILY SERVICES LIAISON – BL SPANISH</u>
<u>XXXX</u>	<u>HEAD START FAMILY SERVICES LIAISON – BL KHMER</u>

### JOB SUMMARY

Under general supervision, provide case management support services to assigned families to improve living conditions and quality of life for children and families; refer families to community agencies and District services to meet educational, health care and other specialized needs; promote and encourage parent involvement, activities and training in the Head Start program; 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.*

- Provide case management support services to assigned families to improve living conditions and quality of life for children and families; work with families to identify existing strengths and develop plans to move toward inter-dependence. **E**
- Perform a variety of outreach activities and recruit eligible children and families for the Head Start program; prepare and deliver informational presentations, meet with community agencies and staff to promote involvement in the program. **E**
- Initiate and facilitate the enrollment process; accept referrals from District staff; complete eligibility applications with parents; assure accuracy and completeness of enrollment forms. **E**
- Support and encourage parent participation and involvement in the program and related activities to increase parent awareness of community services and involvement in the program. **E**
- Communicate with families, teachers, District staff, community, social service and health care agencies and others to assess the needs of families and develop plans and strategies to obtain needed services; make referrals to appropriate resources and agencies; arrange for transportation for parents and children as needed. **E**
- Conduct home visits with families; interview and assess the needs of families; assist families with identifying long and short term goals to strengthen the socioeconomic, emotional, health and educational well-being of the family; follow up on status of meeting goals. **E**

- Monitor daily attendance of children; meet with families to assist in identifying and resolving frequent absenteeism issues. *E*
- Provide crisis intervention referrals and continuous support to families; observe children for signs of abuse or neglect; refer possible child abuse cases to appropriate agency. *E*
- Provide a variety of health and nutrition services for children in accordance with established policies and procedures; participate in the implementation of health plans for identified children. *E*
- Review child immunization records and verify required immunizations are current; explain immunization laws to families; notify parents of needed immunizations; assure emergency cards are completed and updated monthly. *E*
- Participate in the facilitation and preparation of health screenings; schedule and conduct vision, hearing, weight and height screenings; facilitate dental screenings; obtain parental consent forms prior to scheduled dental screening appointments; provide appropriate and timely referrals to health care providers; follow-up on health care provider referrals. *E*
- Participate in the daily health inspection of children; conduct visual inspections for health conditions and communicable diseases such as lice, rashes and chicken pox; notify appropriate personnel of health conditions as appropriate. *E*
- Provide pertinent child and family information to be documented in Individual Education Plans (IEP's) for identified special education children. *E*
- Administer routine first aid to children as needed; assist in assuring medication is dispensed according to physician instructions and District policy; utilize a variety of health instruments including thermometers, scales, vision charts and audiometers. *E*
- Prepare and maintain a variety of records, files and reports related to assigned activities and families; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. *E*
- Support family transition activities into and out of Early Head Start and Head Start programs and provide assistance as requested. *E*
- Operate a variety of office equipment; drive a vehicle to various sites to conduct work. *E*
- May serve as a translator for teachers and interpret for parents and staff as assigned by the position. *E*
- Attend a variety of meetings, in-service trainings and conferences; maintain current knowledge of program laws, codes, rules and regulations. *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**

Using a case management approach, the Head Start Family Services Liaison provides a wide variety of support services to assigned families to improve living conditions and quality of life for children and families. Incumbents work with families to identify existing strengths and develop plans to move toward inter-dependence and assist assigned

families throughout enrollment in the Head Start program. Each incumbent will be responsible for a caseload of approximately 68 families. The number of cases assigned may vary slightly as necessary in order to assure smooth and efficient delivery of services to children and families. Incumbents in the Head Start Family Services Liaison – BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents, teachers and others.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Basic principles of child development and early childhood education.  
Personal hygiene practices.  
Basic pediatric health issues and communicable diseases.  
Basic social work and case management principles.  
Operation of office equipment.  
Record-keeping and basic report preparation techniques.  
Telephone techniques and etiquette.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic math.

### **Ability to:**

Provide case management support services to assigned families.  
Learn policies and objectives of the Head Start program and related activities.  
Learn vision, hearing, height and weight screening techniques.  
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.  
Learn first aid and CPR methods.  
Learn to utilize a variety of general health instruments.  
Work independently with little direction.  
Determine appropriate action within clearly defined guidelines.  
Operate a variety of office equipment.  
Communicate effectively both orally and in writing.  
Identify, contact and develop working relationships with community organizations, agencies and other community resources.  
Work with children and families with special needs and provide appropriate resources.  
Add, subtract, multiply and divide accurately.  
Plan and organize work.  
Meet schedules and timelines.  
Handle difficult situations and provide crisis intervention referrals to assigned families.  
Maintain records and prepare reports.  
Complete work with many interruptions.

**Education and Training:**

~~Graduation from high school. College-level coursework in social services, human services, family development or a related field or completion of a certified nurse's aide, medical assistant or related health care program is highly desirable.~~

A credential or certification in social services, human services, family services, counseling or a related field or completion of a certified nurse's aide, medical assistant or related health care program is highly desirable.

**Experience:**

One year of experience working with children and families in a school, community or structured human service environment.

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

**SPECIAL REQUIREMENTS**

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

Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification.

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

Positions in the Head Start Family Services Liaison – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire in order to provide quality integrated health, nutrition and social services including parent involvement, to children and families.

~~Within the first six months of employment incumbents will be provided specialized training in order to provide quality integrated health, nutrition and social services including parent involvement, to children and families.~~

**WORKING ENVIRONMENT**

Office and classroom environment.  
Constant interruptions.  
Driving a vehicle to conduct work.  
Occasional evening or variable hours.  
Potential for contact with blood and other body fluids.  
Potential for exposure to bloodborne pathogens and communicable diseases.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and health equipment.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials and conduct health screenings.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Lifting and carrying light objects weighing up to 25 pounds.  
Lifting and carrying or restraining children weighing approximately 30-40 pounds in emergency situations.

*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: 7/15/2004  
Revised: 6/14/2007  
Revised:



## PERSONNEL COMMISSION

**Class Code: 5194**  
**Salary Range: 18 (C1)**

### **HEAD START SENIOR FAMILY SERVICES LIAISON**

#### **JOB SUMMARY**

Under general supervision, serve as a lead and provide training and support services to Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families; coach and mentor FSLs and provide technical support to supervisors in the areas of family and community engagement and health services; promote and encourage family engagement activities and training in the program; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Serve as a lead and provide training and support services to Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families. **E**
- Oversee the daily activities of assigned staff; assure proper staffing coverage; train and provide work direction and guidance to assigned staff; participate in the hiring and evaluation process as requested. **E**
- Provide case management support services to families, FSLs and other program staff in order to improve living conditions and quality of life for children and families; work with families to identify existing strengths and develop plans to move toward inter-dependence; assure timely and efficient delivery of services to children and families. **E**
- Coach and mentor FSLs and provide technical support to supervisors in the areas of family and community engagement and health services; develop and provide coaching and training to assigned staff; develop related training materials. **E**
- Perform a variety of outreach activities and recruit eligible children and families for the Head Start program; prepare and deliver informational presentations, meet with community agencies and staff to promote involvement in the program. **E**
- Facilitate the enrollment process; accept referrals from District staff; complete eligibility applications with parents; assure accuracy and completeness of enrollment forms. **E**
- Support and encourage family participation and engagement in the program and related activities to increase parent awareness of community services and involvement in the program. **E**
- Communicate with families, teachers, District staff, community, social service and health care agencies and others to assess the needs of families and develop plans

- and strategies to obtain needed services; make referrals to appropriate resources and agencies; arrange for transportation for parents and children as needed. *E*
- Review and monitor children and family files to assure compliance with regulations, determine if adequate support is being provided, and provide suggestions for staff as they engage with families. *E*
  - Conduct home visits with families; interview and assess the needs of families; assist families with identifying long and short term goals to strengthen the socioeconomic, emotional, health and educational well-being of the family; follow up on status of meeting goals. *E*
  - Provide crisis intervention referrals and continuous support to families; observe children for signs of abuse or neglect; refer possible child abuse cases to appropriate agency. *E*
  - Provide a variety of health and nutrition services for children in accordance with established policies and procedures; participate in the implementation of health plans for identified children; assure proper levels of health supplies at centers; assure documentation of medications needed at centers for individual children. *E*
  - Participate in the facilitation and preparation of health screenings; schedule and conduct vision, hearing, weight and height screenings; facilitate dental screenings; obtain parental consent forms prior to scheduled dental screening appointments; provide appropriate and timely referrals to health care providers; follow-up on health care provider referrals. *E*
  - Participate in the daily health inspection of children; conduct visual inspections for health conditions and communicable diseases such as lice, rashes and chicken pox; notify appropriate personnel of health conditions and post notices of exposure as directed. *E*
  - Provide pertinent child and family information to be documented in Individual Education Plans (IEPs) for identified special education children. *E*
  - Participate in the development and implementation of office procedures; prepare and maintain a variety of records, files and reports related to assigned activities and families; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. *E*
  - Support family transition activities into and out of Early Head Start and Head Start programs and provide assistance as requested. *E*
  - Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work. *E*
  - May serve as a translator for teachers and interpret for parents and staff as assigned by the position. *E*
  - Attend a variety of meetings, in-service trainings and conferences; maintain current knowledge of program laws, codes, rules and regulations. *E*

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

**DISTINGUISHING CHARACTERISTICS**

A Head Start Senior Family Services Liaison serves as a lead and provides training and support services to Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families. Incumbents coach and mentor FSLs and provide technical support to supervisors in the areas of family and community engagement and health services. An incumbent maintains a caseload of families as needed to assure smooth and efficient delivery of services to children and families.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Adult learning principles.
- Family and community engagement strategies.
- Principles of child development and early childhood education.
- General social work and case management principles.
- General pediatric health issues and communicable diseases.
- Personal hygiene practices.
- Principles and practices of providing high-quality customer service.
- Principles and practices of training and providing work direction and guidance to others.
- Operation of a variety of office equipment including a computer and assigned software.
- Record-keeping and basic report preparation techniques.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.

**Ability to:**

- Provide training and support services to families and Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families.
- Serve as a lead, train, mentor and oversee the daily activities and operations of FSLs.
- Train and provide work direction and guidance to others.
- Provide technical support for the program in the areas of Family and Community Engagement.
- Learn policies and objectives of the Head Start program and related activities.
- Identify, contact and develop working relationships with community organizations, agencies and other community resources.
- Handle difficult situations and provide crisis intervention referrals to assigned families.
- Work with children and families with special needs and provide appropriate resources.
- Vision, hearing, height and weight screening techniques.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- First aid and CPR methods.

Utilize a variety of general health instruments.  
Work independently with little direction.  
Determine appropriate action within clearly defined guidelines.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide accurately.  
Plan and organize work.  
Prioritize and schedule work.  
Meet schedules and timelines.  
Maintain records and prepare reports.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school- supplemented by a credential or certification in social work, human services, family services, counseling or a related field.

College-level coursework in social services, human services, family development, child development or a related field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

**Experience:**

Two years of experience working with children and families in a school, community or structured human service environment. Experience in a Head Start program or in a lead or supervisory capacity is preferred.

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

**SPECIAL REQUIREMENTS**

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

Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification.

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

**WORKING ENVIRONMENT**

Office and classroom environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

Occasional evening or variable hours.  
Potential for contact with blood and other body fluids.  
Potential for exposure to blood borne pathogens and communicable diseases.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and health equipment.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials and conduct health screenings.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Lifting and carrying light objects weighing up to 25 pounds.  
Lifting and carrying or restraining children weighing approximately 30-40 pounds in emergency situations.

*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: 3/19/2015  
Revised:



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

February 17, 2017

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

Background and Findings

The Head Start Director requested staff make revisions to the Head Start Parent Involvement Manager (salary range 35 M2) classification. The classification was last updated in 2006.

The title and duties were modified to reflect current Head Start terminology.

The Head Start Director and the current incumbent have reviewed and are in agreement with the proposed changes.

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

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Head Start Family Engagement Manager, and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0786  
Salary Range: 35 (M2)

### HEAD START PARENT INVOLVEMENT FAMILY ENGAGEMENT MANAGER

#### JOB SUMMARY

Under administrative direction, plan, participate in and coordinate the parent involvement family engagement service area; 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.*

- ~~Prepare and update the annual parent involvement family engagement service area plan in cooperation with staff and parents containing all elements required in Section 1304.50 2a through 1304.5 5, inclusively of Develop and implement procedures for the delivery of family and community engagement services as required by the Head Start Performance Standards. E~~
- ~~Train and supervise the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E~~
- Participate in the development, preparation, distribution, return and collection of community needs assessment and self-assessment. E
- Recruit, orient, and encourage parents of Head Start children to participate in the program. E
- Coordinate, and schedule and provide parent engagement and education activities including parenting classes, and support groups, including trainings, and workshops for parents in a variety of topics such as training in health, mental health, dental, and nutritional education, utilizing other Head Start specialists and staff, expert consultants or volunteers. E
- Coordinate and oversee the parent volunteer program and related activities; establish and maintain a calendar of parent activities, projects and meetings. E
- Work cooperatively with ~~social services and health service~~ all content area staff; identify and inform parents of available community resources. E
- Identify, inform and ~~assist facilitate referrals for parents to access in using~~ continuing education and training opportunities that may lead to self-enrichment and employment. E

## Head Start Parent Involvement Family Engagement Manager – Continued Page 2

- Train and supervise the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- ~~Establish and maintain a calendar of parent activities, projects and meetings.~~ *E*
- Facilitate regular communication and parent input into program planning, implementation and evaluation including parental input and review of program proposals and budgets. *E*
- ~~Assist the Assistant Director in planning Plan and conducting parent policy council and committee meetings to assure compliance with federal performance standards.~~ *E*
- Consult with administrators and staff to determine the program's needs for various volunteer services and plans for volunteer recruitment; orient and train volunteers prior to assignment in specific service areas. *E*
- ~~Arrange for on-the-job and other required training and supervision and evaluation of volunteers.~~ *E*
- Serve as a liaison between administration, staff and parent volunteers. *E*
- Prepare and maintain procedural and training manuals; prepare and present trainings for Head Start staff; arrange for or provide on-the-job and other required training, supervision and evaluation of volunteers and employees. *E*
- ~~Prepare a variety of reports including statistical reports on the extent, nature and value of parent engagement activities and services; maintain records and files related to assigned activities.~~ *E*
- Attend a variety of meetings and trainings; prepare and deliver presentations related to assigned activities; Speak to community groups; explaining organization activities and role of the volunteer program; drive a District or personal vehicle to conduct work. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*
- ~~Prepare statistical reports on extent, nature and value of volunteer service.~~ *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 incumbent in this position develops and implements parent involvement, family engagement, parent education and volunteer recruiting and training for the District's Head Start program. The parent involvement-family engagement service area activities include providing opportunities for parent participation and decision making in the program planning and implementation, participation in classroom, and other program activities as paid employees, volunteers or observers, or which may include activities for parents-families which they have helped to develop, along with working with their own children in cooperation with Head Start Staff. An incumbent supervises other Head Start employees to accomplish the goals of this element of this program.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and practices of training and supervision.

Practices of facilitating parenting programs and services.

General community assistance programs available for the support of parents and children.

Rules, regulations and requirements related to the Head Start program.

Record keeping and report preparation techniques.

English usage, spelling, grammar and punctuation.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

Basic budgeting practices regarding monitoring and control.

Concepts of adult and child development, learning and behaviors.

Multi-cultural environments and attitudes.

Modern office practices, procedures and equipment.

**Ability to:**

Plan, organize and conduct a variety of procedures and activities ~~designed to ensure completion of the Parent Involvement family engagement service area component~~ goals and objectives.

Supervise and evaluate the performance of assigned personnel.

~~Train and supervise the performance of assigned staff.~~

Research, compile and analyze data.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

~~Maintain records and prepare comprehensive narrative and statistical reports.~~

~~Compile and verify data.~~

Establish and maintain cooperative and effective relationships with others.

Communicate effectively, both orally and in writing.

Prepare and deliver oral presentations.

Interpret, apply and explain program rules, regulations and requirements.

Monitor and control expenditures in accordance with established guidelines.

Motivate ~~parents or families and~~ volunteers to take courses of action that in the best interest of the development and growth of children.

Communicate effectively with other governmental agencies and associations to further the objectives of the Head Start program.

~~Communicate effectively with other governmental or county agencies group or associations to further the objectives of the Head Start program.~~

Organize and establish priorities and schedules.

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

Drive a vehicle to conduct work.

**Education and Training:**

Bachelor's degree in education, human services, family and child services, social sciences or a related field.~~Bachelor's degree in education, social services or a related field.~~

**Experience:**

Three years of experience in an educational or community service organization including some experience overseeing the work of staff engaged in the delivery of program services.

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

**SPECIAL REQUIREMENTS**

Incumbents in this classification must obtain certification as a Family Development Credential Trainer within one year of hire.

Valid California Class C driver's license and use of a personal automobile.

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

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
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 (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.

06/90

Revised 10/1998

Revised 3/25/2004

Revised: 4/20/2006

Revised:



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

February 17, 2017

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

Background and Findings

Staff spoke with the Head Start Director regarding several classifications in the Head Start job family that are currently vacant:

- Head Start Fiscal Officer (vacant since February 2017)
- Head Start Nutrition Manager (vacant since November 2016)
- Head Start Health Manager (vacant since January 2015)
- Head Start Family Services Supervisor (vacant since June 2015)

The Head Start Director supports the abolishment of these classifications and does not anticipate utilizing them in the future.

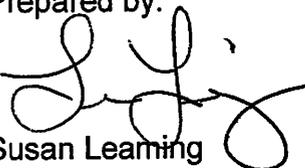
Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Head Start Fiscal Officer
- Head Start Nutrition Manager
- Head Start Health Manager
- Head Start Family Services Supervisor

Prepared by:

  
Susan Learning  
Personnel Analyst

Approved and Recommended:

  
Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0784**  
**Salary Range: 35 (M2)**

### HEAD START HEALTH MANAGER

#### JOB SUMMARY

Under general direction, to plan, implement and evaluate the health service activities of the Head Start Program; to supervise assigned staff for Head Start and Early Head Start Programs; and to do related work as required.

#### 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.*

- Supervise and coordinate the development and annual updating of the Head Start Health Services Plan in conformance with the Head Start Performance Standards. **E**
- Develop standards and procedures for providing and evaluating health care to meet Head Start criteria. **E**
- Assist in interviewing health personnel, conducting appropriate training, assessing personal performance and making appropriate duty assignments. **E**
- Supervise obtaining a complete medical, dental and developmental history for each child. **E**
- Coordinate obtaining parental consent prior to the performance of screenings and examinations. **E**
- Coordinate arrangements for treatment of all health problems detected in medical and dental examinations of children, including immunizations and follow-up treatment. **E**
- Supervise the maintenance of health records for all children. **E**
- Develop policies and procedures for the Head Start staff on how to respond to medical emergencies. **E**
- Review, evaluate and interpret health records, vital statistics, and other data affecting health services, in order to assess needs and to plan and implement special programs or activities to meet these needs. **E**
- Counsel parents concerning specific family health problems and design and conduct health education for parents. **E**
- Conduct in-service training for Head Start staff concerning health education, environmental health and safety, first-aid and emergency medical procedures. **E**
- Conduct periodic observations of health education activities. **E**
- Establish, maintain and review schedules, records and billings associated with contracted health services. **E**
- Coordinate activities of the Health Advisory committee. **E**
- Develop procedures and facilitate TB screenings for staff and volunteers. **E**

- Monitor health/safety physical environment at all Head Start locations and facilitate the remediation of identified issues. *E*
- Train and supervise all health staff and consultations. *E*
- Participate, as requested in the hiring process of all health staff and other assigned personnel. *E*
- Participate in the development and supervision of annual health services budget. *E*
- Coordinate and facilitate the processing of all work-related employee injuries. *E*
- Participate in the IEP process for children with health related disabilities. *E*
- Review and evaluate health services component activities to ensure conformance to Head Start Performance Standards and other state and local regulations. *E*
- Interpret such things as health needs and nursing standards to other Head Start personnel, policy council, and the community at large. *E*
- Assist the program administrator in evaluation of program and staff performance. *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 incumbent in this class is expected to provide professional nursing supervision of all health services.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Basic pediatric nursing practices.  
Identify children and families' health needs to acquire health data.  
Community based health providers.  
Health education programs in a multicultural environment.  
Program evaluation techniques.  
First aid teaching techniques.

#### **Ability to:**

Utilize computerized sources of health related information.  
Develop appropriate data-gathering instruments.  
Analyze needs assessment data.  
Determine priority area of need for health education.  
Communicate effectively both orally and in writing.  
Establish effective interpersonal relationships with those requiring assistance in solving health-related problems.  
Refer families to appropriate sources of health information or treatment resources.  
Conduct health screenings including vision, hearing and dental.  
Plan and conduct inservice training for individuals, small or large groups.  
Set up and maintain appropriate records and files.

**Education and Training:**

Graduation from a recognized college or university with a Bachelor degree in nursing science, with Public Health Nurse Certification preferred.

**Experience:**

Two years of public health, pediatric nursing, or related nursing experience are required, preferably with at least one year in a lead or supervisory capacity. Experience in Head Start or other early childhood program is beneficial.

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

**SPECIAL REQUIREMENTS**

Must be currently licensed as a Registered Nurse in the State of California.

Must possess a class C California drivers license and have the use of a personal automobile (mileage reimbursable) at the time of appointment.

Some positions in this class may require the ability to speak a language other than English.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
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 (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.

Rev 10/98  
Rev 3/25/04



## PERSONNEL COMMISSION

**Class Code: 0381**  
**Salary Range: 35 (M2)**

### HEAD START FISCAL OFFICER

#### JOB SUMMARY

Under general direction, to plan, organize, direct, and manage the fiscal and accounting needs of the Head Start program; and to do related work as required.

#### 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.*

- Prepare the annual grantee Head Start budgets for basic, handicapped, training/sign technical assistance, and supplemental program services, etc. **E**
- Plan and direct the Head Start fiscal office activities including the preparation, review, checking, and verification of such documents as appropriation transfers, requisitions, inkind contributions, parent reimbursements, bank reconciliation's and revolving cash fund accounts, invoices, accounting documents, account payable documents, payroll, etc. **E**
- Prepare, review, revise and adjust, monitor and control the budget and other components of the grant to ensure compliance with regulations and guidelines mandated by the grantor. **E**
- Monitor expenditures and accounting transactions involving program funds. **E**
- Set up and maintain Head Start budget account structures in accordance with district and federal rules and regulations. **E**
- Prepare cost analysis, monthly and quarterly budget reports, and make presentations to such individuals, groups, or offices as Head Start Program Coordinator, Finance Committee, Parent Policy Council, Board of Education, district offices, and regional Head Start funding office, etc., indicating, among other aspects, the current fiscal status and measuring actual versus planned expenditures, etc. **E**
- Provide information to and assist in the development of recommendations to the Policy Council by the Finance Committee. **E**
- Assist in developing plans and procedures for Head Start internal control. **E**
- Prepare reimbursement claim forms, requisitions, and contracts in conjunction with District accounting. **E**
- Conduct training sessions for individuals or groups regarding area of expertise and responsibility. **E**
- Set up and maintain appropriate files and records. **E**
- Plan, organize, and supervise assigned personnel. **E**

- Prepare and review correspondence and reports. *E*
- Analyze laws, regulations, legal opinions and decisions, procedures and rulings, recommended changes in operating procedures or similar kinds of related events for their impact on the Head Start program effectiveness and costs, and to remain abreast of future or current matters affecting the Head Start Program. *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 Head Start fiscal officer provides financial, technical, and management support for the Head Start Program Administrator and serves as a specialized Head Start resource to the Finance Committee, the Parent Policy Council, and the regional Head Start funding office, as well as providing budget fiscal development and assistance directly to the Program Coordinator.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Accounting principle practices and methods.

Federal, state and local laws and regulations as they pertain to accounting, budgeting, and auditing procedures.

Principles and techniques of analysis and research, utilizing statistical measures and projections.

Operating policies, priorities, and procedures of the federal, state, and school district.

Principles and practices for budget preparation and administration, and related accounting and record keeping practices.

Computer capabilities and applications for analysis and decision-making relative to revenue and budget administration.

Knowledge of computer software such as WordPerfect, Lotus 123, and related accounting software.

#### **Ability to:**

Ability to monitor and interpret grant budget data and prepare financial projections.

Interpret technical or complex written and oral instructions.

Read, interpret and apply sections of federal and state laws and regulations applicable to required accounting, budgeting, and reporting of finances by the grantee.

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

Conduct meetings and make presentations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with others.

To set goals and achieve results.

**Education and Training:**

Graduation from a recognized college or university, with major course work in business administration, public administration, accounting, or a closely related field.

**Experience:**

At least two or more years of progressively responsible, directly related experience in the development and analysis of budgetary, accounting, and legislative data for Head Start programs.

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

**SPECIAL REQUIREMENTS**

Some positions may require the use of personal automobile and possession of a valid California class C Driver's License. The use of an automobile may be required. (Mileage reimbursable.)

**WORKING CONDITIONS**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
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 (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.



## PERSONNEL COMMISSION

**Class Code: 0785**  
**Salary Range: 35 (M2)**

### HEAD START NUTRITION MANAGER

#### JOB SUMMARY

Under direction, to plan, participate and coordinate the Head Start nutritional services program, and to do related work as required.

#### 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.*

- Supervise and coordinate the development and updating on an annual basis, the district's Head Start Nutrition Services plan in conformance with section 1340-3.9 of the Head Start Performance Standards. **E**
- Provide direction for menu formulation, food preparation and service, purchasing, sanitation standards, safety practices and personnel utilization, in accordance with district, California Food Service, Health Department and Head Start guidelines. **E**
- Provide input into the development of the annual food services budget for inclusion in the district's annual funding plan. **E**
- Work with district's food service personnel to plan menu cycles of nutritional value for meals and snacks. **E**
- Provide input into the development of schedules, standards, and procedures for preparing and delivering meals to sites as required. **E**
- Prepare in-service training plans for all nutrition service personnel, classroom educational staff and parent groups. **E**
- Supervise the review of medical and developmental history of each child. **E**
- Review, evaluate and interpret health records, vital statistics and other data affecting health and nutrition, in order to assess needs and to plan and implements special programs or activities to meet these needs. **E**
- Counsel parents concerning general nutritional problems and design and conduct nutrition education for parents. **E**
- Conduct in-service training for center staff concerning nutrition education, and its impact on health. **E**
- Identify and mobilize local community agencies that can provide nutrition education/services to parents and programs staff. **E**
- Conduct monthly health and sanitation inspections for all Head Start classrooms food service activities. **E**

- Assure that non-food supplies are segregated and stored in locked containers or storage areas away from foods and out of reach of children. *E*
- Participate in the Head Start Health Advisory Board meeting activities. *E*
- Assure that all food products are stored and transported in adequate storage facilities at required temperatures. *E*
- Conduct periodic observations of nutrition education in the classroom and provide direction for improving the classroom nutrition education program. *E*
- Review and evaluate Nutrition Services component activities to insure conformance to Head Start Performance Standards and other State and local regulations. *E*
- Interpret nutrition standards to staff. *E*
- Assess any assigned nutrition personnel and make appropriate duty assignments. *E*
- May purchase food and supplies for snacks.

*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.*

### **DISTINGUISH CHARACTERISTICS**

An incumbent in this class has the functional responsibility for the Head Start Nutritional Component Program working in cooperation with the district food service staff. This includes such things as long range menu planning, establishing inventory needs and related requirements, ensuring health standards are implemented and maintained, supervisory report preparation and record keeping, ensuring cost effective operations, establishing and conducting scheduled nutritional education for parents and staff.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of large scale food service management, food preparation, and program administration.

Methods of storing, heating and serving food.

Food values, nutrition, community health, and public health and sanitation and nutrition.

Administrative practices and budgetary processes.

Financial records keeping and cost control procedures.

General principles of supervision and training.

Menu planning.

Techniques and resources used in assessing and evaluating nutrition needs of children and families in the multi-cultural community setting.

Regulations regarding food service facilities.

#### **Ability to:**

Plan balanced menus.

Prepare clear and accurate reports.

Read, understand, and apply regulations or proposed regulations relating to food service programs.

Develop and conduct in-service planning program.

Speak clearly and effectively before individuals or groups.

Maintain accurate records.

Establish and maintain effective relations with others contacted in the course of work.

Recognize and correct safety hazards.

Understand and carry out oral and written instructions.

Operate a vehicle using legal and defensive driving techniques.

Plan, organize and conduct a variety of procedures and activities designed to ensure completion of goals and objectives, including program assessment procedures.

Communicate effectively both orally and in writing.

**Education and Training:**

Graduation from a recognized college or university with a bachelor's degree, with a major in food nutrition.

**Experience:**

At least two years recent experience in industrial, institutional, or commercial quantity food preparation, dietetics, community nutrition and/or food sanitation, or at least one year as a supervisor of an industrial, institutional or commercial quantity food service program.

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

**SPECIAL REQUIREMENTS**

Must have a valid Class C California Driver's License, access to an automobile, and adequate automobile insurance, or have available private transportation at the time of appointment.

Must possess a current, valid license issued by the appropriate State of California agency for work as a registered dietician.

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
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 (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.

06/90  
Rev 10/98  
Rev 3/25/04



## PERSONNEL COMMISSION

**Class Code: 0784**  
**Salary Range: 35 (M2)**

### HEAD START HEALTH MANAGER

#### JOB SUMMARY

Under general direction, to plan, implement and evaluate the health service activities of the Head Start Program; to supervise assigned staff for Head Start and Early Head Start Programs; and to do related work as required.

#### 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.*

- Supervise and coordinate the development and annual updating of the Head Start Health Services Plan in conformance with the Head Start Performance Standards. **E**
- Develop standards and procedures for providing and evaluating health care to meet Head Start criteria. **E**
- Assist in interviewing health personnel, conducting appropriate training, assessing personal performance and making appropriate duty assignments. **E**
- Supervise obtaining a complete medical, dental and developmental history for each child. **E**
- Coordinate obtaining parental consent prior to the performance of screenings and examinations. **E**
- Coordinate arrangements for treatment of all health problems detected in medical and dental examinations of children, including immunizations and follow-up treatment. **E**
- Supervise the maintenance of health records for all children. **E**
- Develop policies and procedures for the Head Start staff on how to respond to medical emergencies. **E**
- Review, evaluate and interpret health records, vital statistics, and other data affecting health services, in order to assess needs and to plan and implement special programs or activities to meet these needs. **E**
- Counsel parents concerning specific family health problems and design and conduct health education for parents. **E**
- Conduct in-service training for Head Start staff concerning health education, environmental health and safety, first-aid and emergency medical procedures. **E**
- Conduct periodic observations of health education activities. **E**
- Establish, maintain and review schedules, records and billings associated with contracted health services. **E**
- Coordinate activities of the Health Advisory committee. **E**
- Develop procedures and facilitate TB screenings for staff and volunteers. **E**

- Monitor health/safety physical environment at all Head Start locations and facilitate the remediation of identified issues. *E*
- Train and supervise all health staff and consultations. *E*
- Participate, as requested in the hiring process of all health staff and other assigned personnel. *E*
- Participate in the development and supervision of annual health services budget. *E*
- Coordinate and facilitate the processing of all work-related employee injuries. *E*
- Participate in the IEP process for children with health related disabilities. *E*
- Review and evaluate health services component activities to ensure conformance to Head Start Performance Standards and other state and local regulations. *E*
- Interpret such things as health needs and nursing standards to other Head Start personnel, policy council, and the community at large. *E*
- Assist the program administrator in evaluation of program and staff performance. *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 incumbent in this class is expected to provide professional nursing supervision of all health services.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Basic pediatric nursing practices.  
Identify children and families' health needs to acquire health data.  
Community based health providers.  
Health education programs in a multicultural environment.  
Program evaluation techniques.  
First aid teaching techniques.

#### **Ability to:**

Utilize computerized sources of health related information.  
Develop appropriate data-gathering instruments.  
Analyze needs assessment data.  
Determine priority area of need for health education.  
Communicate effectively both orally and in writing.  
Establish effective interpersonal relationships with those requiring assistance in solving health-related problems.  
Refer families to appropriate sources of health information or treatment resources.  
Conduct health screenings including vision, hearing and dental.  
Plan and conduct inservice training for individuals, small or large groups.  
Set up and maintain appropriate records and files.

**Education and Training:**

Graduation from a recognized college or university with a Bachelor degree in nursing science, with Public Health Nurse Certification preferred.

**Experience:**

Two years of public health, pediatric nursing, or related nursing experience are required, preferably with at least one year in a lead or supervisory capacity. Experience in Head Start or other early childhood program is beneficial.

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

**SPECIAL REQUIREMENTS**

Must be currently licensed as a Registered Nurse in the State of California.

Must possess a class C California drivers license and have the use of a personal automobile (mileage reimbursable) at the time of appointment.

Some positions in this class may require the ability to speak a language other than English.

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

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 (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.

Rev 10/98  
Rev 3/25/04



## PERSONNEL COMMISSION

Class Code: 0781  
Salary Range: 19 (S1)

### HEAD START FAMILY SERVICES SUPERVISOR

#### JOB SUMMARY

Under general supervision, serve as a liaison between program staff, the District and community agencies in order to provide Head Start children and families quality integrated comprehensive services; perform administrative tasks related to Head Start families' employability, literacy, substance abuse education, health care, recruitment and enrollment, child care resources, transition to kindergarten and child abuse education; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Serve as a liaison among program staff, the District and community agencies in order to provide Head Start children and families quality integrated comprehensive service. **E**
- Design, monitor and evaluate family services component activities such as health screening and tracking, parent involvement and family partnership building; review administrative activities for the family services components for consistency and accuracy. **E**
- Train, supervise and evaluate the performance of assigned staff; assign and schedule the work of staff; recommend transfers, reassignment, termination and disciplinary actions; develop and conduct in-service trainings for assigned staff. **E**
- Establish and maintain contact with agencies within Long Beach that serve at-risk children and families; review and update community resource and referral lists. **E**
- Provide information to families about community associations, health care resources, social service agencies, Long Beach Unified School District services and other resources that are able to assist them; collaborate with these entities to expand services for these families. **E**
- Participate in community meetings and advisory boards to increase community awareness of the needs of Head Start children and families. **E**
- Encourage parent participation in Head Start activities and services. **E**
- Facilitate the development and implementation of a health care plan for identified at-risk children and families transitioning to kindergarten; prepare related progress reports. **E**

- Facilitate the enrollment process for eligible families into appropriate health insurance programs. *E*
- Coordinate and monitor the application, recruitment and enrollment process including outreach opportunities. *E*
- Facilitate and monitor the kindergarten enrollment and record transfer process of Head Start children. *E*
- Prepare and maintain a variety of records, files and reports related to assigned activities and families; compile and tabulate statistical data and data generation reports. *E*
- Complete a variety of forms including lunch applications and social and health service agency referrals; maintain confidentiality of sensitive and privileged information. *E*
- Administer routine first aid to children as needed; assist in assuring medication is dispensed according to physician instructions and District policy. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work. *E*
- Attend a variety of meetings, inservice trainings and conferences; maintain current knowledge of program laws, codes, rules and regulations. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

A Head Start Family Services Supervisor works to resolve and inform staff, parents/guardians and local community agencies of the needs, services, resources and options available within the community for at risk families. An incumbent will cultivate and maintain communication with local organizations such as health care agencies and social service agencies. Incumbents will interface with many socio-economic and multi-cultural entities within the community. An incumbent must possess excellent oral communication, interpersonal relationship and organizational skills. A Head Start Family Services Supervisor trains and supervises program staff in the delivery of quality services to children and families in Head Start.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Head Start Service Areas, Performance Standards and Administration for Children and Families Guidelines.

Basic leadership techniques and principles of team development.

Basic principles and practices of supervision and training.

General social work and case management principles.

Basic principles of child development and early childhood education.

Personal hygiene practices.

Basic pediatric health issues and communicable diseases.

Record-keeping and report preparation techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of office equipment including a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Community and organizational resources.

**Ability to:**

Interpret, apply and explain Head start policies, regulations and objectives.  
Train, supervise and evaluate the performance of assigned staff.  
Identify, contact and develop working relationships with community organizations, agencies and other community resources.  
Understand with sensitivity and awareness, the cultural and socio-economic diversities and needs of children and families.  
Work with children and families with special needs and provide appropriate resources.  
Identify and analyze issues and concerns and recommend viable solutions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Assemble, organize and prepare data for records and reports.  
Maintain records and prepare reports.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Learn first aid and CPR methods.  
Learn vision, hearing, height and weight screening techniques.  
Plan and organize work.  
Meet schedules and timelines.

**Education and Training:**

Associate of Arts degree with coursework in psychology, sociology, child development, public health, nursing or human services.

Certificates or credentials directly related to Head Start Family Services or other similar social service programs serving at-risk children and families is preferred.

**Experience:**

Two years of experience working in a Head Start program or similar social or health service program serving at-risk children and families. Lead or supervisory experience is desirable.

One year of additional experience may be substituted for one year of the required education.

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

**SPECIAL REQUIREMENTS**

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

Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification.

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

**WORKING ENVIRONMENT**

Office and classroom environment.

Constant interruptions.

Driving a vehicle to conduct work.

Occasional evening or variable hours.

Potential for contact with blood and other body fluids.

Potential for exposure to bloodborne pathogens and communicable diseases.

**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 and conduct health screenings.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting and carrying light objects weighing up to 25 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 (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 4-30-98

PCA: Revised 7/15/2004

PCA: Revised 5/18/2006



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

February 23, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of Classifications

Background and Findings

While reviewing the District's overall classification plan, Staff found several classifications that will no longer be utilized:

- Instructional Materials Technician (vacant since June 2013)
- Purchasing Projects Technician (vacant since June 2010)
- Gang Intervention Specialist (non-grandfathered class code, vacant since July 2002)

Staff contacted the appropriate administrators who support the abolishment of these classifications and do not anticipate a need for the classes in the future. No staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Instructional Materials Technician
- Purchasing Projects Technician
- Gang Intervention Specialist (non-grandfathered class code 05012)

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0666  
Salary Range: 20 (C1)

### INSTRUCTIONAL MATERIALS TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform a variety of duties related to ordering, receiving, processing and distribution of science, math, health, history, social science and nutrition instructional materials; serve as a resource to teachers and staff for instructional materials; 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 duties related to ordering, receiving, processing and distribution of science, math, health, history, social science and nutrition instructional materials such as videos, DVD's, models, charts, books, displays, maps and science laboratory consumables including chemicals and live specimens. **E**
- Greet and assist visitors; maintain daily log of visitors; serve as a resource to teachers and staff regarding instructional materials; suggest appropriate materials or equipment; assist teachers and staff in the creation and use of instructional materials. **E**
- Circulate instructional materials; check items in and out to staff; maintain log of borrowed materials; send notification of overdue materials and follow up as needed; shelve returned items; repair or discard damaged materials as necessary. **E**
- Order instructional materials; prepare and submit purchase orders and submit expense transfers; contact vendors to obtain information such as current pricing, delivery timelines and availability; visit local vendors to purchase materials; maintain related records. **E**
- Track vendor shipments and follow up with vendors; notify and update appropriate personnel of delivery issues and pick up dates; maintain log of shipments received directly at sites; complete related reports. **E**
- Receive and inspect shipments for damage and conformity to purchase order specifications and packing slips; process related paperwork; input and update computerized records and databases. **E**
- Store received items in appropriate storage sections, shelves, bays or bins; move stock locations as necessary; maintain storage and office areas in a clean, safe and orderly condition; conduct regular and periodic inventories. **E**
- Provide training and direction to others in the use of equipment and preparing instructional materials in the Instructional Materials Workshop or similar facility. **E**

- Participate in the coordination of special events such as the annual Science Fair; send invitations; contact sites to confirm participation; order materials, refreshments and equipment. *E*
- Prepare special event items such as name tags, flyers, labels, certificates, letters and packets; set up and attend events; update related files and records following events. *E*
- Operate and adjust a variety of office and instructional equipment including a laminator, copier, die cutter, spiral binding machine, drilling machine and audio-visual equipment. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Answer telephones; explain policies and procedures related to assigned activities; update bulletin boards; receive and distribute mail; compose correspondence independently or from oral instructions; update forms and staff rosters. *E*
- Communicate with District staff and vendors to exchange information, coordinate activities and resolve issues. *E*
- Attend a variety of meetings, workshops and trainings.

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

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform a variety of duties related to ordering, receiving, processing and distribution of science, math, health, history and nutrition instructional materials at the Science and Math Resource Center, History-Social Science Resource Center and Instructional Materials Workshop. An incumbent serves as a resource to teachers and staff by suggesting appropriate materials and assisting in the creation and use of instructional materials.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Operation of a variety of office and instructional equipment including a laminator, copier, die cutter, spiral binding machine, drilling machine and audio-visual equipment.  
 Use of purchase orders, invoices and related purchasing and shipping documents.  
 Proper methods of storing instructional equipment, materials and supplies.  
 General inventory methods and practices.  
 Basic budgeting and accounting practices regarding monitoring and control.  
 Operation of a computer and assigned software.  
 Record-keeping, report preparation and filing techniques.  
 Telephone techniques and etiquette.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Interpersonal skills using tact, patience and courtesy.  
 Oral and written communication skills.  
 Mathematical computations.

**Ability to:**

Perform a variety of duties related to ordering, receiving, processing and distribution of science, math, health, history and nutrition instructional materials.  
Answer telephones and greet the public courteously.  
Serve as a resource to teachers and staff regarding instructional materials.  
Monitor and balance assigned accounts and budgets.  
Maintain records, logs and files.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Compose correspondence and written materials independently.  
Add, subtract, multiply and divide quickly and accurately.  
Operate a variety of office equipment including a computer and assigned software.  
Receive, sort and distribute mail.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school. College level course work in education, library science, accounting or a related field is highly desirable.

**Experience:**

Two years of library, media center or clerical experience preferably involving financial record-keeping and purchasing supplies and materials.

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

***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.

**SPECIAL REQUIREMENTS**

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 storage room environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard, office and instructional equipment.

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 store materials.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders to reach supplies and equipment.

Lifting, carrying, pushing or pulling objects weighing up to 25 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 (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: 05/1991

Revised: 10/24/02

Revised: 7/11/13



## PERSONNEL COMMISSION

Class Code: 5130  
Salary Range: 23 (C1)

### PURCHASING PROJECTS TECHNICIAN

#### JOB SUMMARY

Under general supervision, receive, distribute and coordinate furniture transfer and delivery for modernization projects and new school sites; prepare and maintain related records and files; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Receive, distribute and coordinate furniture transfer and delivery for modernization projects and new school sites; participate in site walkthroughs to survey furniture needs of sites. **E**
- Communicate with site administrators, District staff and vendors to coordinate activities, resolve issues and discuss District furniture standards for new construction and modernization projects. **E**
- Drive a District vehicle to school sites and District offices to evaluate the condition of furniture and recommend replacement or repair of items in accordance with District standards; complete requisition forms and submit for approval. **E**
- Schedule delivery dates and locations with vendors and school sites; arrange for installation at locations as needed; assure timely pickup, delivery, and replacement of furniture; assure furniture has proper inventory markings or tags; complete equipment transfer or survey forms. **E**
- Assist in assuring budgeted allocations match final purchase prices of furniture; confer with accounting personnel and vendors to resolve questions regarding payment for items. **E**
- Inspect items for damage and conformity to purchase order specifications and packing slips; notify appropriate supervisors regarding shortages, damaged goods or other discrepancies and contact vendors as directed; process related paperwork; input and update computerized records. **E**
- Prepare and maintain a variety of records and files related to assigned activities; prepare and submit required reports. **E**
- Participate in periodic and annual inventory activities; prepare items in stock for inventory; count and record numbers of stock items. **E**

- Serve as a Warehouse Materials Processor; perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities and equipment at the District's centralized warehouse. *E*
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a copier and computer and assigned software. *E*
- Maintain warehouse and work areas in a clean, safe and orderly condition; empty waste receptacles, spot mop spills and sweep floors as needed; sort and stack pallets. *E*
- Provide assistance to other department divisions and participate in a variety of special projects as assigned to assure smooth and efficient office operations. *E*
- Attend meetings and trainings as directed.

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

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in this classification performs a variety of duties related to the receiving, distribution and coordination of furniture transfers and deliveries for modernization projects and new school sites. Incumbents work closely with the District's furniture Purchasing Agent, and evaluate the condition of furniture and recommend replacement or repair of items in accordance with District standards. When not performing duties related to the acquisition or disposal of furniture, an incumbent also serves as a Warehouse Materials Processor in order to assure smooth and efficient warehouse operations.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General purchasing and warehousing methods, practices and terminology.

Shipping and receiving procedures.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Operation of equipment used in the receipt, storage and shipping of materials, commodities and equipment.

Proper storage techniques.

Operation of a computer and data entry techniques.

Basic record-keeping and filing techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

General space utilization and inventory methods and practices.

Health and safety regulations.

Basic math.

**Ability to:**

Schedule delivery dates and locations with vendors and school sites.  
Evaluate the condition of furniture and recommend replacement or repair.  
Perform physical and record-keeping duties involved in packing, storing and shipping materials, commodities and equipment.  
Receive, store, ship and deliver materials, supplies and equipment to various locations.  
Operate a variety of warehouse equipment including a forklift.  
Operate a computer and assigned software.  
Drive a District vehicle to conduct work.  
Utilize space efficiently and effectively.  
Assist in maintaining and recording inventory.  
Learn laws, codes, rules and regulations related to assigned activities.  
Meet schedules and time lines.  
Prepare and maintain records and files.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Observe health and safety regulations.  
Add, subtract, multiply and divide accurately.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Two years of experience receiving, inspecting, storing and shipping general stores and equipment.

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

**SPECIAL REQUIREMENTS**

Valid Forklift Operator Certification.

Valid California Class C driver's license.

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

**WORKING ENVIRONMENT**

Warehouse, school site and office environment.  
Exposure to fumes, dust and odors.  
Working around and with machinery having moving parts.  
Driving a vehicle to conduct work.  
Working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials.  
Standing for extended periods of time.  
Walking.  
Climbing ladders to reach supplies and equipment.  
Heavy physical labor.

*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.

DATE: 3/6/2008



## PERSONNEL COMMISSION

**Class Code: 5012**  
**Salary Range: 22 (C1)**

### GANG INTERVENTION SPECIALIST

#### JOB SUMMARY

Under general supervision, to work with at risk students and youth gangs, school personnel, parents, and community organizations in order to clarify problems, prevent anti-social or illegal acts, improve school-community relations, and promote safe student practices; and to perform related duties as required.

#### 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.*

- Establish and maintain rapport with at risk students and gang members to dissuade them from gang membership and destructive activities to themselves, others and District property; bring them in contact with community youth resources (e.g. youth employment opportunities) to channel their behavior toward positive and rewarding goals. **E**
- Patrol roads and streets in a school security vehicle at District sites and nearby areas to search for truant students or loitering persons; pick up truants and transport to school or the truancy center. **E**
- Respond to dispatcher calls for assistance at a campus to quell unruly students or parents; intervene in confrontations to restore order; break up student fights at campuses or other locations; may be assigned to a site during special events, such as contests and performances or a campus lock-down; keep a daily log of calls. **E**
- Initiate contact with parents and/or guardians to discuss gang relationship or at risk standing of students; advise and provide information on avoiding gang membership and activities and direct them toward community resource referrals for adults and students. **E**
- Hold individual or group discussions with at risk students and gang members about their families and circumstances to further the understanding of themselves and work toward the avoidance of aggressive behavior and violence; emphasize appropriate personal conduct, good school attendance, following school rules and procedures and seeking personal constructive goals. **E**
- Attend meetings and workshops on youth gang developments; network with other school district and law enforcement personnel to keep current on gang behavior and changes. **E**
- Upon order by a District administrator, search students and their belongings for illegal or inappropriate materials. **E**

- Identify gang members by dress, language, grooming, graffiti, tagging and location in the community; keep current on gang culture and changes; operate a video and/or camcorder to record features of gang activity. *E*
- Make presentations to school personnel regarding ethnic life styles and youth gang affiliations and relationships as requested. *E*
- Transport students or gang members home or the truancy center as directed. *E*
- Provide information to school administrators regarding individual and youth gang activities that may endanger property or persons at schools. *E*
- Gather information from school staff, parents, businesses, students, and law enforcement personnel and disseminate information in order to control rumors and prevent or minimize violence. *E*
- Operate two-way radio. *E*
- Write progress reports regarding assignments. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

A Gang Intervention Specialist serves as liaison among students, parents, guardians and school personnel to minimize acts of youth violence and improve school-community relations. An incumbent is also in a leadership role to counter the influence of gang culture and direct students to constructive activities such as youth employment and school or community sponsored events. An incumbent is knowledgeable of and refers students to community resources that can serve to deter youth from gang affiliation or gang membership.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Gang activities and cultural impact within the community.  
Relationships among groups within the school community.  
Community organizations involved with social and youth services.  
Laws, rules, regulations, policies, and procedures relating to youth in such areas as school attendance, juvenile criminal activities, substance abuse, etc.  
Ethnic diversity and cultural awareness in an urban setting.  
Attitudes of youth with tendencies toward overt violent acts.  
Remedial solutions and approaches that discourage attitudes that promote violence.  
Counter gang culture techniques and methods that may be applied.  
Adolescent substance abuse.  
Personal computer and software.

**Ability to:**

Demonstrate strong, empathetic listening and interpersonal relationship skills and communicate orally with students and parents.  
Understand adolescent behavior and be a positive role model to adolescents.  
Exercise physical force when necessary in restraining students and adults.  
Read gang signs and graffiti.  
Learn District organization, operations policies and procedures.  
Understand, apply and explain school rules and regulations and procedures.  
Keep records and logs and prepare reports.  
Observe and retain names, faces, and details of events or occurrences.  
Operate a two-way radio.  
Operate office equipment such as a personal computer, copy machine and multi-line telephone.  
Understand and carry out both oral and written instructions.  
Operate a vehicle observing legal and defensive driving practices.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Equivalent to graduation from high school.

At least 15 units of college level courses in child development, adolescent behavior, administration of justice, sociology and education are highly desirable.

**Experience:**

At least two years of experience in working with adolescents or young adults in counseling, instructional or a community youth program are required.

OR

At least two years as a Campus Security Officer in the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment.

Applicants will be subject to a background check before appointment is approved.

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.

Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected.

American Red Cross standard first aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period.

**WORKING ENVIRONMENT**

Urban school campus, indoors and outdoors; occasional inclement weather; driving a car on city streets; school bus stops; occasional visits to residences within District boundaries; event crowds; standing for extended periods of time; verbal abuse from students and parents; some light lifting, with occasional loads of up to 50 pounds; occasional violence or threat of violent behavior by students or adults.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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



## PERSONNEL COMMISSION

February 18, 2017

TO: Personnel Commissioners

FROM: Kenneth Kato  
Executive Officer, Personnel Commission and Classified Employment

SUBJECT: **RESULTS OF 2016-17 EMPLOYMENT PROCESSING SURVEY**

### BACKGROUND

This is a follow up to a 2015 survey that assessed the level of service that the Personnel Commission provides to the Long Beach Unified School District. This 2016 survey was conducted and analyzed by Personnel Commission staff during the period of December 9-28, 2016. There were 199 supervisors and administrators invited to take the online survey. The survey focused on a group that had hired a classified employee in the past 12 months. Those who were outside the survey criteria were to self-select themselves out of the survey. Of the 199 who were invited to take the survey, 93 (46.73%) responded to the invitation and 68 respondents were eligible to answer all the questions.

As a result of the findings from the 2015 survey, changes were implemented within the Personnel Commission to address various concerns. These changes included the following:

- Partial implementation of a competency modeling system to construct and revise examinations
- Staff providing updated examination progress to hiring departments upon request
- Proactive recruitment strategies to meet departmental need
- Continued review of examination construction with subject matter experts (SME's)
- Acquisition of new technology to explore alternative methods of examination.

### SURVEY CONSTRUCTION

The questions focused on levels and frequency of service provided by Commission staff during the hiring process. The survey contained 10 questions that could be answered online in a multiple choice format or with text with the option of providing additional comments. The questions were the same questions that were used in the 2015 survey to establish a point of comparison. The questions were as follows:

1. When working with Personnel Commission staff since November 2015, how often did they give you the information or help you needed?
2. When working with Personnel Commission staff since November 2015, how often were staff responsive to your concerns?

3. When working with the Personnel Commission staff since November 2015, how often did they provide you with a realistic timeline for the completion of the hiring process.
4. When working with Personnel Commission staff since November 2015, what did you appreciate most about your experience?
5. When thinking about your experience with your last hire since November 2015, Personnel Commission staff were:  
*(Answers to these questions were presented in a 4-step Likert Scale from Disagree to Strongly Agree for the following categories)*

Accessible  
 Helpful  
 Timely  
 Efficient  
 Courteous  
 Respectful

6. When thinking about your experience with your last hire since November 2015, Personnel Commission staff provided me with all the information I needed to fill my position opening?
7. When thinking about your experience with your last hire since November 2015, Personnel Commission staff kept me well informed as to the status of my opening?
8. When thinking about your experience with your last hire since November 2015, the list of candidates provided to me by Personnel Commission staff were well qualified for the position?
9. What could the Personnel Commission staff do to enhance the services they provide to you?
10. What else would you like us to know?

## **FINDINGS**

The results of the survey can be assessed into various identified categories of customer service:

### Overall Positive Increase in Customer Satisfaction

In every question of this survey, there was approximately a 10% increase or more in the satisfaction of the respondents who thought that the Personnel Commission either “Usually” or “Always” provided the information needed (67.64%, up from 56.92%) and responsive to the concerns of the user (64.71%, up from 54.69%). This can be attributed to active efforts by staff to address staffing needs and promptly investigating problems with examinations or distribution of eligibility lists.

### Courteous, Helpful and Respectful Staff

The Personnel Commission remains committed to professional conduct that includes acting and speaking in a manner that exemplifies personal integrity, dignity, and respect as noted in the Long Beach Unified School District Code of Ethics. Under Question 7, Commission staff received high ratings (averaging over 92%) of “Strongly Agree” and “Agree” in the categories of Helpful, Courteous, and Respectful. Additional comments provided include, “Helpful information. Returned phone calls. Thoughtful consideration to fill my opening with the best possible candidate. Concerns or wonderings were shared in a confidential and professional manner.” and, “I appreciate that the staff is friendly and does work towards finding the information requested.”

### Significant Increase of Qualified Applicants

Under Question 10, the survey specifically asked about the quality of the applicants that the respondents interviewed for their vacancies. There was a significant increase in the perception of hiring authorities that applicants were well qualified for the vacancies. Most of the hiring authorities (74.63%) “Agreed” or “Strongly Agreed” that the candidates on the eligibility lists they received were qualified. This is an increase of 26.23% over the prior survey (48.4%). Those respondents who were dissatisfied mentioned that candidates were lacking experience in a school setting or would not respond to a request for interview. There were also a few responses that thought specific candidates should have scored higher or that some were unqualified for the job, but did not provide additional information.

### Timeliness of Staff Response

The survey results under Questions 5, 7, and 8 indicated concern regarding the lack of timeliness in responding to the hiring authority’s needs. The respondents also claimed that they were not informed by Commission staff or that staff did not always answer phone calls or emails. One quote indicated, “The PC is not always good about getting back with answers regarding positions in a timely manner.” Another respondent stated, “Although the people are courteous and nice when you reach someone, there is a general lack of communication between Personnel Commission and the school sites.”

## **RECOMMENDED ACTIONS**

As with the prior survey, the survey information and its conclusions are limited as it represents a voluntary group who replied to the survey (34.17%) and may not represent every opinion or experience by Long Beach Unified School District administrators. There are multiple circumstances that can occur with each job opening that delays recruitment, testing, or processing of any applicant that may not be attributable to Commission staff. Some delays can include the failure by the department to submit a Vacancy Assignment form (“VA”) to open a recruitment, approval of establishing or filling a vacant position by the freeze committee, examination appeals, reasonable accommodations for applicants, and fingerprint processing delays. In consideration of the results, the following actions are recommended:

### Continue Reviewing and Revising Examinations through Competency Modeling

Staff has currently implemented a new job analysis method called “competency modeling” that recognizes multiple aspects of a job through a defined dictionary of job competencies. This job analysis system is currently used by the Los Angeles County Office of Education (LACOE). Competency modeling requires the close interaction with subject matter experts (SME) and trained Commission staff to identify the job-related competencies that can be measured through conventional testing methods. This job analysis method has been implemented for 25% of the classifications tested and will increase to 50% of examinations created and revised in the

2016-17 school year. The eventual goal is to utilize competency modeling for all examination construction in the near future.

**Continue Reviewing and Updating Job Descriptions**

Commission staff routinely review job descriptions and job families in partnership with the District hiring departments and employees as needed. In the past year, there has been a 7% increase in classification work (72 different classification actions) performed in this past year. In addition to the increase, the Child Care and Instructional Job Family study was completed, which included 261 employees in 61 classifications. Updated classification descriptions will manage performance expectations by providing departments and applicants realistic job requirements and standards.

**Continue Development of Technology to Respond to Customer Needs**

Commission staff is currently experimenting using the recently established cloud-based system to share status reports in real time with departments regarding their vacancies. In addition, Commission staff is also experimenting with computer-based applications to create specialized examinations using technology to score applicants and integrating the results with our current applicant tracking system. This use of technology will provide customers examination information as quickly as possible to manage expectations.

**Seek Solutions to Decreasing the Delays of Communicating to Customers**

There is a concern regarding the ability of Commission staff to respond to its customers in a timely and consistent manner in regards to the hiring and processing of employees. Further research is needed to determine the cause of the communication delays and to address them through petitioning for additional staff time and rearranging functions of positions within the Personnel Commission as necessary to help staff interact with school sites and offices.

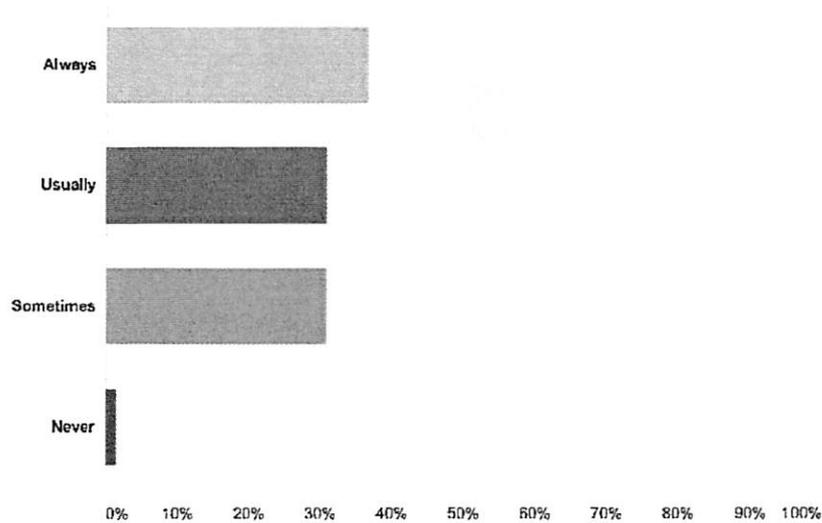
**Maintain Standards of Positive Customer Interactions**

Commission staff continues to receive high ratings for courteous, respectful, and helpful treatment of our customers. There will be additional efforts to explore options to train staff to understand and meet the needs of the applicants and departments.

## Responses from Employment Processing Survey December 2016

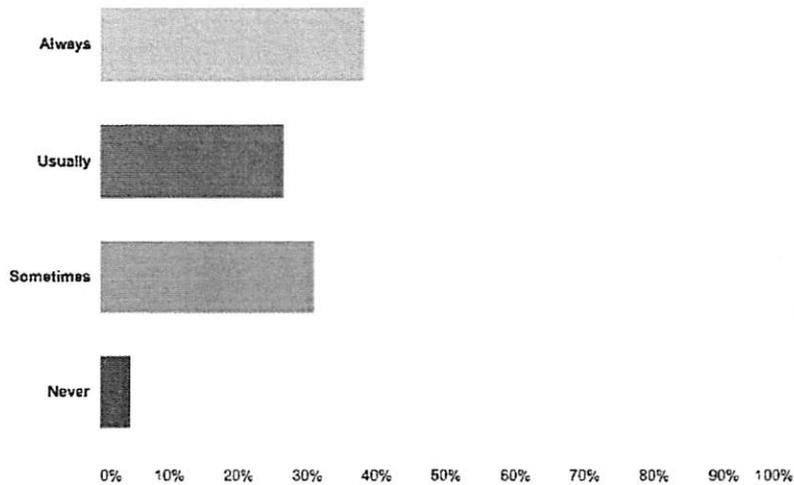
**Q3 When working with Personnel  
Commission staff since November 2015,  
how often did they give you the information  
or help you needed?**

Answered: 68 Skipped: 25



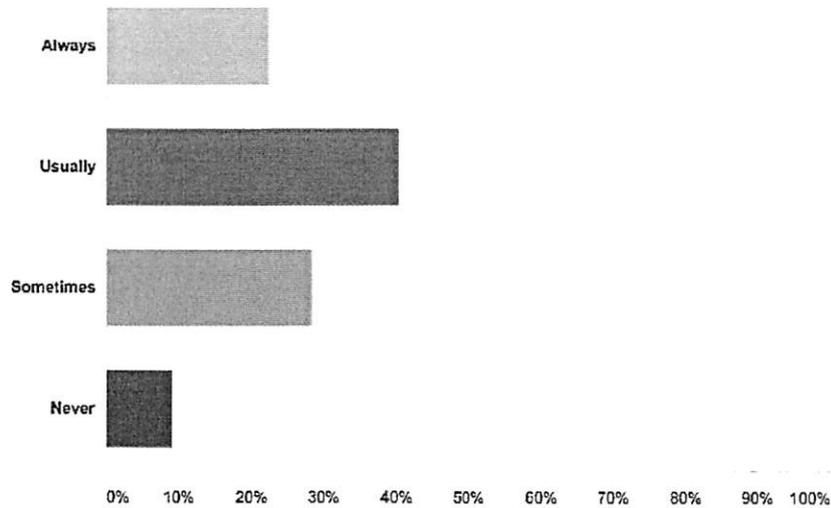
**Q4 When working with Personnel  
Commission staff since November 2015,  
how often were staff responsive to your  
concerns?**

Answered: 68 Skipped: 25



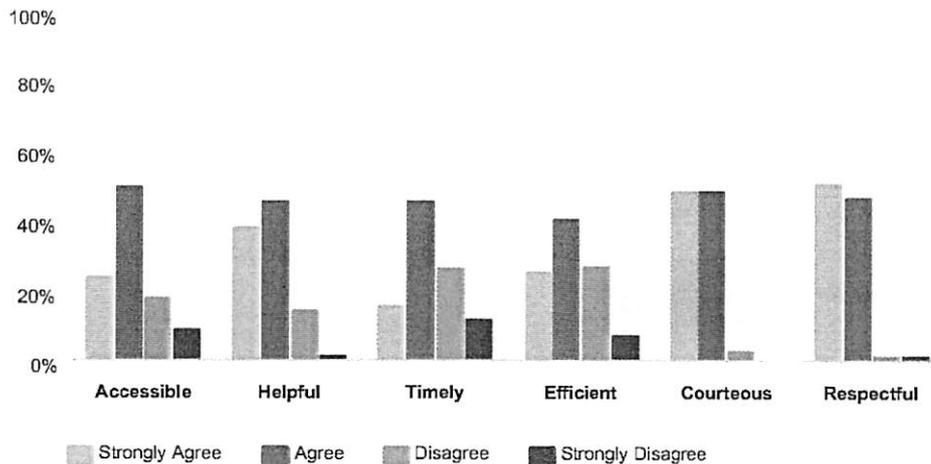
**Q5 When working with Personnel Commission staff since November 2015, how often did they provide you with a realistic timeline for the completion of the hiring process?**

Answered: 67 Skipped: 26



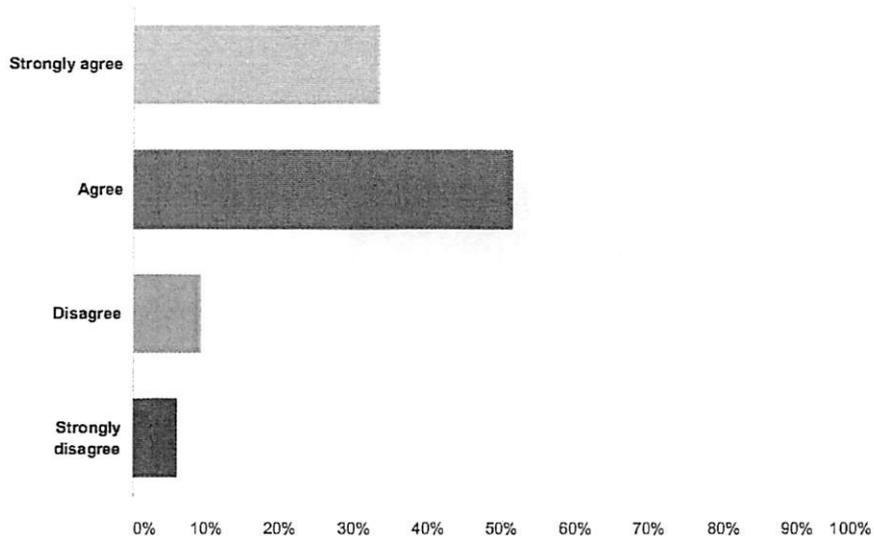
**Q7 When thinking about your experience with your last hire since November 2015, Personnel Commission staff were:**

Answered: 68 Skipped: 25



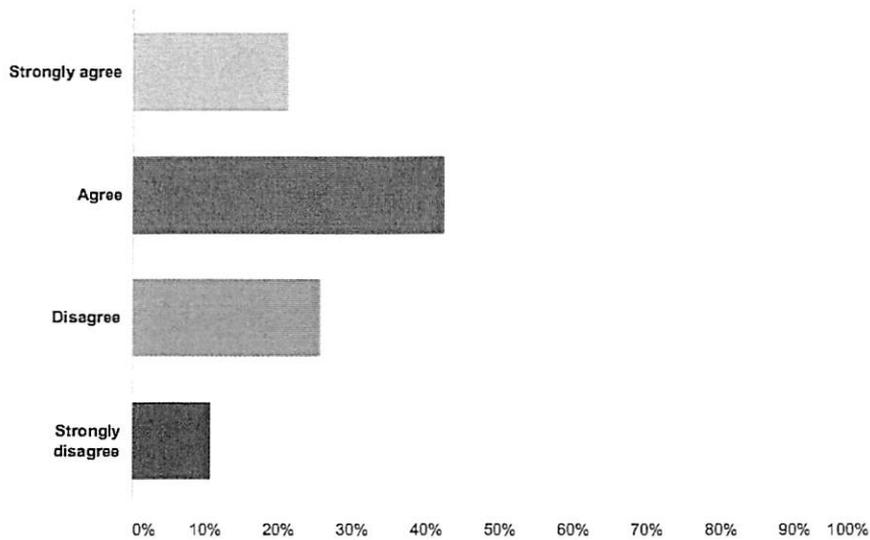
**Q8 When thinking about your experience with your last hire since November 2015, Personnel Commission staff provided me with all the information I needed to fill my position opening?**

Answered: 66 Skipped: 27



**Q9 When thinking about your experience with your last hire since November 2015, Personnel Commission staff kept me well informed as to the status of my opening?**

Answered: 66 Skipped: 27



**Q10 When thinking about your experience with your last hire since November 2015, the list of candidates provided to me by Personnel Commission staff were well qualified for the position?**

Answered: 67 Skipped: 26

