

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
March 16, 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 March 2, 2017 1-5
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 Instructional Aide-Alternative Schools 6-7
2. **RATIFY** job announcement bulletin for Library/Media Assistant 8-9
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 10-11
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 12-13
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III 14-15
6. **APPROVE** the certification Custodian-Substitute 17-0065-0136 eligibility list established March 13, 2017 16
7. **APPROVE** the certification Nutrition Services Operations Coordinator 17-0059-5063 eligibility list established March 7, 2017 16

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the revised class specifications of:  
 Groundskeeper  
 Grounds Equipment Operator I  
 Grounds Equipment Operator II  
 Grounds Equipment Operator II/Driver  
 Grounds Crew Supervisor  
 Assistant Grounds Service Manager  
 Grounds Service Manager 17-47
  
2. **APPROVE** the creation of a New Classification:  
 Create the classification of Executive Director, Equity, Access and  
 College & Career Readiness  
 Allocate the class of Executive Director, Equity, Access and College &  
 Career Readiness to salary range 58 (M2) 48-53
  
3. **DISCUSS** a Public Hearing date for Proposed Personnel Commission  
 Budget for 2017-2018 54
  
4. **APPROVE** Meeting Dates for Personnel Commission 2017-2018 55

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 30, 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

March 2, 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, March 2, 2017 at 8:17 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: Terence Ulaszewski  
Linda Vaughan

Absent: Stacey V. Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Learning, Personnel Analyst; and Anne Follett, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Job Steward; and Janelle Harmon, Administrative Assistant, Human Resource Services.

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 16, 2017.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the Recruitment and Testing unit is working on 31 recruitments in various stages. Staff is also working on opening an additional 10 recruitments. Mr. Kato informed the Commission that they continue to work with subject matter experts for feedback and to establish competencies. Additionally, staff is working on opening recruitments for Avalon. Mr. Kato informed the Commission that staff reached out to the Khmer Community Center regarding recruitments requiring the Khmer language.

Mary Cates, Human Resources Supervisor, reported hiring 73 probationary and 46 limited term employees since January 2017. Ms. Cates updated the Commission on the Extended School Year (ESY)/Summer applications. A total of 589 applications have been received. Ms. Cates informed the Commission that the computer lab will be open on March 9, 10, 16 and 17 from 8-4:40p.m. for applicants to utilize the computers and have assistance when applying. The deadline for submitting ESY/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates concluded with informing the Commission that Judith Lopez, Human Resources Technician, and she will attend a clerical staff training on March 3, 2017 at the Board Building where they will present on the AESOP Substitute System and how to submit vacancy assignments through LYNX.

**CONSENT AGENDA**

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan , and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-11.

1. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Custodian-Avalon
4. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish; Educare Family Support Specialist-BL Khmer
5. **RATIFY** job announcement bulletin for Mail Delivery Driver
6. **RATIFY** job announcement bulletin for Transportation Scheduler
7. **APPROVE** the certification Instructional Aide-Special 17-0067-0448 eligibility list established March 3, 2017
8. **APPROVE** the certification Instructional Aide-Special 17-0071-0448 eligibility list established March 1, 2017
9. **APPROVE** the certification Instructional Assistant-School for Adults 17-0062-0766 eligibility list established February 22, 2017
10. **APPROVE** the certification Locker Room Attendant 17-0061-0208 eligibility list established March 1, 2017
11. **APPROVE** the certification School Safety Officer 17-0041-5014 eligibility list established February 22, 2017

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

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **APPROVE** 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

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, 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>
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** 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

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, 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>
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the following:  
Abolish the classifications of:  
Head Start Fiscal Officer  
Head Start Nutrition Manager  
Head Start Family Services Supervisor  
Head Start Health Manager

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

4. **APPROVE** the following:  
 Abolish the classifications of:  
 Instructional Materials Technician  
 Purchasing Projects Technician  
 Gang Intervention Specialist (non-grandfathered class code 05012)

Susan Leaming, Personnel Analyst, provided a detailed overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 4.

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

5. **DISCUSS** the results of the 2016-2017 Employment Processing Survey

Ken Kato, Executive Officer, presented to the Commission the results of the 2016-2017 Employment Processing Survey. Mr. Kato explained the survey is to provide information on the effectiveness of the Personnel Commission department and Employment Processing. Mr. Kato then delivered a presentation to the Commission of the results and the comparisons between the 2015-2016 results. After discussion between Personnel Commission staff, Commissioners and audience members, Mr. Ulaszewski expressed his appreciation for the Personnel Commission's efforts in conducting the survey and looking into how to improve service and stated that he was impressed with the results presented. Mr. Kato thanked Susan Leaming, Personnel Analyst, for her assistance preparing and distributing the survey and preparing the presentation.

**OTHER ITEMS**

Juan Garcia, CSEA Job Steward, informed the Commission of the Black History Month celebration event he attended. Mr. Garcia reported that David Zaid, Director of Employee Relations & Community Engagement, presented at the event. Mr. Garcia announced, retired School Security-Attendance Officer and former CSEA member, John Smith's celebration of life will take place on Saturday, March 4 from 10:00 a.m. to 12:00 p.m. at Ernest McBride High School.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for March 16, 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 9:02 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:12 a.m. No reportable actions were taken.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:14 a.m. with the consent of the members.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE – ALTERNATIVE SCHOOLS

### FINAL FILING DATE:

4:30 p.m., Friday, March 17, 2017

### JOB INFORMATION:

Permanent 10 month position. Position is a 47.5% FTE. The current vacancy is located at Beach High School.

### JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of students assigned to an Alternative Education program; prepare instructional materials and provide routine clerical support; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

#### EXPERIENCE:

Six months of experience working with children in a structured environment. Experience working with at-risk students is preferred.

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

#### SPECIAL REQUIREMENTS:

- 1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.
- 2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union 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:	\$15.87
6 MONTHS:	\$16.75
1 ½ YEARS:	\$17.67
2 ½ YEARS:	\$18.63
3 ½ YEARS:	\$19.66

### 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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0089-0221 SF

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## LIBRARY/MEDIA ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Monday, March 20, 2017

### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE. Current vacancy is located at Poly High School.

### JOB SUMMARY:

Under general supervision, participate in or lead the daily operations of a school library/media center; prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

#### EXPERIENCE:

One year of library/media center experience, including some experience working with school age students.

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START:	\$20.81
6 MONTHS:	\$21.96
1 ½ YEARS:	\$23.17
2 ½ YEARS:	\$24.45
3 ½ YEARS:	\$25.80

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual Exam 17-0090-0465 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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## NUTRITION SERVICES SUPERVISOR I

### FINAL FILING DATE:

4:30 p.m., Wednesday, March 15, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff, perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

#### EXPERIENCE:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

#### SPECIAL REQUIREMENTS:

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

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

**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:	\$19.84
6 MONTHS:	\$20.93
1 ½ YEARS:	\$22.08
2 ½ YEARS:	\$23.29

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual Exam 17-0085-5064 AM

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.*

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*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

# NUTRITION SERVICES SUPERVISOR II

### FINAL FILING DATE:

4:30 p.m., Wednesday, March 15, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

#### EXPERIENCE:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

#### SPECIAL REQUIREMENTS:

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

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

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:	\$22.11
6 MONTHS:	\$23.32
1 ½ YEARS:	\$24.61
2 ½ YEARS:	\$25.97

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

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

Dual Exam 17-0086-5065 AM

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

## NUTRITION SERVICES SUPERVISOR III

### FINAL FILING DATE:

4:30 p.m., Wednesday, March 15, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

#### EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

#### SPECIAL REQUIREMENTS:

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

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

**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:	\$24.64
6 MONTHS:	\$26.00
1 ½ YEARS:	\$27.43
2 ½ YEARS:	\$28.94

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

Dual Exam 17-0087-5066 AM

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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 16

Date: March 16, 2017

Reason for  
Consideration: Approval

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**Custodian-Substitute**

**Dual**

**17-0065-0136**

List Valid: 03/13/17-03/13/18

Total applications received: 202

Total invited to exam: 118

No. Passed: 59      No. Failed: 25

No. Withdrew: 34      No. Screened Out: 84

**Nutrition Services Operations Coordinator**

**Dual**

**17-0059-5063**

List Valid: 03/07/17-03/07/18

Total applications received: 59

Total invited to exam: 11

No. Passed: 10      No. Failed: 0

No. Withdrew: 1      No. Screened Out: 48

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: March 10, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

February 27, 2017

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

### Background and Findings

Grounds Services management requested that the series of Grounds Services class descriptions be modified to reflect the addition of artificial turf areas at several District school sites. Grounds Services personnel have been and will continue to be trained to maintain these fields and operate related equipment.

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

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications of:

- Groundskeeper
- Grounds Equipment Operator I
- Grounds Equipment Operator II
- Grounds Equipment Operator II/Driver
- Grounds Crew Supervisor
- Assistant Grounds Service Manager
- Grounds Service Manager

Prepared by:

Susan Learning  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer

### PERSONNEL COMMISSION CORE VALUES

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



## PERSONNEL COMMISSION

**Class Code: 0172**  
**Salary Range: 16 (C1)**

### GROUNDSKEEPER

#### JOB SUMMARY

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; 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.*

- Plant, cultivate, prune, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks. **E**
- Mow, edge, trim, and water lawns, fields and other turf grounds; prepare soil for fertilization utilizing a hoe, rototiller or other tools; fertilize soil; water various grounds areas by hand or by operating the irrigation system. **E**
- Operate a variety of power-driven equipment such as walk-behind mowers, edgers, blowers, walk behind aerators, chain saws, vacuums and other equipment used in grounds maintenance work; utilize standard gardening hand tools; drive a District truck to conduct work. **E**
- Apply pest control mechanical methods such as hoeing and weeding. **E**
- Operate sprinkler systems; manually engage or set automatic time clocks; make minor repairs and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. **E**
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. **E**
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas; clean, sweep, drag and maintain artificial turf areas; operate related equipment. **E**
- Assist in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned by the position. **E**
- Communicate with District personnel to exchange information and resolve issues or concerns related to grounds maintenance activities. **E**
- Maintain routine records related to work orders and grounds maintenance activities.

- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

The Groundskeeper classification is assigned to a particular school or site, ordinarily a secondary school or to a traveling crew that services several schools or sites. This position does not require technical knowledge of gardening, plants, insecticides and fertilizers.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and groundskeeping work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Operation and maintenance of hand and power tools and equipment used in groundskeeping such as walk behind mowers, edgers, blowers, vacuums and standard gardening hand tools.

Methods and materials used in controlling pests, insects and weeds.

Basic record-keeping techniques.

Oral and written communication skills.

Health and safety regulations as established by the State Education Code and District.

#### **Ability to:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Maintain athletic areas in a safe condition.

Operate hand and power tools and other equipment used in groundskeeping such as walk behind mowers, edgers, blowers, vacuums and standard gardening hand tools.

Perform routine maintenance on grounds maintenance equipment.

Understand and follow oral and written instructions.

Maintain routine records.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Observe health and safety regulations as established by the State Education Code and District.

**Education and Training:**

Completion of the eighth grade.

**Experience:**

Six months of paid residential or commercial gardening or landscaping work.

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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

**WORKING ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

Revised: 10/24/2002

Revised: 2/22/2007

Revised: 7/7/2016

Revised:



## PERSONNEL COMMISSION

Class Code: 0175  
Salary Range: 20 (C1)

### GROUNDS EQUIPMENT OPERATOR I

#### JOB SUMMARY

Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; 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.*

- Operate power driven grounds equipment including large and small power mowers, power edgers, sweepers, chain saws, chippers, trenchers and others; observe health and safety procedures and regulations. *E*
- Fill, level, roll, mound, smooth and prepare grounds for the planting of lawns and landscaping activities; fertilize and maintain assigned athletic fields; clean, sweep, drag and maintain artificial turf areas; operate related equipment. *E. E*
- Plant, cultivate, prune, fertilize and irrigate flowers, trees, grass and shrubs; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks. *E*
- Check, adjust, lubricate and clean power driven grounds equipment; perform minor repairs such as adjustments and part replacements as necessary; arrange for overhauls and repairs of mechanical defects and other problems as needed. *E*
- Operate a variety of hand and power tools and equipment; drive a District truck to transport equipment and debris. *E*
- Maintain vehicles and equipment in a clean, safe and organized fashion according to manufacturer's specifications and District policies. *E*
- Maintain routine records related to work orders, equipment and assigned activities. *E*
- Perform related duties as assigned.

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

#### DISTINGUISHING CHARACTERISTICS

The Grounds Equipment Operator I classification is responsible for operating a variety of power driven grounds equipment such as medium and small power mowers in the mowing, edging and maintenance of District grounds. The Grounds Equipment Operator II performs duties in the operation of a variety of heavy grounds equipment involved in District grounds construction and maintenance activities.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Operation of a variety of power driven equipment used in grounds maintenance including medium and small power mowers, power edgers, sweepers, chain saws, chippers, trenchers and others.

Methods, supplies and tools used in caring for landscaped areas.

Operation of hand and power tools and equipment.

Health and safety regulations as established by the State Education Code and District.

Proper lifting techniques.

Oral and written communication skills.

Basic record-keeping techniques.

**Ability to:**

Perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas.

Service, maintain and perform minor repairs on assigned equipment.

Operate hand and power tools and equipment including large and small power mowers, power edgers, sweepers, chain saws, chippers, trenchers and others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Perform heavy physical labor.

Observe health and safety regulations as established by the State Education Code and District.

Maintain routine records.

**Education and Training:**

Graduation from high school.

**Experience:**

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including riding ~~alone~~ mowers, edgers and dump trucks or one year as a Groundskeeper 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**

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**

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. 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 (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.

Revised: 10/24/2002

Revised:



## PERSONNEL COMMISSION

**Class Code: 0176**  
**Salary Range: 22 (C1)**

### GROUNDS EQUIPMENT OPERATOR II

#### JOB SUMMARY

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; 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.*

- Operate a variety of power driven and heavy equipment including boom trucks, stump grinders, chippers, chain saws, edgers, blowers, dump trucks, tractors, sweepers, skiploaders, water tank trucks and gang mowers; observe health and safety procedures and regulations. *E*
- Haul trees, stumps, cuttings, branches, leaves, dirt and other debris to designated locations utilizing appropriate District truck; sweep litter from walks and driveways, utilizing a power sweeper as necessary. *E*
- Perform tree trimming and removal activities utilizing a man lift and power chipper; pick up, grind, chop and dispose of cuttings, branches, leaves and other debris following assigned tasks; remove and replace trees and shrubs; utilize augers, trenchers, tractors or other equipment to dig holes as needed. *E*
- Check, adjust, lubricate and clean equipment; troubleshoot and repair assigned equipment; make adjustments and replace parts as necessary; arrange for overhauls and repairs of mechanical defects and other problems as needed. *E*
- Operate a gang mower and other power driven mowers; mow and edge assigned athletic fields and other large areas; clean, sweep, drag and maintain artificial turf areas; operate related equipment. *E*
- Fill, level, roll, mound, smooth and prepare grounds for the planting of lawns and landscaping activities; fertilize, prepare and maintain soil. *E*
- Operate a variety of hand and power tools and equipment. *E*
- Load truck with materials and equipment, drive to and from destinations and unload and deliver materials and equipment. *E*
- Maintain vehicles and equipment in a clean, safe and organized fashion according to manufacturer's specifications and District policies. *E*
- Maintain routine records related to equipment, safety, repairs and assigned activities. *E*
- Perform related duties as assigned.

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

**DISTINGUISHING CHARACTERISTICS**

The Grounds Equipment Operator II performs duties in the operation of a variety of heavy grounds equipment involved in District grounds construction and maintenance activities. The Grounds Equipment Operator I classification is responsible for operating a variety of power driven grounds equipment such as large and small power mowers in the mowing, edging and maintenance of District grounds.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Operation of a variety of heavy equipment used in grounds construction and maintenance including skiploaders, dump trucks, tractors, gang mowers and other related equipment.
- Safe operation of heavy grounds equipment.
- Methods, supplies and tools used in caring for landscaped areas.
- Operation of hand and power tools and equipment.
- Health and safety regulations as established by the State Education Code and District.
- Proper lifting techniques.
- Oral and written communication skills.
- Legal and defensive driving practices.
- Basic record-keeping techniques.

**Ability to:**

- Perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities.
- Maintain heavy grounds equipment in a safe and operative condition.
- Service and perform repairs on assigned equipment.
- Haul trees, stumps, cuttings, branches, leaves, dirt and other debris to designated locations utilizing appropriate District truck.
- Operate hand and power tools and equipment.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Perform heavy physical labor.
- Observe health and safety regulations as established by the State Education Code and District.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Maintain routine records.

**Education and Training:**

- Graduation from high school.

**Experience:**

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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**

Valid California Class B driver's license at time of application.

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**

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. 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 (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.

Revised: 10/24/2002

Revised:



## PERSONNEL COMMISSION

Class Code: 5031  
Salary Range: 24 (C1)

### GROUNDS EQUIPMENT OPERATOR II/DRIVER

#### JOB SUMMARY

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; operate a truck to tow a trailer or heavy equipment; 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.*

- Operate a variety of power driven and heavy equipment including boom trucks, stump grinders, chippers, chain saws, edgers, blowers, dump trucks, tractors, sweepers, skiploaders, water tank trucks and gang mowers; observe health and safety procedures and regulations. **E**
- Haul trees, stumps, cuttings, branches, leaves, dirt and other debris to designated locations utilizing appropriate District truck; sweep litter from walks and driveways, utilizing a power sweeper as necessary. **E**
- Perform tree trimming and removal activities utilizing a man lift and power chipper; pick up, grind, chop and dispose of cuttings, branches, leaves and other debris following assigned tasks; remove and replace trees and shrubs; utilize augers, trenchers, tractors or other equipment to dig holes as needed. **E**
- Check, adjust, lubricate and clean equipment; troubleshoot and repair assigned equipment; make adjustments and replace parts as necessary; arrange for overhauls and repairs of mechanical defects and other problems as needed. **E**
- Operate a gang mower and other power driven mowers; mow and edge assigned athletic fields and other large areas; clean, sweep, drag and maintain artificial turf areas; operate related equipment. **E**
- Fill, level, roll, mound, smooth and prepare grounds for the planting of lawns and landscaping activities; fertilize, prepare and maintain soil. **E**
- Operate a variety of hand and power tools and equipment. **E**
- Maintain vehicles and equipment in a clean, safe and organized fashion according to manufacturer's specifications and District policies. **E**
- Maintain routine records related to equipment, safety, repairs and assigned activities. **E**

- Load truck with materials and equipment, drive to and from destinations and unload and deliver materials and equipment. *E*
- Operate a truck for towing a trailer or heavy equipment mounted on a trailer from site to site. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

The Grounds Equipment Operator II/Driver performs duties in the operation of a variety of heavy grounds equipment involved in District grounds construction and maintenance activities. In addition, an incumbent operates a truck for towing a trailer or heavy equipment mounted on a trailer from site to site. The Grounds Equipment Operator I classification is responsible for operating a variety of power driven grounds equipment such as large and small power mowers in the mowing, edging and maintenance of District grounds.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Operation of a variety of heavy equipment used in grounds construction and maintenance including skiploaders, dump trucks, tractors, gang mowers and other related equipment.

Safe operation of heavy grounds equipment.

Methods, supplies and tools used in caring for landscaped areas.

Operation of hand and power tools and equipment.

Health and safety regulations as established by the State Education Code and District.

Proper lifting techniques.

Oral and written communication skills.

Legal and defensive driving practices.

Basic record-keeping techniques.

#### **Ability to:**

Perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities.

Maintain heavy grounds equipment in a safe and operative condition.

Service and perform repairs on assigned equipment.

Haul trees, stumps, cuttings, branches, leaves, dirt and other debris to designated locations utilizing appropriate District truck.

Operate hand and power tools and equipment.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Perform heavy physical labor.

Observe health and safety regulations as established by the State Education Code and District.

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

Operate a truck for towing a trailer of more than 6000 pounds gross trailer weight.

Maintain routine records.

**Education and Training:**

Graduation from high school.

**Experience:**

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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**

Valid California Class A driver's license at time of application.

Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing.

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**

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. 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 (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 10/24/2002  
Revised:



## PERSONNEL COMMISSION

**Class Code: 0605**  
**Salary Range: 26 (S1)**

### GROUNDS CREW SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, ~~and~~ athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

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

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

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

**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

**Ability to:**

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

**Education and Training:**

Graduation from high school.

**Experience:**

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

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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

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

**WORKING ENVIRONMENT**

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases.

Driving a District vehicle to conduct work.

Working around and with machinery having moving parts.

Exposure to chemicals used in pest control and weed abatement.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate grounds maintenance equipment.

Bending at the waist, kneeling, stooping or crouching.

Walking or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position.

Heavy physical labor.

Seeing to perform grounds work.

Digging.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

Revised: 10/24/2002

Revised: 7/10/2008

Revised: 10/30/2008

Revised: 7/9/2015

Revised:



## PERSONNEL COMMISSION

**Class Code: 5161**  
**Salary Range: 38 (M2)**

### ASSISTANT GROUNDS SERVICE MANAGER

#### JOB SUMMARY

Under general direction, assist in planning, organizing and managing the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair/maintenance of the District's grounds equipment, and repair work, 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.*

- Assist in planning, organizing and managing the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds; participate in interviewing and selecting employees and recommending transfers, reassignment, termination and disciplinary actions. **E**
- Plan and schedule routine grounds maintenance, projects and repair work such as thatching lawns, mowing, fertilizing, weed abatement, chemical application, watering, field and track renovations, maintenance of artificial turf areas, shrub and tree trimming, and planting of trees, grass and shrubs; estimate materials, labor and time requirements to accomplish grounds work. **E**
- Assist in overseeing and assuring District grounds are maintained in a clean, safe and orderly condition; provide safe and visually attractive outdoor areas for educational facilities and related activities; continually inspect grounds areas and equipment to assure the safety of staff, students and the public; direct corrective actions; conduct safety meetings for grounds personnel. **E**
- Coordinate, oversee and manage the District's agricultural integrated pest management program (non-structural); update staff regarding proper pesticide use, regulations and related procedures. **E**

- Assign, train and evaluate personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care and use of grounds equipment and machinery. **E**
- Inspect school sites to determine the presence of reported pests or those issues related to trees, shrubs, turf, irrigation and sports fields; inspect contracted work on special projects such as grounds irrigation, tree removal and construction. **E**
- Prepare specifications for weed abatement, irrigation, landscaping, field and track renovations and tree trimming performed by private contractors; record and track purchase orders, contracts and other related ground expense accounts on a computer database. **E**
- Order tools, equipment, plant materials and other related materials for the preparation and maintenance of grounds; set up purchase orders and contact vendors for price quotes for various materials to be used in the maintenance of grounds. **E**
- Test, evaluate and recommend new equipment, chemicals, and those methods that are best suited to district requirements and mandated by district, municipal and federal laws and regulations. **E**
- Estimate the quantity and costs of material, equipment and labor needs required for various projects, including the preparation of documents to submit to other public agencies or departments. **E**
- Prepare training materials and hold monthly safety meetings for grounds personnel; update and train high school grounds staff in pesticide use, regulations and other grounds related procedures. **E**
- Assure compliance with the rules and regulations of the Los Angeles County Agricultural Department related to the storage and use of pesticides and chemicals. **E**
- Meet with representatives from various governmental and private agencies concerning water usage, shared site usage, agricultural pests and other grounds related issues; meet with District supervisors, administrators and managers to plan and schedule projects. **E**
- Schedule the use of service equipment and jobs such as aerial boom, tractor flayer, mowers, spreaders and sprayers. **E**
- Supervise grounds crew supervisors, irrigation crews and immediate crews in the performance of grounds maintenance duties. **E**
- Assist in developing the unit's preliminary annual budget; monitor, authorize and control expenditures in accordance with established limitations; prepare and track open purchase orders and contracts for grounds work, equipment and materials. **E**
- Participate in developing and implementing grounds service policies, procedures and standards; establish operating priorities and develop maintenance cycles for grounds; advise department administrators of unusual trends or problems and recommend appropriate corrective action. **E**

- Assist in overseeing the preparation and maintenance of records and files such as vehicle inspection reports, Healthy Schools Act records, grounds inventory, and daily activity sheets; compile data and prepare detailed reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, schedule projects, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Respond to emergency calls as necessary; operate or oversee the operation and maintenance of a variety of grounds equipment; operate a variety of office equipment including a computer and assigned software. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations as requested. *E*
- May perform the work of employees in related classifications as necessary.
- 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**

An Assistant Grounds Service Manager assists in planning, organizing and managing the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices. An incumbent will assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. The Assistant Grounds Service Manager participates in providing safe and visually attractive outdoor areas for educational facilities and related activities and assuring compliance with applicable laws, codes, rules and regulations.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods, equipment and materials utilized in grounds maintenance work.  
Record-keeping and report preparation techniques.  
Basic budgeting practices regarding monitoring and control.  
Health and safety regulations.  
District organization, operations, policies and objectives.  
Applicable laws, codes, rules and regulations.  
Principles and practices of supervision and training.  
Pesticides and other chemicals utilized in a pest management program.  
Principles of design, installation, maintenance and repair of commercial irrigation systems.

Operation of a computer and assigned software.  
Oral and written communication skills.  
Writing skills to prepare clear and concise specifications and reports.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize and manage the daily operations and activities of the District's grounds services.  
Participate in the design, installation, maintenance and repair of commercial irrigation systems.  
Coordinate, oversee and manage the District's agricultural integrated pest management program (non-structural).  
Estimate materials, labor and time requirements to accomplish grounds work.  
Train and evaluate the performance of assigned personnel.  
Participate in developing and implementing grounds service policies, procedures and standards  
Assist in developing and preparing budgets.  
Monitor and control expenditures.  
Maintain current knowledge of technological advances in the field.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Prepare comprehensive reports and work specifications.  
Oversee the establishment and maintenance of records and files.  
Operate a variety of grounds equipment.  
Operate a computer and assigned software.  
Drive a District or personal vehicle to conduct work.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Observe and implement health and safety regulations.

**Education and Training:**

Graduation from high school supplemented by college-level coursework in horticulture, agricultural technology, business administration or a related field.

**Experience:**

Four years of grounds maintenance experience in a commercial or governmental environment involving pesticide application and including one year in a supervisory capacity. Experience working with a unified school district involving sports field and track maintenance is highly preferred.

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

**SPECIAL REQUIREMENTS**

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

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

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

**WORKING ENVIRONMENT**

- Indoor and outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a District vehicle to conduct work.
- Working around and with machinery having moving parts.
- Exposure to chemicals used in pest control and weed abatement.
- Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
- Emergency call-out.

**PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate a computer keyboard and a variety of grounds equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders and horizontally to conduct inspections.
- Bending at the waist, kneeling or crouching to conduct inspections.
- Seeing to read a variety of materials and conduct work.
- Sitting or standing for extended periods of time.
- Walking over rough or uneven surfaces.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 11/18/2010

Revised:



## PERSONNEL COMMISSION

Class Code: 5156  
Salary Range: 42 (M2)

### GROUNDS SERVICE MANAGER

#### JOB SUMMARY

Under general direction, plan, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair work, 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.*

- Plan, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Plan and schedule routine grounds maintenance, projects and repair work such as thatching lawns, mowing, fertilizing, weed abatement, chemical application, watering, field and track renovations, maintenance of artificial turf areas, shrub and tree trimming, and planting of trees, grass and shrubs; estimate materials, labor and time requirements to accomplish grounds work. **E**
- Oversee and assure District grounds are maintained in a clean, safe and orderly condition; provide safe and visually attractive outdoor areas for educational facilities and related activities; continually inspect grounds areas and equipment to assure the safety of staff, students and the public; direct corrective actions. **E**
- Coordinate, manage and direct the District's agricultural integrated pest management program; update staff regarding proper pesticide use, regulations and related procedures. **E**
- Evaluate and recommend the purchase of grounds equipment, supplies, vendor proposals and service contracts; prepare work specifications; inspect contracted work on projects such as grounds irrigation, tree removal and trimming; contact vendors to obtain quotes for materials and equipment. **E**

- Develop the unit's preliminary annual budget; monitor, authorize and control expenditures in accordance with established limitations; prepare and track open purchase orders and contracts for grounds work, equipment and materials. *E*
- Develop and implement grounds service policies, procedures and standards; establish operating priorities and develop maintenance cycles for grounds; advise department administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Oversee the preparation and maintenance of records and files such as vehicle inspection reports, Healthy Schools Act records, grounds inventory, and daily activity sheets; compile data and prepare detailed reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, schedule projects, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Respond to emergency calls as necessary; operate or oversee the operation and maintenance of a variety of grounds equipment; operate a forklift; operate a variety of office equipment including a computer and assigned software. *E*
- Provide oversight and management to other Operations Branch units such as Mail/Switchboard services as necessary to assure smooth and efficient department operations. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations as requested. *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**

A Grounds Service Manager plans, organizes and manages the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices. An incumbent assigns, schedules and reviews the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. The Grounds Service Manager has responsibility for providing safe and visually attractive outdoor areas for educational facilities and related activities and assuring compliance with applicable laws, codes, rules and regulations.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods, equipment and materials utilized in grounds maintenance work.  
Record-keeping and report preparation techniques.  
Budgeting practices regarding monitoring and control.  
Health and safety regulations.  
District organization, operations, policies and objectives.

Applicable laws, codes, rules and regulations.  
Principles and practices of supervision and training.  
Pesticides and other chemicals utilized in a pest management program.  
Principles of design, installation, maintenance and repair of commercial irrigation systems.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Writing skills to prepare clear and concise specifications and reports.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize and manage the daily operations and activities of the District's grounds services.  
Oversee the design, installation, maintenance and repair of commercial irrigation systems.  
Coordinate, manage and direct the District's agricultural integrated pest management program.  
Estimate materials, labor and time requirements to accomplish grounds work.  
Train and evaluate the performance of assigned personnel.  
Develop and implement grounds service policies, procedures and standards  
Develop and prepare budgets.  
Monitor and control expenditures.  
Maintain current knowledge of technological advances in the field.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Prepare comprehensive reports and work specifications.  
Direct the establishment and maintenance of records and files.  
Operate a variety of grounds equipment.  
Operate a forklift.  
Operate a computer and assigned software.  
Drive a District or personal vehicle to conduct work.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Observe and implement health and safety regulations.

**Education and Training:**

Associate's degree including coursework in horticulture, agricultural technology, business administration or a related field.

**Experience:**

Three years of supervisory or managerial grounds maintenance experience in a commercial or governmental environment including pesticide application. Experience working with a unified school district involving sports field and track maintenance 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 class require the use of a personal automobile and possession of a 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.

Valid forklift operator certification at time of appointment.

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

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Driving a District vehicle to conduct work.

Working around and with machinery having moving parts.

Exposure to chemicals used in pest control and weed abatement.

Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.

Emergency call-out.

**PHYSICAL DEMANDS**

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

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

Reaching overhead, above the shoulders and horizontally to conduct inspections.

Bending at the waist, kneeling or crouching to conduct inspections.

Seeing to read a variety of materials and conduct work.

Sitting or standing for extended periods of time.  
Walking over rough or uneven surfaces.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA: 5/13/2010

Revised:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

March 10, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Creation of a New Classification

### Background and Findings

The Executive Officer received a request from District administration to create a new executive director classification for the Office of Equity, Access and College & Career Readiness (EACCR). Staff worked with the Superintendent of Schools to develop the new classification of Executive Director, Equity, Access and College & Career Readiness and identify the essential duties of the class.

### Salary Placement

For salary comparison purposes, the top ten largest school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Staff also looked at internal relationships between the proposed classification and the existing classified executive director classes at salary range 58 (M2). Placement at salary range 58 (M2) is appropriate based on the internal relationship with these classifications.

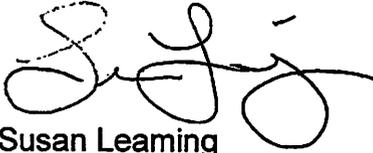
The Superintendent of Schools is in agreement with the proposed classification specification and recommended salary placement.

### Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Executive Director, Equity, Access and College & Career Readiness
2. Allocate the class of Executive Director, Equity, Access and College & Career Readiness to salary range 58 (M2)

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code:  
Salary Range: 58 M2  
DRAFT

### EXECUTIVE DIRECTOR, EQUITY, ACCESS, AND COLLEGE & CAREER READINESS

#### JOB SUMMARY

Under administrative direction, plan, organize, control and direct the activities, operations and programs of the Office of Equity, Access and College & Career Readiness (EACCR) including Strategic Planning, State and Federal Program Support, College and Career Readiness, Parent University, Expanded Learning Programs and College Student Aides; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Oversee and direct District services and resources provided to schools and families to deliver equal educational access to all students in compliance with applicable laws, codes, rules and regulations. **E**
- Oversee the monitoring of District planning and programs supported by State and federal categorical funds; direct the allocation of funds and assure compliance of expenditure requests for specially funded programs and grants. **E**
- Coordinate and direct the comprehensive Consolidated Application for Funds for Educational Programs and related categorical program budgets; serve as the District contact with the State Department of Education for included programs. **E**
- Coordinate and direct efforts to develop, prepare and submit applications, amendments and revisions for specially funded programs and grants; provide technical support to schools and departments to assure District goals are met. **E**
- Negotiate with public and private agencies to assure adequate and continued sponsorship of specially funded programs; define scope of specially funded programs to funding agencies as requested. **E**
- Direct the development of the Strategic Plan, Local Control and Accountability Plan (LCAP) and other District-wide planning initiatives. **E**
- Coordinate Long Beach College Promise activities in collaboration with higher education partners regarding higher education opportunities for all students. **E**

## **Executive Director, Equity, Access and College & Career Readiness – Cont. Page 2**

- Oversee and direct the delivery of high-quality parent services to promote family education and involvement. *E*
- Serve as a resource and communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues, and exchange information. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and direct the implementation of policies, procedures and standards; establish priorities; advise District administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of laws and regulations governing specially funded programs and grants; serve on advisory committees; conduct presentations as requested. *E*
- Operate office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Executive Director, Equity, Access and College & Career Readiness (EACCR) will oversee and direct services and resources provided to schools and families to assure all students have equal access to educational opportunities. The Office of Equity, Access and College & Career Readiness is responsible for monitoring school planning and programs supported by State and federal categorical funds. EACCR conducts ongoing program review of sites receiving additional funding outside the general budget to assure program quality and effectiveness.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Public and higher education concerns, issues and legislation.  
Strategic planning and project management techniques.  
Concepts, principles, kinds, and practices of grant development.  
Fiscal management of grant-funded programs.  
State, federal and private funding sources.

## **Executive Director, Equity, Access and College & Career Readiness – Cont. Page 3**

Advanced quantitative analytical techniques.  
Technology systems for planning, budgeting, communications and data analyses.  
Budget preparation and control.  
Principles of administration, supervision and training.  
Applicable laws, codes and regulations.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

Oversee and direct services and resources provided to schools and families to assure all students have equal access to educational opportunities.  
Plan, organize, direct and oversee grant-funded programs and related fiscal operations.  
Assure proper allocation of funds within State and federal guidelines.  
Coordinate and direct efforts to develop, prepare and submit applications, amendments and revisions for specially funded programs and grants.  
Direct the development of the Strategic Plan, Local Control and Accountability Plan (LCAP) and other District-wide planning initiatives.  
Manage extensive partnerships and collaborative projects with higher education institutions, public agencies, nonprofit organizations, foundations and corporations.  
Conduct sophisticated data analyses and use findings to develop action plans, programs and systems of support.  
Develop and prepare budgets.  
Monitor and control expenditures.  
Develop and implement policies, procedures and standards.  
Accept and carry out responsibility for direction, control and planning.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Supervise and evaluate the performance of assigned personnel.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Direct the establishment and maintenance of records and files.  
Prepare and deliver oral presentations.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

### **Education and Training:**

Master's degree in public or business administration, public policy or education.

## **Executive Director, Equity, Access and College & Career Readiness – Cont. Page 4**

### **Experience:**

Six years of equity, access, and college and career readiness program implementation experience involving data analytics, strategic planning, and change management. Experience within a public education setting 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 class require the use of personal automobile and possession of a valid California class C Driver's license.

### **WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and deliver presentations.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.

### ***AMERICANS WITH DISABILITIES ACT***

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

### **APPOINTMENT**

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

DATE

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Establish a Public Hearing date for Proposed  
Personnel Commission Budget for 2017-2018

PAGE: 54

Date: March 16, 2017

Reason for  
Consideration: Action

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EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission set the Public Hearing date for the Proposed Personnel Commission Budget for 2015-2016 on Thursday, April 16, 2015 at 8:15a.m. at the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, California .

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Meeting Dates for Personnel Commission 2017-2018      PAGE: 55

Date:            March 16, 2017

Reason for  
Consideration: Action

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Staff submits the following dates for the 2017-2018 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

**2017**

July 6  
July 20

August 3  
August 17  
August 31

September 14  
September 28

October 12  
October 26

November 9

December 7  
December 21

**2018**

January 18

February 1  
February 15

March 1  
March 15  
March 29

April 12  
April 26

May 10  
May 24

June 7  
June 21

The regular biweekly meeting of the Personnel Commission on November 23, 2017 is scheduled on a designated holiday and January 4, 2018 is scheduled during Winter Recess. The Commission may elect to hold this meeting on an alternate date.