

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
April 13, 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 30, 2017 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer
8. Recognition of the Seventy-Fifth Anniversary of the Personnel Commission and Merit System in the Long Beach Unified School District
9. Recognition of Commissioner Terence Ulaszewski's Twenty Years of Service in the Long Beach Unified School District's Personnel Commission

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide; Head Start Instructional Aide-Bilingual Spanish 5-6
2. **RATIFY** job announcement bulletin for Instructional Aide-Educare; Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer 7-8
3. **RATIFY** job announcement bulletin for Educational Research Analyst II 9-10
4. **APPROVE** the certification of District Security Officer 17-0072-5202 eligibility list established April 6, 2017 11
5. **APPROVE** the certification of Instructional Aide-Special 17-0079-0448 eligibility list established April 10, 2017 11

6.	APPROVE the certification of Instructional Aide-Special 17-0088-0448 eligibility list established April 10, 2017	11
7.	APPROVE the certification of School Data Technician 17-0075-3360 eligibility list established April 10, 2017	11
8.	APPROVE the certification of Telecommunications Technician 17-0066-3309 eligibility list established April 6, 2017	11
III. OLD BUSINESS		
1.	DECLARE a public hearing on 2017-2018 proposed Personnel Commission Budget	12-15
	a. Open the hearing	
	b. Close the hearing	
2.	ADOPT the 2017-2018 Personnel Commission Budget	
IV. NEW BUSINESS		
1.	APPROVE the following: Revised classification and title of Pool Operator Reallocate the classification of Pool Operator to salary range 22 (C1) Direct all positions, employment lists, and the following incumbents be reclassified for the purpose of title change only: <ul style="list-style-type: none"> • Michael Quigley • Karen Davis • Matthew Roberts • Benjamin Koff • Lawrence Durand 	16-21
2.	APPROVE the following: Create the classification of Technology Service Delivery Manager Allocate the classification of Technology Service Delivery Manager to salary range 46 (M2) Create the classification of Network Services Manager Allocate the classification of Network Services Manager to salary range 46 (M2)	22-32
3.	DISCUSS the following: Revision to the Rules and Regulations of the Classified Service, Chapter X (First Reading)	33-41
V. OTHER ITEMS		
VI. NEXT REGULAR MEETING		

April 27, 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 30, 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 30, 2017 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

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

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Job Steward; Ann Culton, Administrative Coordinator, Human Resource Services; Dr. Claudia Sosa-Valderrama, Director, Head Start; Marina Rosales-Diaz, Head Start Family Services Liaison.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of March 16, 2017.

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

RECEIVE
CORRESPONDENCE

None.

PUBLIC HEARD

Marina Rosales-Diaz, Head Start Family Services Liaison, notified the Commission that she will be submitting an appeal to re-schedule an employment examination. Mr. Kato will have staff discuss next steps with Ms. Rosales-Diaz.

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, informed the Commission the Classified Employee Celebration is scheduled for Friday, May 26, 2017 at the Teacher Resource Center. Mr. Kato reported that Save the Date flyers have been distributed along with Employee of the Year nomination forms. Mr. Kato notified

the Commission that on June 2, 2017 at Paradise Pier Hotel in Anaheim, the Personnel Commissioners Association of Southern California (PCA-SC) will be offering a staff development mini-conference with the theme, "Building a Foundation for Merit." Mr. Kato mentioned they received positive feedback from participants of the New Classified Employee Orientation Program pilot that was held Thursday, March 23, 2017.

Maria Braunstein, Personnel Analyst, reported Recruitment and Testing has been meeting with various subject matter experts to ensure exams are current. Ms. Braunstein informed the Commission that in the last ten days, 18 exams have been administered. Ms. Braunstein concluded by thanking the Maintenance department for their assistance preparing for recent examinations.

Susan Leaming, Personnel Analyst, introduced Dr. Claudia Sosa-Valderrama, Director of Head Start.

Dale Culton, Certification Services Manager, reported that staff has been preparing layoff/reduction notification letters. Mr. Culton thanked staff for hand delivering the letters to employees at their sites. Mr. Culton concluded by informing the Commission of his meeting with Shawn Bartschi, Assistant Director, Fiscal Services, regarding a solution for processing substitutes and payroll for Recreation Aides.

Mary Cates, Human Resources Supervisor, notified the Commission the deadline for submitting Extended School Year (ESY)/Summer applications was March 17, 2017. Ms. Cates reported a total of 899 ESY/Summer applications have been received and that 47% of applications were submitted through the online portal.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-3.

1. **RATIFY** job announcement bulletin for Electrician
2. **APPROVE** the certification of Behavior Intervention Supervisor 17-0076-5212 eligibility list established March 31, 2017
3. **APPROVE** the certification of Nutrition Services Worker 17-0068-5068 eligibility list established March 22, 2017

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

OLD BUSINESS

None.

NEW BUSINESS

1. **APPROVE** the following:
Revised class specification of Maintenance Materials Storekeeper
Susan Leaming, Personnel Analyst, provided an overview of the report.
Following discussion, a motion was made by Ms. Lewis, seconded by Ms.

Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

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

2. **APPROVE** the following:

Create the classification of Head Start Enrollment and Records Manager
Allocate the classification of Head Start Enrollment and Records Manager to salary range 35 M2
Reclassify the incumbent, Alma Stansberry, to the classification of Head Start Enrollment and Records Manager
Abolish the classification of Head Start Social Services Manager

Susan Leaming, Personnel Analyst, provided an overview of the report. Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

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

3. **APPROVE** the following:

Revised classification and title of Administrator, Research Information Systems, and direct all positions and employment lists be reclassified for the purpose of title change only

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

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

OTHER ITEMS

Commissioner Ulaszewski announced that the Board Resolution commending the 75th Anniversary of the Personnel Commission will be presented at the Board of Education meeting on Wednesday, April 5, 2017.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA hosted a CalPERS Pre-Retirement workshop on Saturday, March 18, 2017 at the Teacher's Resource Center (TRC) with over 100 employees from LBUSD and surrounding districts. Ms. Pharr concluded that CSEA presented at the New Classified Employee Orientation Program pilot.

Mr. Kato explained that New Business Item 4 should be amended as New Business Item 3. Mr. Kato concluded that the Maintenance Department sponsored a

training session for Pool Attendants and utilized the Personnel Commission meeting room as their training site for two days.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for April 13, 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 8:44 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:53 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:55 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, April 20, 2017

JOB INFORMATION:

Permanent 10 month positions. Positions are 100% FTE (8 hours per day). The current vacancies are located at Head Start.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) Positions in the Head Start Instructional Aide – BL Spanish classification requires the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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:	\$14.64
6 MONTHS:	\$15.44
1 ½ YEARS:	\$16.29
2 ½ YEARS:	\$17.18
3 ½ YEARS:	\$18.12

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, 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 17-0095-5235 AS
17-0096-0657 AS

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - EDUCARE INSTRUCTIONAL AIDE - EDUCARE BL SPANISH INSTRUCTIONAL AIDE - EDUCARE BL KHMER

FINAL FILING DATE:

4:30 p.m., Thursday, April 20, 2017

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day).

JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing:

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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

EXPERIENCE:

Six months of experience working in an early childhood program.

SPECIAL REQUIREMENTS:

(1) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (2) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test. (3) Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test. (4) Accepting employment in a position in this classification requires the individual to either, join the union and pay union dues or to pay the union an agency fee.

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

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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:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0097-5205 AS
17-0098-5206 AS
17-0099-5207 AS

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

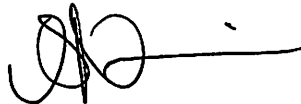
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Promotional Exam 17-0094-3302 AS



**An Exciting PROMOTIONAL
Career Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**EDUCATIONAL RESEARCH
ANALYST II**

\$88,179 – \$103,560 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Educational Research Analyst II. Under direction, design, conduct and analyze a variety of sophisticated educational research studies, surveys, demographic reports, program evaluations and similar studies, and report findings, using complex, multi-dimensional psychometric statistical tools; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Research, Planning and Evaluation then Educational Research Analyst II.

THE IDEAL CANDIDATE

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

Additionally, candidates will have three years of technical/professional experience in the development, administration and analysis of tests or behavioral research, utilizing SQL and SSRS, in a school system, university or other institution conducting social science research. A master's or doctorate degree in one of the designated fields may substitute for one year of the required experience.

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

SALARY AND BENEFITS

The annual salary for Educational Research Analyst II is \$88,179 – \$103,560, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, 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.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/) The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m., Monday, April 17, 2017

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
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Lakewood, CA 90713
(562) 435-5708

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM
EMPLOYER**

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: April 13, 2017

Reason for
Consideration: Approval

District Security Officer

Dual

17-0072-5202

List Valid: 04/06/17-10/06/17

Total applications received: 97

No. Passed: 10 No. Failed: 2

Total invited to exam: 18

No. Withdrew: 6 No. Screened Out: 79

Instructional Aide-Special

Open

17-0079-0448

List Valid: 04/10/17-04/10/18

Total applications received: 47

No. Passed: 6 No. Failed: 4

Total invited to exam: 11

No. Withdrew: 1 No. Screened Out: 36

Instructional Aide-Special

Open

17-0088-0448

List Valid: 04/10/17-04/10/18

Total applications received: 36

No. Passed: 4 No. Failed: 0

Total invited to exam: 5

No. Withdrew: 1 No. Screened Out: 31

School Data Technician

Dual

17-0075-3360

List Valid: 04/10/17-04/10/18

Total applications received: 156

No. Passed: 3 No. Failed: 10

Total invited to exam: 21

No. Withdrew: 8 No. Screened Out: 135

Telecommunications Technician

Dual

17-0066-3309

List Valid: 04/06/17-04/06/18

Total applications received: 33

No. Passed: 5 No. Failed: 1

Total invited to exam: 8

No. Withdrew: 2 No. Screened Out: 25

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: April 7, 2017

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget
for 2017-2018 Public Hearing

PAGES: 12-15

Date: April 13, 2017

Reason for Consideration: Action

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 hold a Public Hearing on the Proposed Personnel Commission Budget for 2017-2018 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.



PERSONNEL COMMISSION

4400 Ladoga Ave
Lakewood, CA 90713
PHONE (562) 435-5708
FAX (562) 425-1320

Commissioners
Terence Ulaszewski, Chair
Linda J. Vaughan, Vice Chair
Stacey V. Lewis, Member

Executive Officer
Kenneth E. Kato

April 13, 2017

TO: Personnel Commissioners
FROM: Kenneth Kato, Executive Officer
SUBJECT: Proposed 2017-2018 Budget for Personnel Commission

The 2017-18 proposed budget includes changes to the budget for absorbing routine step advancement for selected staff salaries and increases in operating expenses.

The budget for staffing includes current District salary rates for all classified base salaries for the 2017-18 school year. In addition to current staff step increases, there are also increases in benefits costs. The various actions resulted in a net increase for staff funding of approximately 3.5%.

There are no requested increases for general supplies. There has been an increase in Operating Expenses of \$900 to compensate for increases by vendors for maintenance agreements.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for Fiscal Year 2017/2018 in the amount of \$1,918,517.00.



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services
Annual Budget of Personnel Commission**

Fiscal Year 2017-2018

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Long Beach Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

4400 Ladoga Avenue-Building B, Room 29, Lakewood, CA 90713

(Place)

on April 13, 2017 at 8:15 o'clock A M.

You are invited to attend and present your views.

Signed

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting April 13, 2017

Signed

Chairman or Director of Personnel Commission

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

Annual Financial and Budget Report
Fiscal Year 2017-2018

Expenditure by Object	2015-2016 Actual*	2016-2017 Actual or Estimated*	2017-2018 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 2,050.00	\$ 2,400.00	\$ 3,900.00
Director	145,691.00	164,463.00	177,186.00
Secretaries, Clerks	492,616.00	499,394.00	559,701.00
Other	416,216.00	414,867.00	420,612.00
3000 Employee Benefits	498,585.00	589,891.00	664,503.00
Subtotal	1,555,158.00	1,671,015.00	1,825,902.00
4000 Supplies and Equipment Replacement	68,947.00	17,949.00	20,000.00
5000 Operating Expenses	58,819.00	75,108.00	72,369.00
6000 Equipment	0.00	0.00	0.00
Subtotal	127,766.00	93,057.00	92,369.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 1,682,924.00	\$ 1,764,072.00	\$ 1,918,271.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 3, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision and Reallocation of a Classification

Background and Findings

The Maintenance department requested Personnel Commission staff revise the title and description for the Pool Attendant (salary range 19 C1) classification to reflect changes to the laws and regulations related to the operation and maintenance of public pools. The Pool Attendant classification specification was last updated in 2002.

Effective January 2015, the California Code of Regulations was modified to include that public swimming pools must be under the supervision of a certified pool operator and outlines various tasks the pool operators must perform including maintaining records related to pool operation and maintenance, taking bacterial counts, and being present at the pool whenever it is occupied.

In addition to the state regulations, Los Angeles County also requires public pool operators to possess a Swimming Pool Service Technician certificate issued by the Los Angeles County Department of Public Health.

The five incumbents in the Pool Attendant classification are each assigned to a comprehensive high school. The incumbents, at the District's expense, have obtained their Aquatic Facility Operator certification. The incumbents were also provided training to obtain the Los Angeles County Swimming Pool Service Technician certificate.

The classification specification has been updated to reflect the required certifications and related duties. The classification title has been revised to Pool Operator. A copy of the revised description is attached showing proposed deletions to the spec annotated with ~~strikethroughs~~ and additions underlined.

Salary Reallocation

Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum

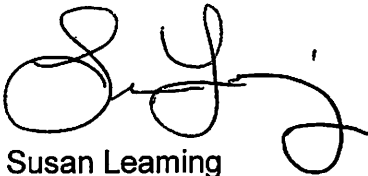
qualifications with ten agencies to support a compensation recommendation to reallocate the classification from salary range 19 (C1) to 22 (C1).

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Pool Operator
2. Reallocate the classification of Pool Operator to salary range 22 (C1)
3. Direct all positions, employment lists, and the following incumbents be reclassified for the purpose of title change only:
 - Michael Quigley
 - Karen Davis
 - Matthew Roberts
 - Benjamin Koff
 - Lawrence Durand

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0290
Salary Range: 49 22 (C1)

POOL ATTENDANT/OPERATOR

JOB SUMMARY

Under ~~immediate~~ general supervision, assure the safety of students by monitoring swimming activities, performing lifesaving procedures, ~~and enforcing pool rules and regulations~~ assuring compliance with applicable laws and regulations regarding pool maintenance and operations; clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions at an assigned school site; 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.

- Assure the safety of students by monitoring swimming activities, performing lifesaving procedures, enforcing pool rules and assuring compliance with applicable laws and regulations regarding pool maintenance and operations. **E**
- Respond to swimmer accidents and emergencies and rescue swimmers in danger according to established procedures; administer first aid and CPR as necessary. **E**
- Clean, maintain and repair the swimming pool, surrounding areas and related equipment on a regular basis; brush and vacuum pools, hose down surrounding decks and backwash filters for water clarity; clear pool drains, gutters and deck drains. **E**
- Conduct daily inspections of pool water for proper chemical balances, bacteria levels and pH; conduct chemical tests of water; apply chemicals as appropriate to maintain proper pH and chemistry levels; assure safety of pool water; test temperature of heated pool water. **E**
- Prepare swimming pool and surrounding areas for swim meets and other athletic events; set up swim lanes, scoreboards and other athletic equipment. **E**
- Maintain pool facility areas in a clean and orderly condition including signs, showers, toilets, dressing facilities, drinking fountains, chairlifts, diaper-changing stations, floors, walls, partitions, doors and lockers; empty trash. **E**
- Operate a variety of hand and power tools used in pool maintenance; operate chemical testing equipment; operate Americans with Disabilities Act (ADA) chairlifts. **E**
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns. **E**
- Monitor inventory levels and assure proper storage and disposal of chemicals and other pool maintenance supplies; order supplies as appropriate. **E**

- Maintain routine-daily records related to pool maintenance, pool repairs, safety incidents, water test results and other assigned activities. *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

Pool Attendants-Operators typically work evening hours and Saturdays at an assigned senior high school and must be present when there are bathers in the pool or aquatic facility. Incumbents do not make bacteria counts of water samples but do test for proper chemical balance, chlorine content, bacteria counts and pH values of pool water samples and maintain related data and records.

EMPLOYMENT STANDARDS

Knowledge of:

Pool safety practices, procedures, rules and regulations.
Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools.
Practices, procedures and techniques of rescuing swimmers from accidents and emergency situations.
First aid and CPR procedures.
Proper methods of storing equipment, materials and supplies.
Proper storage and disposal of chemicals.
Principles of water flow.
Health and safety regulations related to assigned activities.
Proper chemistry, bacteria levels and pH of swimming pool water.
Oral and written communication skills.
~~Basic~~ Record-keeping techniques.

Ability to:

Assure the safety of students by monitoring swimming activities, performing lifesaving procedures and enforcing pool rules and regulations.
Clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions at an assigned school site.
Respond to swimmer accidents and emergencies and rescue swimmers in danger according to established procedures.
Maintain proper chemistry, bacteria levels and pH of swimming pool water.
Administer first aid and CPR.
Operate a variety of hand and power tools.
Observe applicable health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies and procedures.
Monitor inventory levels, order and assure proper storage and disposal of chemicals and other pool maintenance supplies.
Maintain routine records related to assigned activities.
Meet schedules and time lines.

Education and Training:

Graduation from high school or equivalent.

Experience:

~~Six months~~Some experience in the maintenance of a swimming pool utilized by the public operating swimming pool equipment or as a lifeguard.

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

SPECIAL REQUIREMENTS

Possession of a valid Red Cross Lifeguard certificate or equivalent is required at the time of application and must be maintained throughout employment in this classification.

~~Possession of a valid Red Cross First Aid and CPR certificate or equivalent is required at the time of application and must be maintained throughout employment in this classification.~~

~~Incumbents must obtain and maintain throughout employment in this classification.~~
Possession of a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification. Renewal certification training for employees is at the District's expense.

~~Incumbents must obtain and maintain throughout employment in this classification.~~
Possession of a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate. Renewal certification training for employees is at the District's expense.

WORKING ENVIRONMENT

Outdoor work environment.
Regular exposure to fumes and odors.
Hazardous chemicals and fumes.
Working around and with machinery having moving parts.
May include evening, weekend and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate swimming pool maintenance tools and equipment.

Hearing and speaking to exchange information.

Seeing to observe swimming activities and perform pool maintenance and repairs.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

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

Climbing ladders.

Swimming.

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

PCA:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 3, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classifications

Background and Findings

In May 2016, Technology and Information Services requested creation of a new management classification to provide direct oversight to the newly reorganized Electronics, Telecommunications and Computer Support shops. The classification of Technology Field Operations Manager was created and placed at salary range 46 (M2).

Technology and Information Services is requesting the creation of two new management classifications to provide daily oversight to network security and technology service delivery to end users.

The proposed Network Services Manager will serve as the District's network administrator, managing the District's information systems and cloud-based services including Voice-over-Internet Protocol (VoIP) with a focus on assuring the security of District network systems and data.

The proposed Technology Service Delivery Manager will manage technology service delivery resources and activities including the Help Desk, Network Support and Data Center. The incumbent will analyze and manage the District's workflow systems for service tickets and projects to assign resources and escalate issues within the organization.

Salary Placement

For salary comparison purposes, the top ten largest school districts in California and local agencies typically utilized for salary survey purposes were surveyed for compensation comparison. In total, Staff found similarity among classification duties and minimum qualifications with twelve agencies to support a compensation recommendation for the Network Services Manager. The survey median of the twelve agencies is \$9,114. This median is closest to LBUSD's salary range 46 (M2) with a maximum step of \$9,110 per month.

The results of the survey did not provide a clear guideline for salary placement of the Technology Service Delivery Manager classification. Staff compared internal relationships with existing classifications, specifically the recently created Technology Field Operations Manager at salary range 46 (M2). Both classifications share a similar scope of responsibilities within the organization and education and experience requirements.

Therefore, staff is recommending placement of both the Technology Service Delivery Manager and Network Services Manager at salary range 46 (M2), maintaining internal relationships between information technology management classifications.


The Executive Director, Information and Technology Systems has reviewed and approved the recommended classifications. Copies of the proposed class descriptions are attached.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Technology Service Delivery Manager
2. Allocate the classification of Technology Service Delivery Manager to salary range 46 (M2)
3. Create the classification of Network Services Manager
4. Allocate the classification of Network Services Manager to salary range 46 (M2)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 46 (M2)

NETWORK SERVICES MANAGER

JOB SUMMARY

Under administrative direction, plan, analyze, design, implement and manage the District's information systems and cloud-based services including Voice-over-Internet Protocol (VoIP); develop and implement methods to assure the security and integrity of privileged and sensitive data; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as the District's network administrator; research, develop and prepare policies and procedures relating to network operations and cloud-based services, security and controls such as user access and designing infrastructure administration and protocols. **E**
- Establish and implement technology system strategies and visions; assure compliance with applicable laws, codes, rules, and regulations; coordinate compliance activities and liaison with regulatory agencies. **E**
- Develop and implement methods to assure the security and integrity of privileged and sensitive data including student data, budget, payroll, personnel, and financial information; assess acceptable risk levels. **E**
- Monitor and evaluate system performance issues; troubleshoot and resolve escalated network outages and security issues; adjust network efficiency to provide the best possible performance; coordinate incident response activities and staff. **E**
- Monitor and analyze critical network information systems and cloud-based services; troubleshoot and resolve firewall configuration and performance issues; create and apply new firewall rules or modify existing rules to accomplish new business or instructional requirements. **E**
- Design and implement enterprise data backup, archiving and recovery options and Disaster Recovery/Business Continuity (DR/BC) strategies; monitor database backups; recover data as required to assure integrity of databases and application systems; assure security of network equipment and facilities. **E**
- Assure the secure implementation of technology system updates and migrations with minimal levels of system downtime, customer interruption and proper security of data; provide technical direction and training to staff regarding projects, new technologies and upgrades. **E**

- Research, evaluate and recommend new and emerging technologies for adoption into District systems to improve performance efficiency; oversee the testing, deployment and operationalization of new technologies and procedures. *E*
- Develop technical and operational procedures to implement and support hardware and software components of the District's information systems including cloud-based services, Voice-over-Internet Protocol (VoIP), instructional software, custom applications, workstations, servers and infrastructure components. *E*
- Plan, write and maintain documentation for information technology standards, procedures and definitions and application system procedures and guidelines; maintain the enterprise network security policy and remote access standards and guidelines. *E*
- Write and review specifications, bids and request for proposals to assure technical requirements and standards are met; make presentations and provide recommendations to management regarding the purchase of equipment and systems *E*
- Communicate with administrators, vendors, service providers, staff and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information; provide work direction to contractors; review completed work and work in progress for accuracy. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions. *E*
- Provide technical expertise and information to the Executive Director, Information and Technology Systems regarding assigned functions and participate in the formulation of strategies, policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Participate in developing the District's long-range technology strategic plans; serve on or chair assigned steering committees. *E*
- Participate in the identification of needs and development of proposals to obtain funding for projects as requested under federal, State and local programs such as E-Rate. *E*
- Prepare and maintain of a variety of records and files and prepare reports related to assigned activities; prepare data for a variety of reports. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations regarding assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites; remain on call for after-hours emergencies. *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 Network Services Manager plans, analyzes, designs, implements and manages the District's network infrastructure, servers, data storage and information systems to support instructional technology, enterprise business and departmental applications as well as assuring the security of the District's data and processes. An incumbent manages the development, preparation and issuance of policies and procedures relating to technology operations, data security and controls, and provides advanced technical support for the District's technology systems to resolve escalated system outages, performance and security issues.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles and practices relating to the design and administration of large, multi-platform, multi-location Local and Wide Area computer networks.

Firewall system design and implementation.

Network and server systems such as Cisco Network Equipment, Microsoft Windows Server systems, storage area network and fiber infrastructure.

Enterprise cybersecurity standards and practices including ISO 27001.

Principles and practices of data security for auditing and authorization.

Cloud-based informatics solutions.

Virtual server technologies; infrastructure scripting tools, internet protocols and web services.

Principles of administration, supervision and training.

Applicable laws, codes, rules and regulations.

Strategic planning and project management techniques.

Public speaking techniques.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Develop and prepare policies and procedures relating to system operations, data security and controls.

Develop and maintain technical and operational procedures to implement and support hardware and software components of the District's internal and cloud-based systems.

Plan and execute the selection, testing, configuration and installation of information systems and equipment.

Assure the security and integrity of privileged and sensitive data.

Monitor and evaluate system performance issues.

Monitor computing resource utilization, patch management, security posture and user administration.

Create and maintain documentation and processes for troubleshooting, maintaining, and configuring systems.

Research, evaluate and recommend new and emerging technologies.

Troubleshoot and resolve firewall configuration and performance issues.
Assure compliance with applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Supervise and evaluate the performance of assigned personnel.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Maintain current knowledge of technological advances in the field.
Plan and organize work.
Operate a computer and assigned software.

Education and Training:

Bachelor's degree in computer science, information technology, management information systems or a related field.

A current professional network certification by a recognized vendor is highly preferred.

Experience:

Four years of supervisory or management experience involving network and application systems administration and support in a multi-server, multi-location environment. Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

Positions in this 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.
Evening and variable hours.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

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:



PERSONNEL COMMISSION

Class Code:
Salary Range: 46 M2

TECHNOLOGY SERVICE DELIVERY MANAGER

JOB SUMMARY

Under administrative direction, plan, organize and manage technology service delivery resources and activities within the District's operational support groups including the Help Desk, Network Support and Data Center; analyze and manage the District's workflow systems for service tickets and projects to assign resources and escalate issues within the organization; 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.

- Plan, organize and manage the District's operational support groups and operations to meet user needs and District instructional and administrative technology goals; assure high-quality customer service is provided to end users. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; oversee and assure proper coordination of work schedules and activities. **E**
- Oversee and manage the daily operations and activities of the Help Desk; Network Services and Data Center activities including online payroll and nightly batch processing and off-hour production schedules; escalate technical issues to appropriate staff or vendors as necessary. **E**
- Assure projects, service tickets and requests for service are completed in a timely and cost effective manner; monitor status of tickets; follow up and escalate issues as needed to assure quality customer service and timeliness; expedite emergency requests. **E**
- Develop and implement operating procedures and practices to improve efficiencies and customer service experiences for end users; analyze, monitor and evaluate the efficiency of service delivery methods. **E**
- Communicate with administrators, other managers, vendors, service providers and outside organizations to coordinate activities, prioritize and schedule work, resolve issues and exchange information. **E**
- Develop assigned budgets for inclusion in departmental budget; monitor expenditures and recommend modifications to cover expenses; propose and implement cost reduction measures. **E**

- Participate in the formulation and development of departmental policies, procedures and programs; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Evaluate the effectiveness of existing service delivery technology systems; provide recommendations concerning the purchase of new equipment and enhancing existing equipment to achieve user instructional/administrative goals; assure compliance with established District objectives and resources. *E*
- Prepare and maintain a variety of records, files and reports related to daily operations and other assigned activities. *E*
- Operate a computer and assigned software; operate other office equipment as assigned. *E*
- Drive a personal vehicle to various sites to conduct work; respond to after-hours emergency calls and coordinate responses as necessary. *E*
- Attend and participate in meetings, conferences and seminars related to technology to maintain current knowledge of technological advances in the field. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Technology Service Delivery Manager plans, organizes and manages the District's technology service delivery resources and activities with a focus on providing quality customer service to end users and fostering a culture of responsiveness to client needs. An incumbent provides operational leadership and coordinates activities to assure optimal operational performance, fiscal responsibility and to meet the District's instructional and administrative technology goals.

EMPLOYMENT STANDARDS

Knowledge of:

Technology service management using a framework such as Information Technology Infrastructure Library (ITIL).

Principles and practices of providing high-quality customer service.

Principles and practices of supervision and training.

Help desk operations including call center and user support software systems.

General networking principles.

General mainframe operating systems and controls.

General principles and techniques of systems analysis.

Organization and work flow management.

Record-keeping and report preparation techniques.

Applicable laws, codes, regulations, policies and procedures.

Budgeting practices regarding monitoring and control.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Ability to:

Plan, organize and manage the District's technology service delivery resources and activities to meet user needs and District technology goals.

Develop and implement practices and procedures that improve efficiencies and customer service for end users.

Assure quality customer service to end users and foster a culture of responsiveness to client needs.

Understand and resolve issues, complaints or problems.

Build consensus and apply problem-solving techniques in a constructive manner.

Analyze situations accurately and adopt an effective course of action.

Supervise and evaluate the performance of assigned personnel.

Develop and monitor budgets and expenditures.

Work independently with little direction.

Interpret, apply and explain rules, regulations, policies and procedures.

Plan and organize work. Monitor and control expenditures.

Maintain current knowledge of technological advances in the field.

Prepare and maintain records and prepare narrative reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Education and Training:

Bachelor's degree in computer science, information technology, business administration or a closely related field.

Experience:

Four years of supervisory or management experience involving technology service delivery for a help desk, network support group or mainframe based data center. Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Emergency call out and variable hours.

PHYSICAL DEMANDS

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

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:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 6, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision to the *Rules and Regulations of the Classified Service*

Background and Findings

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

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

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

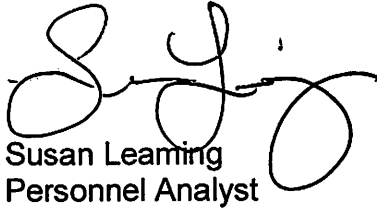
Rule 10.2 SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED OR NEWLY CLASSIFIED, OR REALLOCATED: Separates reallocation of a classification from section 10.2 and adds a new section "Sequence of Implementation of Salary Actions". The rule change clarifies the action to modify the salary range for employees when a classification has been reallocated to another salary range with no significant change in the level of duties or responsibilities. The clarification of the rule also provides an order of personnel actions if the various personnel actions occur simultaneously on the same date. Other changes in the rule are routine renumbering of the sections to accommodate the recommended additions to the rule.

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

Recommendations

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

Prepared by:


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Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer

CHAPTER X COMPENSATION

10.2 SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED, OR ~~NEWLY CLASSIFIED, OR REALLOCATED~~

- A. UPWARD. Salary eligibility shall be determined when an incumbent has been placed in a higher class and at which time his/her rate will be adjusted to the nearest higher amount in the new range; however, the increase shall not be less than an amount equal to a one-step increase (5 1/2 percent) in the incumbents present salary rate, provided that such an increase is not more than the maximum salary range rate for the higher class.
- B. DOWNWARD. When a regular classified employee, whether probationary or permanent, is demoted to a position in a lower salary range by an action of the Commission to a newly classified or, reclassified, ~~or reallocated~~ position, and the employee has been performing satisfactorily, and no vacancy exists to which he can be transferred without a salary change, the employee's salary shall be continued as a Y-rate. The Y-rate shall terminate on the earlier of these dates:
1. The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified.
 2. The date a vacancy exists in the same class from which the employee was Y-rated; if the employee does not accept the vacancy, but elects to remain in his present position, the Y-rate shall terminate.
 3. On the date the Y-rate terminates, salary eligibility shall be determined when an incumbent has been placed in the lower class and at which time his/her rate will be adjusted to the nearest dollar amount of his/her current salary rate provided it does not result in an increase that is more than the maximum salary range rate for the lower class nor an amount equal to more than a one-step increase (5 1/2 percent) in the incumbent's present salary.
- C. AT THE SAME LEVEL. Incumbents shall remain at the same step.

10.3 REALLOCATION OF A CLASSIFICATION

- A. A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change. Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data, ~~and/or~~ (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan, or (3) reallocation of a classification's salary range due to negotiations with a bargaining unit. The Personnel Commission Executive Officer shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

- A. When a class is reallocated to a higher salary range, each regular incumbent shall be placed on the step in the higher range that they had reached in the lower range. A change in an employee's rate resulting from a reallocation shall not change their step increment date.
- B. When a class is reallocated to a lower salary range, an employee's salary may be continued as a Y-rate as outlined in section 10.2.B.

10.4 SEQUENCE OF IMPLEMENTATION OF SALARY ACTIONS

- A. When step advancement, reallocation, reclassification, promotion or demotion from or within such class become effective on the same date, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following sequence:
 - 1. Step advancement
 - 2. Increase or decrease based on reallocation or reclassification of the class
 - 3. Increase or decrease based on promotion or demotion

10.53 CIVIC CENTER AND ADDITIONAL SCHOOL ACTIVITY ASSIGNMENTS

- A. **ELIGIBILITY FOR ASSIGNMENTS.** Classified employees shall be eligible to receive assignments for work at Civic Center or additional school or community activities in addition to their regular work assignments.

An employee may receive a Civic Center or additional school or community activity appointment whose regular assignment is concurrent with or overlaps the time specified for the additional activity. However, payments for the additional activity will be made only for the actual time worked in excess of the regular daily assignment.

- B. **PRIORITY OF ASSIGNMENTS.** Priority for such assignments shall be given to employees whose regular permanent assignment most closely matches the duties performed. However, when employees in such classes are not available, other classified employees may be used.
- C. **COMPENSATION IN EMPLOYEE'S CLASS.** If the assignment is for work that would be within the scope of the classification of the employee, the employee shall be paid at his regular rate.
- D. **OVERTIME RATE.** Work performed under the provisions of this section shall be compensated as provided under the provisions of Rule 10.4 (Overtime Rule.)

10.64 OVERTIME

- A. **LIMITATION ON OVERTIME WORKED.** Overtime is permitted when required and authorized. No employee shall be required or permitted to work overtime unless such overtime work is authorized by the responsible supervisor. Such overtime shall be approved and reported according to procedures established by the Assistant Superintendent, Human Resource Services, and the appropriate department head. No full-time employee shall work during the period Monday through Thursday more than eight hours beyond his regular assigned time nor more than 20 hours overtime a calendar week, except with the approval of the Assistant Superintendent, Human Resource Services, or the appropriate department head. Time limitations in this rule do not apply to overtime caused by extraordinary emergency such as fire, flood, earthquake, or danger to life and property, or to work upon public, military or naval works of defenses in time of war, as set forth in Section 17, Article XX of the State Constitution.
- B. **RATE OF COMPENSATION FOR OVERTIME.** Overtime shall be paid at the rate of time and one-half of the employee's regular rate of pay when the overtime was worked. Payment may be either in cash or in compensating time off, as determined by the employee's department head or his designated representative. Cash payment shall be made no later than the end of the pay period following that in which the overtime was worked. Compensating time off shall be taken not later than 12 calendar months from the date the overtime was worked, and subject to the approval of the employee's department head or his designated representative. Upon termination of employment, any accrued compensating time off may be paid in cash at the employee's pay rate when the overtime was worked.
- C. **HOURS OF EMPLOYMENT.** Except as may otherwise be provided in Education Code Sections 45127, 45128, 45131, and 45132, overtime shall be computed on the basis of compensated hours of employment in the classified service of the school district in excess of eight hours in any one day or in excess of 40 hours in any calendar week. To be compensable overtime must be ordered and worked.
- D. **HOLIDAYS.** Employees who perform authorized work on days declared to be holidays shall receive compensation at the rate of time and one-half for the holiday. Time and one-half compensation shall be paid in addition to the pay to which the employees may be entitled under Rule 10.6. If a holiday falls on a day Monday through Thursday, the limitation of eight hours of overtime during that period shall be increased by the amount of the reduction of the work week due to holidays.
- E. **ASSIGNMENT OF OVERTIME.** Overtime shall be equitably distributed among qualified members of a given work unit as the circumstances will permit. Need, seniority, availability, and fitness are proper factors in making this distribution.
- F. **EXCLUSION OF SUPERVISORY, ADMINISTRATIVE, OR EXECUTIVE POSITION.** Notwithstanding the provisions of Education Code Sections 45127 and 45128, and in accordance with Education Code Section 45130, the Personnel Commission may designate classes to be management positions of a supervisory, administrative, or executive nature, having found that the duties, flexibility of hours, salary, benefit structure, and authority of

such positions or classes are of such a nature that they should be set apart from those which are subject to the overtime provisions, and that employees serving in such excluded positions or classes will not be unreasonably discriminated against as a result of the exclusion.

Exemptions to the exclusion of employees in these classes from the overtime payment provisions to this rule shall be made by prior authorization of the Board of Education.

10.75 PART-TIME EMPLOYEES

When requested by the Superintendent and so designated by the Personnel Commission, individual substitutes, short-term, or limited-term employees, including those in provisional status, may be authorized benefits accorded regular classified employees by the Board of Education under Section 45136 of the Code.

10.86 HOLIDAYS

- A. ELIGIBILITY FOR HOLIDAY PAY. Holiday pay will not be due or granted to otherwise eligible employees under the following circumstances:
 - 1. When a holiday immediately precedes the first day of employment or assignment, either as a regular or limited term employee.
 - 2. When a holiday immediately follows the termination of employment or assignment.
- B. RATE OF PAY. Holiday pay shall be at the rate the employee would have received had the day not been a holiday.
 - 1. When a holiday immediately follows the completion of a specific assignment by a regular employee in a position other than the one to which he is regularly assigned the employee shall be compensated for the holiday at the rate of his assignment immediately preceding the holiday.
 - 2. When a holiday immediately precedes the first day of service by a regular employee in a new assignment on a permanent basis, the employee shall be compensated for the holiday at the rate of his assignment immediately preceding the holiday.
- C. HOLIDAYS DURING CHRISTMAS RECESS. Employees whose regular assignments do not require their attendance at work during the Christmas recess period, but who have been compensated for any portion of the working day next preceding or immediately following the recess period, shall be entitled to pay for legal holidays. Assigned time shall be the basis for all holiday pay.
- D. HOLIDAY ON WEEKEND. When a holiday falls on the first day of an employee's weekend, the employee shall observe the immediate preceding day as though it were a holiday, when a holiday falls on the second day of an employee's weekend, the employee

shall observe the following day as though it were a holiday. The two days that employees are not regularly required to work when they are assigned to an atypical workweek will be considered their "weekend."

- E. HOLIDAY ON VACATION OR PAID LEAVE. When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.
- F. PAID MILITARY LEAVE. Paid military leave shall not be deemed to be paid leave of absence for purpose of this rule.
- G. HOLIDAY PAY FOR WORKING EXCLUDED EMPLOYEE. If a person serving in an excluded position is required to work on a designated holiday, he/she shall be paid in addition to the regular pay for the holiday, compensation, or be given compensating time off, at a rate not less than his/her normal rate of pay. (Education Code 45130.)

~~10.27~~ PAY DIFFERENTIAL FOR SHIFT WORK

A. SHIFT DIFFERENTIAL RATES.

1. All persons in the classified service whose regularly assigned time requires them to work between the hours of 5 p.m. and 12 midnight shall be paid shift differential pay (AA) for each hour or portion of an hour worked; and those whose regularly assigned time requires them to work between 12 midnight and 7 a.m. shall be paid shift differential pay (BB) for each hour or portion of an hour worked. No shift differential pay shall be paid to an employee whose regular shift ends at or before 6 p.m. nor to an employee whose regular shift starts at or after 6 a.m.
2. DIFFERENTIAL PAY ON DAYS WORKED. If an employee is regularly assigned to work between 5 p.m. and 7 a.m., less frequently than five days a week, shift differential pay shall be paid only for those days on which such work is done.
3. FIRST DAY EFFECTIVE. Shift differential pay shall be paid effective the first day that an employee is assigned to work between 5 p.m. and 7 a.m.
4. TEMPORARY DAY ASSIGNMENTS. Employees assigned to shift work on a continuous basis who are nevertheless ordered to temporary day time work for periods of not to exceed 20 working days each shall suffer no reduction in compensation by reason of the temporary change. Shift differential pay shall terminate effective the first day that an employee is reassigned to day time work hours.
5. OVERTIME RATE. Overtime work performed between 5:00 p.m. and 7:00 p.m. shall be paid at the appropriate rate for overtime as provided in Section 10.4.B.

6. TEMPORARY ABSENCE. Employees assigned to shift work on a continuous basis who are temporarily absent on a paid basis shall continue to receive shift differential pay for not to exceed ten working days, except as provided in Paragraph 7 of this section rule (Vacation) and Rule 12.7 (Absence Because of Appearance in Court.)
7. VACATION. Shift differential pay for an otherwise eligible employee while receiving vacation benefits shall be paid in accordance with the provisions of Rule 12.18.

10.108 SALARY DIFFERENTIAL FOR CERTAIN DUTIES

- A. Classifications in a series shall be separated by at least two salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of an existing classification or establishment of a new classification.

- B. An employee serving in a position designated as confidential but the classification is not, shall receive compensation equal to two salary ranges above the specified salary range for the classification. The confidential differential shall be earned as long as the position remains designated as confidential.
- C. Work Week Including Saturday or Sunday Differential

An hourly differential pay will be paid for hours regularly assigned on Saturday and/or Sunday.

10.119 CAREER INCREMENT

Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules.

- A. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.
- B. Payment of career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment,

effective the first quadri-weekly period following attainment of the required number of years of credited service.

10.1240 DISTRICT PAID HEALTH INSURANCE OPTIONS UPON RETIREMENT

- A. Effective April 11, 1994, non-bargaining employees will be able to exercise an individual option concerning eligibility for and duration of district-paid health insurance for self and dependents upon retirement.

Option I

- a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 17 or more service years with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. Duration: Until retiree reaches age 67, except that retirees who are eligible to apply for Medicare coverage at age 65 and fail to do so will not continue to receive district-paid health insurance from age 65 to 67.

Option II

- a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 15 or more years of service with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. Duration: Until retiree reaches age 65.

- B. Employees who are retiring but do not have the requisite number of years of service with the Long Beach Unified School District to receive paid health insurance by the school district, may elect to purchase health benefits through the district plan. The retiring employee must provide proof that he/she has submitted paperwork into PERS in order to participate in the health benefit plan.

10.1344 SICK LEAVE SERVICE CREDIT PLAN

Pursuant to CalPERS guidelines, unused sick leave may be converted into service credit at retirement in accordance with CalPERS guidelines.