

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
March 30, 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 16, 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 Electrician 6-7
2. **APPROVE** the certification Behavior Intervention Supervisor 17-0076-5212 eligibility list established March 31, 2017 8
3. **APPROVE** the certification Nutrition Services Worker 17-0068-5068 eligibility list established March 22, 2017 8

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following:
The revised class specification of Maintenance Materials Storekeeper 9-14
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 15-26
3. **APPROVE** the following:
The 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 27-39

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

April 13, 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 16, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, March 16, 2017 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

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

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of March 2, 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

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission the New Classified Employee Orientation Pilot Program is scheduled for Thursday, March 23, 2017 in the Personnel Commission Cafeteria. Mr. Kato notified the Commission that on April 5, 2017, a Board Resolution will be presented at the Board Meeting to commemorate the Personnel Commission's 75th anniversary. Mr. Kato explained that we will recognize the 75th anniversary and Commissioner Ulaszewski's 20th year as a Commissioner at the Personnel Commission meeting on April 13, 2017. Mr. Kato informed the Commission that he will be assisting in the planning of the Personnel Commissioner's Association of Southern California (PCASC) staff

development training on Friday, June 2, 2017. Mr. Kato announced that he received confirmation from the State Superintendent's Office of Commissioner Linda Vaughan's reappointment. Mr. Kato concluded by recognizing Commissioner Vaughan's birthday and expressed well wishes.

Maria Braunstein, Personnel Analyst, reported Recruitment and Testing has been meeting with various subject matter experts to ensure exams are current. Ms. Braunstein reported that from January 1, 2017 to March 15, 2017, the unit has received over 2,700 applications and that 96% of those applications were submitted online. Ms. Braunstein concluded by informing the Commission that in the last ten days, 12 exams have been administered.

Susan Leaming, Personnel Analyst, reported on recent staff development offerings. Ms. Leaming noted that 109 classified employees were trained in CPR/First Aid on March 3, 2017 and 64 classified employees attended the CalPERS Retirement Planning Workshop on March 10, 2017. Ms. Leaming stated that upcoming classified staff development opportunities will be held in Fall 2017.

Dale Culton, Certification Services Manager, informed the Commission that staff has received training on the new fingerprinting machine and it is working efficiently.

Mary Cates, Human Resources Supervisor, reported a total of 778 Extended School Year (ESY)/Summer applications have been received and that 51% of applications were submitted through the online portal. Ms. Cates informed the Commission that the computer lab will be open March 16 and 17 from 8:00 a.m. to 4:40 p.m. for applicants to utilize the computers and staff will be available to assist them. The deadline for submitting ESY/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates explained that the online application portal will close on March 17, 2017 at 4:31 p.m.

Mr. Kato mentioned he presented at the California School Personnel Commission Association (CSPCA) Merit Academy this past weekend and that Valeeta Pharr, CSEA Chapter 2 President, was in attendance. Ms. Pharr commented on the possibilities of CSPCA conducting a second level of the Merit Academy for more advanced training.

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 1-7.

1. **RATIFY** job announcement bulletin for Instructional Aide-Alternative Schools
2. **RATIFY** job announcement bulletin for Library/Media Assistant
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III

- 6. **APPROVE** the certification Custodian-Substitute 17-0065-0136 eligibility list established March 13, 2017
- 7. **APPROVE** the certification Nutrition Services Operations Coordinator 17-0059-5063 eligibility list established March 7, 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 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

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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

- 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)

Susan Leaming, Personnel Analyst, provided a detailed 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. **DISCUSS** a Public Hearing date for Proposed Personnel Commission Budget for 2017-2018

Following discussion and corrections made to the date and location, the Public Hearing for Proposed Personnel Commission Budget for 2017-2018 was scheduled on Thursday, April 13, 2017 at the Personnel Commission Office, 4400 Ladoga Avenue in Lakewood. A motion was made by Mr. Ulaszewski, 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		

4. APPROVE Meeting Dates for Personnel Commission 2017-2018

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 4.

<u>2017</u>	<u>2018</u>
July 6	January 18
July 20	
	February 1
August 3	February 15
August 17	
August 31	March 1
	March 15
September 14	March 29
September 28	
	April 12
October 12	April 26
October 26	
	May 10
November 9	May 24
December 7	June 7
December 21	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 these meetings on alternate dates.

<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

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that CSEA will be holding a CalPERS Pre-Retirement workshop on Saturday, March 18, 2017 at the Teacher's Resource Center (TRC). Registration will be from 8:30 a.m. to 9:00 a.m. and the workshop will be from 9:00 a.m. to 12:30 p.m. Ms. Pharr

informed the Commission that CSEA will be voting on basic changes to the healthcare benefits tonight.

Juan Garcia, CSEA Chief Job Steward, reported that he was pleased with the online summer employment application. Mr. Garcia thanked Personnel Commission staff for providing applicants access to the computer lab and being available to assist employees applying online.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA is supportive of and appreciates the Commission's efforts to provide training to employees.

Commissioner Stacey V. Lewis applauded the Personnel Commission staff for offering staff development opportunities and for making the candidate experience a positive one.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 30, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

None

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRICIAN

FINAL FILING DATE:

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

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). The current vacancies are located at Maintenance.

JOB SUMMARY:

Under general supervision, to perform journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution centers, installations and lighting and power systems and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of a recognized apprentice training program of at least four years duration,
OR

EXPERIENCE:

Four years of journey level experience performing electrical work.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0093-0161 OL

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: March 30, 2017

Reason for
Consideration: Approval

Nutrition Services Worker

List Valid: 03/22/17-03/22/18

Total applications received: 140

No. Passed: 39 No. Failed: 20

Open

17-0068-5068

Total invited to exam: 88

No. Withdrew: 29 No. Screened Out: 52

Behavior Intervention Supervisor

List Valid: 03/31/17-03/31/18

Total applications received: 33

No. Passed: 10 No. Failed: 4

Dual

17-0076-5212

Total invited to exam: 14

No. Withdrew: 0 No. Screened Out: 19

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



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 15, 2017

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

Background and Findings

Maintenance management requested a duty statement regarding ordering stock items be added to the classification of Maintenance Materials Storekeeper. The incumbent, Allen Silas, also requested the duty be added to the classification description. The addition of this duty does not change the scope, level or intent of the classification.

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

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Maintenance Materials Storekeeper

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5231
Salary Range: 26 (C1)

MAINTENANCE MATERIALS STOREKEEPER

JOB SUMMARY

Under general supervision, organize, oversee and lead the daily operations and activities of the Maintenance warehouse; oversee periodic and annual Maintenance warehouse inventory activities; prepare and maintain related records and files; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Perform a variety of duties related to the shipping, receiving, storing and issuing of materials and equipment at the Maintenance warehouse; assure compliance with applicable laws, codes, rules and regulations. **E**
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; confer with Purchasing Agents, vendors, requestors and freight companies to resolve shortages, damaged goods or other discrepancies; refuse shipments if necessary; process related paperwork; input and update computerized records. **E**
- Store received items in appropriate warehouse sections, shelves, bays or bins; move stock locations as necessary; create and print bar code labels; unitize merchandise. **E**
- Issue stock in accordance with approved requisitions; communicate with Maintenance staff regarding the pickup and delivery of orders; respond to special orders and emergency pickup requests. **E**
- Track and close purchase orders for stock items; reconcile irregularities; input purchase order information into financial system to pay vendors; communicate with Purchasing staff regarding payment on purchase orders. **E**
- Coordinate annual inventory dates; oversee the actual inventory count process; assist District staff conducting inventory; assign staff to teams and provide support during actual count. **E**
- Research and create inventory discrepancy explanation reports for items requiring explanation in accordance with District criteria; reconcile discrepancies by inputting part numbers in the work request system. **E**
- Monitor stock levels; establish stock re-order points; order stock items; assure appropriate amounts of inventory; run usage reports; recommend discontinuation or purchase of new stock items; recommend purchase quantities and suggest sources; expedite orders as necessary. **E**

- Introduce new parts and deactivate obsolete parts; create new part numbers and assign warehouse locations. *E*
- Communicate with Maintenance staff regarding storage space, introducing new and discontinuing old parts, and emergency jobs requiring shop supplies; follow up with supervisors to obtain work order numbers for previously issued stock items. *E*
- Maintain records, reports and files related to warehouse activities including Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and vendor shipments. *E*
- Issue and track the distribution of floor tile or other materials to contractors; maintain related records. *E*
- Prepare a variety of forms and initiate transfer of Controlled Receiving Reports to the Records Management department for destruction. *E*
- Lock and unlock warehouse doors/gates; maintain security of warehouse and materials. *E*
- Maintain warehouse and work areas in a clean, safe and orderly condition; empty trash, spot mop spills and sweep floors; stack pallets; submit proposals for warehouse projects such as deep cleaning projects and retrofit of lighting fixtures. *E*
- Serve as a lead in the Maintenance warehouse; train and provide work direction to others. *E*
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software. *E*
- Drive a District vehicle to conduct work as necessary. *E*
- Attend a variety of meetings and trainings. *E*

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

DISTINGUISHING CHARACTERISTICS

A Maintenance Materials Storekeeper performs a variety of duties related to the ordering, shipping, receiving, storing and issuing of materials and equipment at the Maintenance warehouse and is responsible for the daily operation and activities of the Maintenance warehouse.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, practices and terminology used in warehouse operations.

Shipping and receiving procedures.

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

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

General space utilization and inventory control methods and practices.

Proper storage techniques.

Operation of a computer and data entry techniques.

Record-keeping and filing techniques.
Basic report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of training and providing work direction to others.
Proper lifting techniques.
Health and safety regulations.
General math.

Ability to:

Perform physical and record-keeping duties involved in packing, storing and shipping materials and equipment.

Order, Rreceive, store, ship and deliver materials, supplies and equipment.

Utilize space efficiently and effectively.

Oversee and participate in maintaining and recording inventory.

Understand and resolve issues, complaints or problems.

Prioritize and schedule work.

Meet schedules and time lines.

Work independently with little direction.

Maintain records and files and prepare reports.

Operate a variety of warehouse equipment including a forklift.

Operate a computer and assigned software.

Input data at an acceptable rate of speed.

Drive a District vehicle to conduct work.

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

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Train and provide work direction and guidance to others.

Observe health and safety regulations.

Add, subtract, multiply and divide accurately.

Education and Training:

Graduation from high school or equivalent.

Experience:

Two years of warehouse experience receiving, inspecting, storing and issuing materials and supplies. Experience in a lead capacity or handling construction and maintenance materials and supplies is desirable.

Or

One year of experience as a Warehouse Materials Processor with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.

Valid California Class C driver's license.

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

WORKING ENVIRONMENT

Warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Driving a vehicle to conduct work.

Working at heights.

PHYSICAL DEMANDS

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

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

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials.

Standing for extended periods of time.

Walking.

Climbing ladders to reach supplies and equipment.

Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 2/16/2017

Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 21, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation and Abolishment of Classifications and Reclassification of Incumbent

Background and Findings

The Head Start Director requested staff update the Head Start Social Services Manager (salary range 35 M2) classification specification. The duties were last revised in 1994.

Staff worked with the Head Start Director and the current incumbent to identify duties no longer assigned to the incumbent and duties the incumbent has gradually accrued over time.

Since revisions to the specification were extensive and the general concept of the classification has changed, staff is recommending creation of a new classification "Head Start Enrollment and Records Manager" at the same salary level and reclassification of the current incumbent.

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

Staff has attached a draft copy of the revised class specification and a copy of the current class specification for review.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Head Start Enrollment and Records Manager
2. Allocate the classification of Head Start Enrollment and Records Manager to salary range 35 M2
3. Reclassify the incumbent, Alma Stansberry, to the classification of Head Start Enrollment and Records Manager

4. Abolish the classification of Head Start Social Services Manager

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer

PERSONNEL COMMISSION CORE VALUES

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



PERSONNEL COMMISSION

Class Code:
Salary Range: 35 (M2)

HEAD START ENROLLMENT AND RECORDS MANAGER

JOB SUMMARY

Under administrative direction, plan, coordinate, manage and maintain the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) components of the District's Head Start Programs; analyze, plan and implement student and family information systems; 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.

- Review and evaluate the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) component activities to assure conformance to State and Head Start performance standards as they apply to District programs. **E**
- Plan and coordinate the preparation and updating of the annual community assessment and ERSEA plan in cooperation with staff and parents; coordinate community partnerships and outreach activities. **E**
- Coordinate the recruitment, screening and enrollment of eligible children into the Head Start program; create and maintain record keeping and reporting policies for waitlists, enrollment and attendance in accordance with program requirements. **E**
- Determine the need for and coordinate recruitment activities to provide information and enrollment opportunities to families; assure full program enrollment and maintenance of a sufficient wait list. **E**
- Coordinate the transition of enrollment students into and out of Head Start programs; facilitate student transfers into District Transitional Kindergarten and Kindergarten programs. **E**
- Serve as a liaison for Head Start programs; establish and maintain formal communications with public and private social service agencies. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Coordinate activities of enrollment staff including establishing work schedules, site assignments, classroom observations, case conferences, and reporting and documentation procedures. **E**

- Analyze, plan and implement student and family information systems; assure student and family information systems meet mandated data confidentiality, audit and archiving requirements. *E*
- Assess and design the student and family information systems training program; select trainers and evaluate staff progress. *E*
- Coordinate and provide technical support and training to Head Start sites and staff in the use of student and family information systems, data entry of various student and family records, and report generation methods. *E*
- Create, modify, test and delete user accounts and logins for the student and family information systems in accordance with established procedures; reset passwords for individual accounts. *E*
- Develop queries and reporting formats for a variety of periodic and special reports such as attendance, schedules, assessment reports and student demographic data; create spreadsheets; assure integrity of student data and reports. *E*
- Troubleshoot operational, peripheral and software issues; identify solutions and apply corrective techniques; refer issues to the vendor as necessary. *E*
- Receive and process requests for student and family information from Head Start staff and outside agencies; determine scope and appropriateness of requests; create queries to generate requested reports. *E*
- Create and submit child abuse reports into the Suspected Child Abuse Reporting (SCAR) System for mandated reporters in accordance with established guidelines and procedures. *E*
- Prepare or direct the preparation of a variety of records, reports and files including inventory of technology equipment and monthly enrollment reports; oversee and maintain a variety of manuals and procedures related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Establish formal and effective lines of communication between Head Start staff in order to facilitate coordination and efficient flow of communication. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of technological advances in the field; periodically attend parent policy council and committee meetings. *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 Head Start Enrollment and Records Manager plans, coordinates, manages and maintains the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) components of the District's Head Start Programs including Educare and Early Head Start. An incumbent is responsible for assuring that Head Start and Early Head Start

programs are fully enrolled and manages student and family information systems to assure compliance with Head Start regulations. The incumbent plans and provides training related to student and family information systems, policies and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of administration, supervision and training.
- Head Start organization, operations, policies and objectives.
- Staff development and in-service training methods and techniques.
- Casework methodology and social services available to a multi-cultural community.
- Techniques and resources utilized in assessing and evaluating families and children.
- Head Start and State of California child and family enrollment requirements.
- Child Protective Services (CPS) reporting systems.
- Signs and symptoms of child abuse and neglect.
- Operation of assigned software applications including student and family information systems.
- Provide technical support and training to sites and staff in the use of student and family information systems.
- Technical aspects of field of specialty.
- Record-keeping and report writing techniques.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, coordinate, manage and maintain the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) components of the District's Head Start Programs.
- Design and implement program assessment procedures.
- Plan, organize, and conduct a variety of procedures and activities designed to assure the completion of goals and objectives.
- Analyze, plan and implement student and family information systems.
- Provide technical support and training to staff in computer operations.
- Troubleshoot operational, peripheral and software issues.
- Interpret, apply and explain program rules, regulations and requirements.
- Research, compile and analyze data.
- Prepare comprehensive narrative and statistical reports.
- Prepare and maintain records and files.
- Establish and maintain cooperative and effective relationships with others.
- Communicate effectively, both orally and in writing.
- Prepare and deliver oral presentations.

Direct the establishment and maintenance of accurate records and record systems. Communicate effectively with other governmental agencies and associations to further the objectives of the Head Start program.

Supervise and evaluate the performance of assigned personnel.

Organize and establish priorities and schedules.

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

Drive a vehicle to conduct work.

Education and Training:

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

Experience:

Three years of experience in a Head Start program or early childhood education program including some experience in a lead or supervisory capacity and experience working with student data systems.

Experience involving troubleshooting student data systems and training of end users is highly desirable.

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

SPECIAL REQUIREMENTS

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

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

WORKING CONDITIONS

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



PERSONNEL COMMISSION

Class Code: 0788
Salary Range: 35 (M2)

HEAD START SOCIAL SERVICES MANAGER

JOB SUMMARY

Under direction, to plan, participate in and coordinate the Social Service components of the District's Head Start Program; and to do related work as required.

EXAMPLES OF DUTIES

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

- Provide direct counseling services to family members in the form of individual, family, or group counseling and refer family members for services as needed. **E**
- Provide on-going education to parents and evaluate its effectiveness. **E**
- Coordinate with the other Head Start components in providing periodic group meetings, at least quarterly, between parents and staff to identify and discuss family problems, and other parental and staff concerns. **E**
- Actively involve parents in planning and implementing the Social Services needs of their children. **E**
- Plan, implement, and evaluate the Head Start Child Abuse Program in compliance with Head Start, State and District policies. **E**
- Prepare monthly social service reports for agency management. **E**
- Establish and maintain standards for the use of social work forms and reporting. **E**
- Conduct periodic personnel evaluations. **E**
- Review and evaluate social services component activities to insure conformance to Head Start performance standards as they apply to the district's programs. **E**
- Provide career development counseling to enhance training opportunities related to increasing job productivity and career advancement. **E**
- Assist in the design, development and delivery of in-service training programs and orientations. **E**
- Select appropriate literature in the field of social work and make it available for use. **E**
- Supervise the preparation and updating of the annual Social Services component plan in cooperation with other staff and parents. **E**
- Participate in the development of the annual Social Services budget and make recommendations for appropriate budget adjustments during the course of the year. **E**
- Participate in the interviews and recommend hiring of Social Service staff in accordance with delegate agency policies and procedures. **E**

- Assess social services personnel and related duties. *E*
- Establish formal and effective lines of communication between all social service staff persons in order to facilitate coordination and efficient flow of communication. *E*
- Compile and maintain a file on community resources available to Head Start children and families, and update annually. *E*
- Assure the accurate preparation of in-kind contribution reports of service providers and monitor in-kind contribution reports and in-kind hours consistent with program needs and Head Start regulations. *E*
- Direct Head Start staff and participate in the recruitment, screening and enrollment of eligible children in the program. *E*
- Coordinate and conduct the annual up-dating of a written inventory of community social services that are potentially available to families of Head Start children. *E*
- Design and maintain a formal system of follow-up of family referrals to community service agencies to ensure satisfactory provision of such services to the families. *E*
- As the program's official liaison, establish and maintain formal communications with public and private social service agencies. *E*
- Convene and chair the Social Service Advisory committee, composed of staff from other community agencies and parents. *E*
- Periodically attend parent policy council and committee meetings. *E*
- Coordinate activities of and supervise Social Services component staff and volunteers. *E*
- This includes such things as establishing work schedules, site assignments, classroom observations, case conferences, and reporting and documentation procedures. *E*
- Direct activities of Social Service staff in providing direct services, and/or referring children and families with possible problems to appropriate resources. *E*
- Act as a resource to and assist and Social Service staff and volunteers through individual and group conferences in analyzing case problems and in improving their diagnostic and helping skills. *E*
- Assess training needs of all staff in area of social service. *E*
- Design the social service training program, select trainers and evaluate staff members' progress. *E*
- Provide information to teaching staff which will help them to better understand normal development, as well as the more common behavior problems seen in children. *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

This specialist position aids children and families with problems relating to poverty, illness, family maladjustment, anti-social behavior, financial and environmental

deprivation. The specialist is to conduct Social Service planning, intra-agency policy formulation and coordination; recruitment of families, personnel supervision, staff development and evaluation; inter-agency liaison, mobilization of community resources, client advocacy, and individual and family counseling.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of training and supervision.
Staff development and in-service training methods and techniques.
Social service subject matter curriculum and institutional program trends.
Techniques for counseling families about social services.
Casework methodology and social services applicable and available to a multi-cultural community and specific populations.
Youth service related referral agencies and services.
Techniques and resources available and utilized in assessing and evaluating families and children in the community setting.
General principles and techniques of organization, administration and personnel management.
Principles of record keeping.

Ability to:

Prepare and conduct effective training programs.
Interpret and analyze proposed and existing state and federal legislation regarding social services.
Maintain emotional control under difficult situations.
Design and implement program assessment procedures.
Plan, organize, and conduct a variety of procedures and activities designed to insure the completion of goals and objectives.
Gather and organize data into a meaningful format.
Establish and maintain effective relationships with those contacted in the course of work.
Develop and implement family assessment and assistance program.
Communicate effectively, both orally and in writing.
Make persuasive presentations to small or large groups of people.
Motivate parents or volunteers to take courses of action that are in the best interest of the development and growth of children.
Write clear and accurate reports.
Direct the set up and maintenance of accurate records or record systems.
Communicate effectively with other governmental agencies groups or association to further the objectives of the Head Start program.

Operate a vehicle using legal and defensive driving practices.
Organize and establish priorities and schedules.
Plan, direct, and supervise the work of assigned personnel.

Education and Training:

Graduation from a recognized college or university with a major in behavioral or social sciences.

Experience:

Three years of professional experience in a social service agency, one year of which must have been in an administrative and/or supervisory capacity.

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

SPECIAL REQUIREMENTS

A successful appointee preferably will be bilingual in Spanish or one of the major Asian languages.

Must have use of an automobile with adequate insurance coverage and a valid driver's license, or have available private transportation at the time of appointment.

WORKING CONDITIONS

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

07/94

Rev 10/98

Rev 3/25/04



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 24, 2017

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

Background and Findings

The Assistant Superintendent of Research, Planning and Evaluation and School Improvement recently reviewed the Administrator, Information Systems Technology, Research, Planning and Evaluation Studies (salary range 53 M2) class specification while initiating recruitment activities and worked with staff to update the title and duties. The classification was last updated in 2000.

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

Duties in this class description were reorganized to prioritize and reflect the current technology and syntax of the classification. Copies of the specification with and without tracked changes are provided for review.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the 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

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3370
Salary Range: 53 (M2)

ADMINISTRATOR, RESEARCH INFORMATION SYSTEMS TECHNOLOGY, RESEARCH, PLANNING & EVALUATION STUDIES

JOB SUMMARY

Under administrative direction of the Assistant Superintendent of Research, Planning & Evaluation, to plan, organize, control and administer the use of technology products, and information systems within the Research, Planning and Evaluation and School Improvement department; oversee department information management systems; to develop and support operational guidelines and procedures for all department technology based systems; to serve as a resource and liaison on information services hardware and software, and networking infrastructure; to plan, coordinate and oversee the data collection, analysis and reporting of District, State and federal and State assessment programs and administrative research and evaluation studies; supervise and evaluate the performance of assigned staff; and to perform related duties as required assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, coordinate and supervise the use of technology products, networking, and information systems within the Research, Planning and Evaluation division. E
- Plan, administer and oversee departmental information systems; develop and support operational guidelines and procedures for departmental information systems. E
- Research, participate in the development of specifications, and recommend purchase of new systems and technologies. E
- Serve as a resource regarding information systems hardware, software, and networking infrastructure; develop, coordinate and implement integrated information systems with other departments such as including School Support Services Special Education, Human Resource Services, Financial Services Business Services and Curriculum, Instruction and Professional Development. E
- Plan and oversee staff development and training on regarding operational procedures, information services systems, technology and telecommunication processes, and communications systems and statistical software such as SPSS and SAS. E

- Plan, organize and recommend departmental operational guidelines and procedures in Research, Planning and Evaluation-related to data collection, interpretation, reporting and technology services/information systems. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee the collection of data and the compilation, analysis and interpretation of District, State and federal assessment programs, administrative research and evaluation studies. **E**
- Design or oversee the design of systems for the management, storage, and retrieval of research, survey and State, federal and District assessment data; assure compliance with applicable laws, codes, rules and regulations. **E**
- Design reports for assessment systems and surveys, both required and requested by the District, State and federal personnel. **E**
- Direct the compilation of data for a variety of student and personnel related reports and surveys for District, State, and federal reporting such as Title I, CBEDS (California Basic Educational Data Survey), Racial Ethnic, Ryan Ratio and others. **E**
- Consult with and advise District staff, and administration and school personnel on regarding data analyses and interpretation, information systems and technology services, goals, objectives, and performance standards related to Educational Research and related technologies. **E**
- Oversee application of appropriate statistical tests and procedures for studies conducted by staff. **E**
- Evaluate research proposals for their feasibility and value of results; respond to and resolve difficult and sensitive inquiries regarding research and evaluation projects. **E**
- Oversee long-range development of Research, Planning and Evaluation operations and information and technology systems, including equipment replacement, installation, maintenance and upgrading data and network communication systems. **E**
- Design systems for the management, storage, and retrieval of research, survey, State and District assessment data. **E**
- Research and assess telecommunication and information network systems that are suitable for use by the Research, Planning and Evaluation division. **E**
- Research technology and District educational program funding sources; and provide information to assist in the development and submission of grant applications. **E**
- Advise and make recommendations pertaining to the resolution of information and technology issues and concerns; diagnose/trouble-shoot current operating problems issues and make implement system improvements. **E**
- Develop software and utilize existing software to compile~~Direct the compilation of data for a variety of student and personnel related reports and surveys for District,~~

Administrator, Research Information Systems Technology, Research, Planning and Evaluation Studies— Continued

Page 3

- State, and federal reporting such as Title I, CBEDS (California Basic Educational Data Survey), Racial Ethnic, Ryan Ratio and others. *E*
- review, research and prepare informational abstracts pertaining to state of the art information and technology systems. *E*
 - Design reports for assessment systems and surveys, both required and requested by the State and District personnel. *E*
 - Oversee application of appropriate statistical tests and procedures for studies conducted by staff. *E*
 - Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare informational abstracts pertaining to new and emerging information systems. *E*
 - Participate in the evaluation of vendor technology and management information systems (MIS) products. *E*
 - Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
 - Plan, organize, coordinate, evaluate and supervise the work of assigned personnel. *E*
 - Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations regarding departmental objectives, plans and achievements. *E*
 - Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *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 Administrator, Research Information Systems Technology, Research, Planning & Evaluation Studies, oversees the planning, development and coordination of sophisticated Eeducational Research information and technology systems hardware and software services including a variety of the design, processes, and maintenance of and software applications, operations applications. An incumbent in this classification oversees formulation and design, and supervises staff involved in the conduct and review of research and evaluation studies. This classification An incumbent also participates in long-range departmental planning of the Educational Research and Planning division goals and objectives and devising measurements of achievement and effectiveness. An incumbent has ongoing working relationships with District executive personnel District administrators in to developing and implementing end-client/user integrated information systems and educational research assessment tools.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, methods, strategies, trends and procedures used in the assessment and evaluation of Research, Planning and Evaluation educational research operations and related information and technology systems.

~~Legal mandates, policies and regulations in educational research administration.~~

~~A variety of programming and software systems, including application development systems and, data and database management systems, and general office productivity software.~~

Mainframe and distributed computer system products and architectures.

Local and Wide Area Networks, Intranet and Internet technologies and products.

~~General principles of management, supervision and training.~~

Technical aspects of student assessment including psychometric issues associated with norm and criterion referenced tests, data clean up and, answer sheet design.

~~School district organization and organizational relationships.~~

General principles and techniques of information systems and network design.

~~Computer systems design and networks.~~

~~Database management including mainframe, midrange and personal computer systems.~~

Computer programming languages such as .net, C#, Visual Basic, java script, ~~COBOL and FORTRAN.~~

Software such as Excel, Access, SQL, and ~~SSRSdbase and SPSS.~~

~~School Administration Student Information (SASI).~~

~~Personal computer productivity.~~

Descriptive and inferential statistics.

Principles of administration, supervision and training.

Strategic planning and project management techniques.

Public speaking techniques.

Operation of a computer and assigned software.

Applicable laws, codes, rules and regulations.

Budget preparation and control.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Ability to:

Plan, administer and oversee ~~Provide specialized and technical management support and coordinate and supervise the Research, Planning and Evaluation educational research information and technology systems, and programs.~~

**Administrator, Research Information Systems Technology, Research,
—Planning and Evaluation Studies— Continued**

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Analyze and assess operational systems and processes and make recommendations to enhance program function and activities.

~~Develop and conduct~~ Plan and oversee training programs for technology products used within the department.

~~Analyze and assess operational systems and processes and make recommendations to enhance program function and activities.~~

~~Prepare accurate and concise reports.~~

~~Communicate effectively in oral and written form.~~

~~Understand and carry out oral and written directions with minimal accountability controls.~~

~~Establish, direct, and maintain effective organization and public relationships.~~

~~Supervise~~ Oversee the analysis of research and evaluation studies and surveys.

~~Design and prepare assessment and evaluation reports of quantitative data.~~

Design or oversee the design of systems for the management, storage, and retrieval of data.

~~Design and implement computer information systems for inputting, retrieving and reporting data.~~

~~Establish and maintain effective collaborative working relationships with others.~~

~~Communicate clearly about research objectives and results.~~

~~Plan, manage, train, supervise and evaluate the performance of assigned personnel.~~

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned personnel.

Assure compliance with applicable laws, codes, rules and regulations.

Analyze situations accurately and adopt an effective course of action.

Develop and prepare preliminary budgets.

Monitor and control expenditures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Maintain current knowledge of technological advances in the field.

Plan and organize work.

Operate a computer and assigned software.

Education and Training:

~~Graduation from an accredited four-year college or university with a major in Bachelor's degree in computer science, business administration, research, education or a closely related field with including course work in statistics, research methodology or psychological testing, is required.~~

Microsoft Certification in SQL or ~~Oracle~~ is highly desirable.

Experience:

Five years of ~~professional management~~ experience in the research design and analysis of administrative and evaluation studies, utilizing ~~computer technology information~~ systems in an educational environment. ~~school system, university or other institution~~ conducting ~~social science research~~.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

~~Administrative offices, constant interruptions and high energy, multiple project fervor; occasional visits to school sites.~~

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

~~;~~ Seeing to read hand written documents and other records or reports a variety of materials.;

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

~~;~~ Sitting for extended periods of time.;

~~some light lifting and carrying; attendance at meetings.~~

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 twelve months (12) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Administrator, Research Information Systems Technology, Research,
~~— Planning and Evaluation Studies —~~ Continued

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7/26/2000
Revised:



PERSONNEL COMMISSION

Class Code:
Salary Range: 53 (M2)

ADMINISTRATOR, RESEARCH INFORMATION SYSTEMS

JOB SUMMARY

Under administrative direction, plan, organize, control and administer the use of technology products and information systems within the Research, Planning and Evaluation and School Improvement department; plan, coordinate and oversee the data collection, analysis and reporting of District, State and federal assessment programs and administrative research and evaluation studies; 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.

- Plan, administer and oversee departmental information systems; develop and support operational guidelines and procedures for departmental information systems. **E**
- Research, participate in the development of specifications, and recommend purchase of new systems and technologies. **E**
- Serve as a resource regarding information systems hardware, software, and networking infrastructure; develop, coordinate and implement integrated information systems with other departments including School Support Services, Human Resource Services, Business Services and Curriculum, Instruction and Professional Development. **E**
- Plan and oversee staff development and training regarding operational procedures, information systems, technology and communications systems. **E**
- Plan, organize and recommend departmental operational guidelines and procedures related to data collection, interpretation, reporting and information systems. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee the collection of data and the compilation, analysis and interpretation of District, State and federal assessment programs, administrative research and evaluation studies. **E**
- Design or oversee the design of systems for the management, storage, and retrieval of research, survey and District, State and federal assessment data; assure compliance with applicable laws, codes, rules and regulations. **E**

- Design reports for assessment systems and surveys, both required and requested by District, State and federal personnel ;
- Direct the compilation of data for a variety of student and personnel related reports and surveys for District, State, and federal reporting. *E*
- Consult with and advise District staff, administration and school personnel regarding data analyses and interpretation, information systems, goals, objectives, and performance standards related to educational research and related technologies. *E*
- Oversee application of appropriate statistical tests and procedures for studies conducted by staff. *E*
- Evaluate research proposals for their feasibility and value of results; respond to and resolve difficult and sensitive inquiries regarding research and evaluation projects. *E*
- Research technology and District educational program funding sources; provide information to assist in the development and submission of grant applications. *E*
- Advise and make recommendations pertaining to the resolution of information and technology issues and concerns; troubleshoot operating issues and implement system improvements. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare informational abstracts pertaining to new and emerging information systems. *E*
- Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations regarding departmental objectives, plans and achievements. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *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 Administrator, Research Information Systems oversees the planning, development and coordination of educational research information systems and services including the design and maintenance of software applications. An incumbent supervises staff involved in the conduct and review of research and evaluation studies. An incumbent also participates in long-range departmental planning of goals and objectives and devising measurements of achievement and effectiveness. An incumbent has ongoing working relationships with District administrators to develop and implement integrated information systems and educational research assessment tools.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, methods, strategies, trends and procedures used in the assessment and evaluation of educational research and related information systems.
Technical aspects of student assessment including psychometric issues associated with norm and criterion referenced tests, data clean up and answer sheet design.
Application development systems and data and database management systems.
Mainframe and distributed computer system products and architectures.
Local and Wide Area Networks, Intranet and Internet technologies and products.
General principles and techniques of information systems and network design.
Computer programming languages such as .net, C#, Visual Basic, java script.
Software such as Excel, Access, SQL, and SSRS.
Descriptive and inferential statistics.
Principles of administration, supervision and training.
Strategic planning and project management techniques.
Public speaking techniques.
Operation of a computer and assigned software.
Applicable laws, codes, rules and regulations.
Budget preparation and control.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

Ability to:

Plan, administer and oversee educational research information systems.
Design or oversee the design of systems for the management, storage, and retrieval of data.
Analyze and assess operational systems and processes and make recommendations to enhance program function and activities.
Oversee the analysis of research and evaluation studies and surveys.
Design and prepare assessment and evaluation reports of quantitative data.
Develop and conduct training programs for technology products used within the department.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned personnel.
Assure compliance with applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Develop and prepare preliminary budgets.
Monitor and control expenditures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
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, business administration, research, education or a closely related field including course work in statistics, research methodology or psychological testing.

Microsoft Certification in SQL is highly desirable.

Experience:

Five years of management experience in the research design and analysis of administrative and evaluation studies, utilizing information systems in an educational environment.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of twelve months (12) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/26/2000

Revised: