

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
April 27, 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 April 27, 2017 1-6
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 Assistant Director-Fiscal Services 7-8
2. **RATIFY** job announcement bulletin for Executive Director, Equity, Access, and College & Career Readiness 9-10
3. **APPROVE** the certification of Accompanist 17-0031-5213 eligibility list established April 18, 2017 11
4. **APPROVE** the certification of Administrative Dietitian 17-0091-0537 eligibility list established April 24, 2017 11
5. **APPROVE** the certification of Carpenter 17-0080-0114 eligibility list established April 20, 2017 11
6. **APPROVE** the certification of Instructional Aide-Alternative Schools 17-0089-0221 eligibility list established April 18, 2017 11

III. OLD BUSINESS

1. **APPROVE** the following: 12-20  
Revision to the Rules and Regulations of the Classified Service, Chapter X  
(Second Reading)

#### IV. NEW BUSINESS

1. **APPROVE** the following: 21-30  
Reallocate the classifications of Administrator, Construction and  
Administrator, Facilities Development and Planning from salary range 51  
(M2) to salary range 53 (M2)
2. **APPROVE** the recommendation to remove from eligibility list ID 30880222 31-37

#### V. OTHER ITEMS

#### VI. NEXT REGULAR MEETING

May 11, 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

April 13, 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, April 13, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF  
ALLEGIANCE

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

GENERAL  
COMMUNICATIONS

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried a unanimous vote of those present to move General Communications Items #8 and #9 to the top of the agenda.

8. Recognition of the Seventy-Fifth Anniversary of the Personnel Commission and Merit System in the Long Beach Unified School District.

Mr. Ulaszewski welcomed Christopher J. Steinhauser, Superintendent of Schools and Megan Kerr, Vice-President of the Long Beach Unified School District's Board of Education to the meeting. Mr. Ulaszewski read the resolution commending the Personnel Commission for 75 years of service that was presented at the Board of Education meeting on April 5, 2017. Mr. Ulaszewski thanked the Superintendent and the Board of Education for their recognition of the Personnel Commission. Mr. Ulaszewski thanked past and present Personnel Commission staff, directors and commissioners for their efforts to uphold the principles of the merit system at the Long Beach Unified School District. Mr. Ulaszewski also thanked the various employee associations and non-represented employees that have supported the Personnel Commission and the classified service.

Ms. Kerr extended her appreciation for the Personnel Commission and the great work that it does on behalf of the school district. Mr. Steinhauser thanked the Commission for its service on behalf of the students, parents and staff of the Long Beach Unified School District and spoke about the importance of everyone working together for the benefit of the students. Mr. Steinhauser wished Mr. Ulaszewski happy anniversary and thanked him for his commitment and dedication to the Long Beach Unified School District.

Ms. Vaughan extended her congratulations to the Commission staff for their team effort to uphold the merit system and for the cooperation of all sides to assure that the principles of merit are upheld. She expressed her gratitude for being a part of the 75th anniversary of the Commission.

Ms. Lewis stated that it was an honor to serve on the Commission and spoke about how impressed she is that the Commission embraces

technology advances and works to appeal to the next generation of candidates. Ms. Lewis thanked Mr. Steinhauser and Ms. Kerr for their leadership and partnership with the Commission.

Ms. Pharr extended her congratulations to Mr. Ulaszewski for his service and for his involvement and support of CSEA activities throughout the years. Ms. Pharr also thanked Mrs. Anna Ulaszewski for her service to the district and the Long Beach community.

9. Recognition of Commissioner Terence Ulaszewski's Twenty Years of Service in the Long Beach Unified School District's Personnel Commission.

Mr. Steinhauser, Ms. Kerr and Mr. Kato presented Mr. Ulaszewski with a plaque and service pin commemorating his twenty years of service with the Long Beach Unified School District. Mr. Kato then played a video created by Judith Lopez, Human Resources Technician and Susan Leaming, Personnel Analyst honoring Mr. Ulaszewski's twenty years with the Personnel Commission.

**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; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Ariel Matthews, Human Resources Technician; Angela Stenberg, Human Resources Technician; Asghar Tootla, Human Resources Technician; Francelia Wilbert, Plant Supervisor; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

**GUESTS**

Christopher J. Steinhauser, Superintendent of Schools; Megan Kerr, Vice-President of the Long Beach Unified School District's Board of Education; 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; Matthew Woods, Executive Director, Information & Technology Systems; Gail McMahon; and Marilyn Balmer.

**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 30, 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

Maria Braunstein, Personnel Analyst, reported that 34 recruitments are currently in progress. Ms. Braunstein thanked the Recruitment and Testing staff for all their hard work. Ms. Braunstein informed the Commission that staff is working on opening an additional 14 recruitments.

Dale Culton, Certification Services Manager, updated the Commission on reductions in staffing approved by the Board of Education on March 1, 2017. Mr. Culton reported 251 employees in 63 various classifications are on reemployment lists.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA appreciated that Darlene Martin, Director of Nutrition Services and Mr. Culton worked collaboratively with employees and CSEA in regards to upcoming layoffs and reductions in staffing.

Juan Garcia, CSEA Chief Job Steward, thanked Mr. Culton and Ms. Martin for meeting with all parties involved regarding the reductions in staffing at Nutrition Services.

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 1-6; Items 7 and 8 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide; Head Start Instructional Aide-Bilingual Spanish
2. **RATIFY** job announcement bulletin for Instructional Aide-Educare; Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer
3. **RATIFY** job announcement bulletin for Educational Research Analyst II
4. **APPROVE** the certification of District Security Officer 17-0072-5202 eligibility list established April 6, 2017
5. **APPROVE** the certification of Instructional Aide-Special 17-0079-0448 eligibility list established April 10, 2017
6. **APPROVE** the certification of Instructional Aide-Special 17-0088-0448 eligibility list established April 10, 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		

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 7 and 8.

7. **APPROVE** the certification of School Data Technician 17-0075-3360 eligibility list established April 10, 2017
8. **APPROVE** the certification of Telecommunications Technician 17-0066-3309 eligibility list established April 6, 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

1. **DECLARE** a public hearing on 2017-2018 proposed Personnel Commission Budget

- a. Open the hearing

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote to open a public hearing on the proposed 2017-2018 Personnel Commission Budget.

Mr. Kato provided an overview of the proposed budget. Mr. Kato discussed the recommended changes to the Personnel Commission Budget.

- b. Close the hearing

A motions was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote to close the public hearing on the proposed 2017-2018 Personnel Commission Budget.

2. **ADOPT** the 2017-2018 Personnel Commission Budget

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 adopt the 2017-2018 Personnel Commission Budget.

#### 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:

- Michael Quigley
- Karen Davis
- Matthew Roberts
- Benjamin Koff
- Lawrence Durand

Kenneth Kato, Executive Officer, 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 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)

Kenneth Kato, Executive Officer, 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. **DISCUSS** the following:  
 Revision to the Rules and Regulations of the Classified Service, Chapter X (First Reading)

New Business Item 3, was discussed and will be brought forward for a second reading and approval at the next Commission meeting.

**OTHER ITEMS**

Juan Garcia, CSEA Chief Job Steward, commended the photo display in the Personnel Commission hallway. Mr. Kato noted that the photos are of classified staff from dating back to the 1950's. Mr. Garcia concluded by inviting all those present to volunteer in the District's Student Science Fair.

Ms. Lewis and Ms. Vaughn thanked Mr. Ulaszewski for his expertise and professionalism and congratulated him for his twenty years of service with the District.

<b>NEXT REGULAR MEETING</b>	The next Regular Meeting of the Personnel Commission is scheduled for April 27, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.
<b>CLOSED SESSION</b>	The Personnel Commission retired into closed session at 9:25 a.m.
<b>OPEN SESSION</b>	The Personnel Commission returned to open session at 9:32 a.m. No reportable actions were taken.
<b>ADJOURNMENT</b>	The Regular Meeting of the Personnel Commission was declared adjourned at 9:35 a.m. with the consent of the members.

## 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 Americas 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!

Dual Exam 17-0104-5136 OL



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

### ASSISTANT DIRECTOR – FISCAL SERVICES

**\$93,100 – \$109,324 Annually**

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## **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 Assistant Director – Fiscal Services. Under the direction of the Executive Director – Fiscal Services, assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Accounting and Budgeting, then Assistant Director – Fiscal Services.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field.

Four years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable.

Specific fiscal management experience in accounting, budgeting and payroll is highly preferred.

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

## **SPECIAL REQUIREMENTS**

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

## **SALARY AND BENEFITS**

The annual salary for Assistant Director – Fiscal Services is \$93,100 to \$109,324, 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, 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.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <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., Thursday, April 27, 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  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

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# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

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

**\$128,939 – \$151,403 Annually**

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

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Executive Director, Equity, Access, and College and Career Readiness.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Master's degree in public or business administration, public policy or education.

Six years of equity, access, and college and career readiness program implementation experience involving data analytics, strategic planning, and change management.

Experience within a public education setting is preferred.

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

## **SPECIAL REQUIREMENTS**

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

## **SALARY AND BENEFITS**

The annual salary for Executive Director, Equity, Access, and College & Career Readiness is \$128, 939 to \$151,403, 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, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

**4:30 p.m., Friday, April 28, 2017**

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 11

Date: April 27, 2017

Reason for  
Consideration: Approval

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**Accompanist**

**Dual**

**17-0031-5213**

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

Total applications received: 11

No. Passed: 3      No. Failed: 21

Total invited to exam: 7

No. Withdrew: 3      No. Screened Out: 4

**Administrative Dietitian**

**Dual**

**17-0091-0537**

List Valid: 04/24/17-04/24/18

Total applications received: 18

No. Passed: 4      No. Failed: 3

Total invited to exam: 8

No. Withdrew: 1      No. Screened Out: 10

**Carpenter**

**Dual**

**17-0080-0114**

List Valid: 04/20/17-04/20/18

Total applications received: 41

No. Passed: 5      No. Failed: 7

Total invited to exam: 20

No. Withdrew: 8      No. Screened Out: 21

**Instructional Aide-Alternative Schools**

**Dual**

**17-0089-0221**

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

Total applications received: 43

No. Passed: 6      No. Failed: 0

Total invited to exam: 16

No. Withdrew: 10      No. Screened Out: 27

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: April 18, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

April 18, 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 second reading for approval with the following rationale:

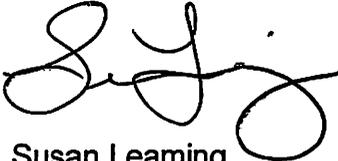
**Rule 10.2: SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED OR NEWLY CLASSIFIED, OR REALLOCATED:** Separates reallocation of a classification from section 10.2 and adds a new section "Sequence of Implementation of Salary Actions". The rule change clarifies the action to modify the salary 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 approve the revised version of this rule.

Prepared by:



Susan Learning  
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.)

#### **10.97 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.

**10.1210 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.

**10.1311 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.



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

April 18, 2017

**TO:** Personnel Commission  
**FROM:** Executive Officer, Personnel Commission & Classified Employment  
**SUBJECT:** Reallocation of Classifications

The recruitments for Administrator, Facilities Development and Planning and Administrator, Construction classifications (salary range 51 M2) have been historically difficult. The most recent recruitments yielded limited applicant pools. At the request of the Chief Business and Financial Officer and the Executive Director, Facilities, Development and Planning, staff conducted a salary survey of the two classifications to determine if the salary placement is competitive in the marketplace.

The largest school districts in California and local agencies typically utilized for salary survey purposes were surveyed for compensation comparison. Staff found similarity between organizational structures and classification duties with six agencies to support an increase in compensation. Staff also considered internal comparisons, specifically the Administrator, Research Information Systems classification at salary range 53 (M2). The top step of salary range 51 (M2) is \$10,435 and the top step of salary range 53 (M2) is \$11,016. Reallocation to salary range 53 (M2) is appropriate based on outside data demonstrating salary range 53 (M2) will bring the salary closer to the median of the market (\$11,538) while considering internal relationships with the similar level Administrator, Research Information Systems.

The Chief Business and Financial Officer is in agreement with the reallocation recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Reallocate the classifications of Administrator, Construction and Administrator, Facilities Development and Planning from salary range 51 (M2) to salary range 53 (M2)

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5211  
Salary Range: 534 (M2)

### ADMINISTRATOR, CONSTRUCTION

#### JOB SUMMARY

Under administrative direction of the Executive Director, plan, coordinate, administer and oversee the construction activities and day-to-day operations of the Facilities Development and Planning Branch; 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, coordinate, administer and oversee all new construction, modernization and technology projects and day-to-day operations of the Facilities Development and Planning Branch; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare and oversee preparation of estimates, requests for proposals, specifications, bid forms and contracts for construction, renovation and related services. **E**
- Oversee the coordination of requests for information, change orders, submittals, shop drawings, time extension requests and contractor progress schedules and claims. **E**
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and monitor projects to assure completion of work in compliance with District standards outlined in contractor agreements. **E**
- Oversee the development of plan phases for construction, modernization and technology projects to ensure successful and effective use of resources. **E**
- Develop strategies for project construction and bidding. **E**
- Oversee critical inspections to assure compliance with plans, specifications, contract provisions, building codes and regulations. **E**
- Provide operational leadership to facilities, planning, engineering and construction management; meet regularly to coordinate and integrate multiple stages of ongoing projects to assure seamless, timely, and cost effective completion. **E**
- Review, evaluate and conduct procedural studies of existing facilities work methods and operations; recommend proposals for improvements and implement modifications as needed. **E**
- Develop and implement safety programs; evaluate personnel in the proper performance of safe and efficient work methods and practices and appropriate use and care of equipment. **E**
- Develop and recommend new or revised policies, procedures, rules, regulations, and

- project schedules for facilities, construction and engineering projects. *E*
- Confer with District staff and manufacturer representatives regarding new or improved products, trade practices and methods of construction; prepare recommendations regarding the purchase of equipment and products. *E*
- Assist in developing, preparing and monitoring the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Serve as the Executive Director in the absence of the Executive Director as necessary. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in the Administrator, Construction position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles of administration, supervision and training.

Applicable federal, State and local laws, codes and regulations related to California school construction.

General principles and practices of building construction.

Management principles and techniques in the planning, design and construction of public works projects.

Inspection methods applicable to school construction.

Cost estimates and specifications.

Applicable building codes, ordinances, life and safety and accessibility requirements, regulations, OSHA and other safety precautions.

Public agencies responsible for planning and development of the local geographic area.

Budget preparation and control.

Project management theory and techniques.

Appropriate safety procedures and hazardous material compliance.

Principles and practices of supervision and training.

Public speaking techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, coordinate, administer and oversee the construction activities, phases of construction and day-to-day operations of the Facilities Development and Planning Branch.

Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.

Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

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

Plan, direct and evaluate the work of others.

Prepare and deliver oral presentations.

Develop and prepare departmental budgets.

Analyze and develop work methods, procedures and schedules.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Read and interpret plans and specifications.

Plan and organize work.

Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in planning, construction management, architecture or a related field.

A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

**Experience:**

Four years of management-level experience in construction.

Experience in educational construction is preferred.

Any other combination of training and/or experience which demonstrates that an applicant

is likely to possess the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

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

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

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Office and construction site environment.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials and inspect construction sites.  
Sitting for extended periods of time.  
Walking over rough and uneven surfaces.  
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

*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: 4/03/14  
Revised: 6/9/2016  
Revised:



## PERSONNEL COMMISSION

**Class Code: 5210**  
**Salary Range: 534 (M2)**

### ADMINISTRATOR, FACILITIES, DEVELOPMENT AND PLANNING

#### JOB SUMMARY

Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; 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, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare and oversee preparation of plans, estimates, requests for proposals, specifications, bid forms and contracts for construction, renovation and related services. **E**
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and monitor projects to assure completion of work in compliance with District standards outlined in contractor agreements. **E**
- Coordinate and oversee pre-construction and planning activities related to modernization, new construction, portable inventory and replacement, master planning, site environmental investigations and compliance with applicable laws, codes, rules and regulations. **E**
- Participate in developing long-range facilities plans; assist in maintaining the District's site and building master plans and related documentation. **E**
- Provide operational leadership to facilities, planning, engineering and construction management; meet regularly to coordinate and integrate multiple stages of ongoing projects to assure seamless, timely, and cost effective completion. **E**
- Review, evaluate and conduct procedural studies of existing facilities work methods and operations; recommend proposals for improvements and implement modifications as needed. **E**
- Develop and implement safety programs; evaluate personnel in the proper performance of safe and efficient work methods and practices and appropriate use and care of equipment. **E**

- Develop and recommend new or revised policies, procedures, rules, regulations, and project schedules for facilities, construction and engineering projects. *E*
- Confer with District staff and manufacturer representatives regarding new or improved products, trade practices and methods of construction; prepare recommendations regarding the purchase of equipment and products. *E*
- Assist in developing, preparing and monitoring the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Serve as the Executive Director in the absence of the Executive Director as necessary. *E*

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

**DISTINGUISHING CHARACTERISTICS**

An incumbent in the Administrator, Facilities, Development and Planning position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles of administration, supervision and training.  
Applicable federal, State and local laws, codes and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.

California Environmental Quality Act (CEQA) laws related to school facilities programs.  
Developer fee statutes, and redevelopment revenue programs.  
Legislative processes and the structure of local and State government.  
Public agencies responsible for planning and development of the local geographic area.  
Budget preparation and control.  
Project management theory and techniques.  
Appropriate safety procedures and hazardous material compliance.  
Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.  
Principles and practices of supervision and training.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch.  
Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Analyze situations accurately and adopt an effective course of action.  
Assure compliance with applicable laws, codes, rules and regulations.  
Plan, direct and evaluate the work of others.  
Prepare and deliver oral presentations.  
Develop and prepare departmental budgets.  
Analyze and develop work methods, procedures and schedules.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Read and interpret plans and specifications.  
Plan and organize work.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in planning, construction management, architecture or a related field.

A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

**Experience:**

Four years of management-level experience in construction, urban studies or facilities planning.

Experience in educational facility planning and construction is preferred.

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

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver’s license at the time of appointment.

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

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Office and construction site environment.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials and inspect construction sites.  
Sitting for extended periods of time.  
Walking over rough and uneven surfaces.  
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

*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: 4/20/2006  
Revised: 6/9/2016  
Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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<b>SUBJECT:</b>	Removal from Eligibility List	<b>PAGES:</b> 31-37
<b>Date:</b>	April 27, 2017	<b>Reason for Consideration:</b> Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.