

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

MEETING AGENDA

Regular Meeting  
B Building Room 29  
October 29, 2015

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey V. Lewis
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 October 15, 2015 1 – 4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for ASB Financial Technician 5 – 6
2. **RATIFY** job announcement bulletin for Human Resources Assistant 7 – 8
3. **RATIFY** job announcement bulletin for Program Supervisor – Special Projects 9 – 10
4. **RATIFY** job announcement bulletin for Senior ASB Financial Technician 11 – 12
5. **RATIFY** job announcement bulletin for Site Specialist – Special Projects 13 – 14
6. **APPROVE** the certification of Custodian 15-0167-0139 eligibility list established October 21, 2015 15
7. **APPROVE** the certification of Custodian 15-0168-0139 eligibility list established October 21, 2015 15
8. **APPROVE** the certification of Custodian 15-0169-0139 eligibility list established October 21, 2015 15
9. **APPROVE** the certification of Custodian 15-0170-0139 eligibility list established October 21, 2015 15
10. **APPROVE** the certification of Custodian 15-0192NEW-0139 eligibility list established October 21, 2015 15

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|--|---------|
| 11. <b>APPROVE</b> the certification of Custodian 15-0193-0139 eligibility list established October 21, 2015   | 15      |
| 12. <b>APPROVE</b> the certification of Instructional Aide – Alternative Schools 16-0022-0221 eligibility list established October 27, 2015  | 15      |
| 13. <b>APPROVE</b> the certification of Instructional Aide – Special 16-0019-0448 eligibility list established October 27, 2015  | 15      |
| 14. <b>APPROVE</b> the certification of Instructional Aide – Special 16-0014-0448 eligibility list established September 22, 2015 <b>AMENDED</b>   | 16      |
| 15. <b>APPROVE</b> the certification of School Safety Officer 16-0025-5014 eligibility list established October 19, 2015   | 16      |
| 16. <b>APPROVE</b> the certification of Student Store Lead 16-0021-5182 eligibility list established October 15, 2015  | 16      |
| 17. <b>APPROVE</b> the extension of Groundskeeper 15-0033-0172 eligibility list established November 4, 2014   | 16      |
| III. OLD BUSINESS  |         |
| IV. NEW BUSINESS   |         |
| 1. <b>APPROVE</b> the revisions to classification specifications:<br>Revise the classification specifications for Administrative Dietitian, Child Nutrition Specialist, Nutrition Services Assistant Director, Nutrition Services Director, and Nutrition Services Manager | 17 – 51 |
| 2. <b>APPROVE</b> the revisions to classification specification:<br>Revise the classification specification for Multimedia Technology Supervisor   | 52 – 57 |
| 3. <b>REVIEW</b> and <b>ADOPT</b> Personnel Commission Annual Report for 2014-2015   |         |
| 4. <b>DISCUSSION</b> of the status of and term "Taint" for substitute employees  |         |
| V. OTHER ITEMS   |         |
| VI. NEXT REGULAR MEETING   |         |
| November 12, 2015, 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**

**October 15, 2015**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, October 15, 2015, at 8:15 a.m. in B Building, 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 Stacey V. Lewis.

**ROLL**

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

**Present:**           Stacey V. Lewis  
                          Terence Ulaszewski

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; and Kasey Noble, Interim Senior Administrative Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Adrienne Rambo, CSEA Vice President – Unit A; and Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of October 1, 2015.

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

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission of his first school-site visit on Monday, October 5, at Millikan High School with Ann Culton, Administrative Coordinator, Human Resource Services, and David Zaid, Employee Relations Director, and extended his gratitude towards Michael Navia and Alejandro Vega, Co-Principals, for hosting. Mr. Kato reported on the Council of the Great City Schools on October 7, 2015 where he served as a volunteer. Mr. Kato reminded the Commission of the upcoming Personnel

Commissioners Association of Southern California annual meeting and workshop on November 13, 2015, as well as the California School Personnel Commissioners Association annual conference being held on February 25–28, 2016. Mr. Kato informed the Commission that the term “tainting” of classified substitutes will be addressed at the next meeting on October 29, 2015. Mr. Kato concluded by reporting on current and upcoming recruitments.

Susan Learning, Personnel Analyst, notified the Commission of the updated salary schedule distribution, noting that all new probationary hires receive a copy of the salary schedule booklet upon employment processing. Ms. Learning reported the CalPERS session being held on the afternoon of October 15, 2015 will host approximately 60 employees. She concluded with an update of the Commission’s technology upgrade project, and commended Matt Woods, Executive Director, Information and Technology Services, and his staff for their hard work.

Dale Culton, Certification Services Manager, reported that over 100 probationary new hires have already been hired this fiscal year. Mr. Culton informed the Commission of a streamlined method of tracking certification clearance in an effort to meet state and federal mandates and extended his gratitude toward Human Resource Services; Gregg Paine, CICS/COBOL Developer; Lucien Cadranel, Senior Systems Analyst, Information Services; and Personnel Commission staff for making this method possible.

Mary Cates, Human Resources Supervisor, reported that she and Judith Lopez, Human Resources Technician, will be attending the High School Office Supervisor meeting on Wednesday, October 21, 2015 to present on the classified usage of AESOP Substitute System and provide a handout. Ms. Cates informed the Commission that Ms. Lopez will be attending a free training seminar provided by Frontline Technologies, the creators of AESOP, on November 12, 2015.

#### **CONSENT AGENDA**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items.

1. **RATIFY** job announcement bulletin for Benefits Analyst
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide
3. **RATIFY** job announcement bulletin for Instructional Assistant–Computer Resources and Instructional Assistant–Computer Resources–Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Aide Interpreter–Deaf/Hard of Hearing
5. **RATIFY** job announcement bulletin for Locker Room Attendant
6. **APPROVE** the certification of Associate Producer/Production Designer 16-0026-5147 eligibility list established October 2, 2015

7. **APPROVE** the certification of Fiscal Services Analyst (Open) 15-0177-5173 eligibility list established September 23, 2015
8. **APPROVE** the certification of Fiscal Services Analyst (Promotional) 15-0177-5173 eligibility list established September 23, 2015
9. **APPROVE** the certification of Instructional Aide—Special 16-0017-0448 eligibility list established October 14, 2015
10. **APPROVE** the certification of Instructional Aide—Special 16-0018-0448 eligibility list established October 8, 2015
11. **APPROVE** the certification of Intermediate Office Assistant 15-0188-0673 eligibility list established October 5, 2015
12. **APPROVE** the certification of Intermediate Office Assistant—Schools 15-0189-3354 eligibility list established October 5, 2015
13. **APPROVE** the certification of Senior Systems Analyst 16-0002-5120 eligibility list established October 7, 2015
14. **APPROVE** the certification of Textbook/Library Services Supervisor 16-0016-5197 eligibility list established October 5, 2015

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

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 1.

1. **APPROVE** the revisions to classification specifications:  
Revise the classification specifications for Speech-Language Pathology Assistant and Speech-Language Pathology Assistant—Bilingual Spanish

#### **OTHER ITEMS**

Terence Ulaszewski, Personnel Commission Member, informed the Commission he attended the Council of the Great City Schools conference on October 7–11, 2015 and their encouragement for all school districts to hire the best employees to positively impact our students. Mr. Ulaszewski commended James Petri, Music Curriculum Leader, for his arrangement of student musical performances at the event.

Stacey Lewis, Personnel Commission Chair, commended the Long Beach College Promise.

Valeeta Pharr, CSEA Chapter 2 President, applauded the entire Long Beach Unified School District Staff for executing the Council of the Great City Schools annual conference. Ms. Pharr also extended accolades for Carol Pratt, Administrative Assistant, Equity, Access/College and Career Readiness, for her hard work on the conference. Ms. Pharr also informed the Commission of her attendance at the CSEA Leadership meeting, mentioning the success of the event. Ms. Pharr also discussed her attendance at the grand opening of the "BREAKING THROUGH Lighting the Way" exhibition, held at the Main Long Beach Public Library on September 29, 2015 and commended the

inspirational event. Ms. Pharr concluded by informing the Commission of the passing of Mary Brown, former CSEA Chapter 2 President, and extended her condolences as well as thanked her for her many years of service to CSEA.

Ms. Lewis requested a moment of silence in memory of Ms. Brown prior to adjournment.

**NEXT REGULAR  
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for October 29, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION**

The Personnel Commission retired into closed session at 8:51 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:09 a.m. No reportable actions were taken.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT

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Stacey V. Lewis, Chairperson

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Kenneth Kato, Executive Officer



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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

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

## ASB FINANCIAL TECHNICIAN - 0751

**Final Filing Date: 4:30 p.m., Friday, November 6, 2015.**

**Applications Accepted: November 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,345	\$3,528	\$3,723	\$3,927	\$4,143
<u>HOURLY:</u>	\$19.30	\$20.36	\$21.48	\$22.66	\$23.90

**JOB INFORMATION:** 10 month, 50% position. The current vacancy is located at Stanford. Eligibility list may also be used to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00. A resume will not substitute for the required forms.

**JOB SUMMARY:** An ASB Financial Technician accounts for student body financial receipts and disbursements at a middle, K-8 or small specialized high school. The nature of the work requires attention to detail in reviewing forms and documents for accuracy and completeness and involves basic numeric calculations and clerical work according to prescribed procedures and regulations. An ASB Financial Technician computes, credits and debits accounts, checks forms and documents, identifies discrepancies and makes adjustments to accounts as needed. An incumbent participates and assists in other support function activities such as greeting parents and the public at the school office counter to answer questions, process student re-admits or preparing correspondence.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### **MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Equivalent to graduation from High School. Course work in accounting or finance in an institution of higher education is desirable.

**EXPERIENCE:** Two years of clerical accounting work preferably one of which is in a public agency.

**SPECIAL:** (1) Some positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 16-0041-0751 EE



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.*





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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)

## HUMAN RESOURCES ASSISTANT - 3350

**Final Filing Date: 4:30 p.m., Tuesday, November 10, 2015.**

**Applications Accepted: November 6<sup>th</sup> -10<sup>th</sup>.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,083	\$3,253	\$3,432	\$3,620	\$3,819
<u>HOURLY:</u>	\$17.79	\$18.77	\$19.80	\$20.89	\$22.04

**JOB INFORMATION:** Permanent 12 month, 100% position. The current vacancy is located in Human Resource Services.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

**EXPERIENCE:** A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant/Intermediate Office Assistant – Schools is required.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

**SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 18-0040-3350 EE  
Dual Examination

LBUSD Employees, please see reverse side for important information

*Maria Braunster*

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

**Guidelines:**

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

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

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

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## PROGRAM SUPERVISOR – SPECIAL PROJECTS - 5056

**Final Filing Date: 4:30 p.m., Friday, November 06, 2015**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,858	\$4,916	\$5,185	\$5,471
<u>HOURLY:</u>	\$26.88	\$28.36	\$29.92	\$31.56

**JOB INFORMATION:** 100 %, 10 month position. The current vacancy is located at Cabrillo High School.

## APPLICATION:

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

**JOB SUMMARY:** Under general supervision, incumbents participate in the planning, organization and coordination of activities and operations of an assigned program such as the Winners Reaching Amazing Potential (WRAP) after-school program. Incumbents conduct regular site visits to assure site compliance with applicable laws, codes, rules and regulations and observe and evaluate operations and activities. Incumbents typically oversee the daily program operations of a high school site or several assigned elementary, middle or K-8 sites, and supervise and evaluate the performance of site program staff. Positions in this classification are funded through grants. Program continuation is subject to continued funding through designated grants. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from NO CHILD LEFT BEHIND ACT requirements.

**Note:** Before being considered for employment, 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.

## MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

## TRAINING:

Bachelor's degree including coursework in child development, education or a related field.

## EXPERIENCE:

Two years of experience working with school-aged children in a before or after school enrichment program setting or community organization including some experience overseeing the work of staff engaged in the delivery of program services. Up to two years of additional experience may substitute on a year for year basis for the required education.

## SPECIAL:

(1)Valid California Class C driver's license and use of a personal automobile. (2)Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.

## WORKING ENVIRONMENT:

Office and Classroom environment. Driving a vehicle to conduct work. Evening or variable hours.

## PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Seeing to read a variety of materials. Hearing and speaking to exchange information and deliver oral presentations. Climbing ladders to store and retrieve program supplies and material. Bending at the waist, kneeling or crouching to assist students. Lifting and carrying light objects. Pushing and pulling snack carts.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 16-0037-5056SL

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.

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



# Classified Employment Opportunity

APPLY TO:  
Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel Commission/)

## SENIOR ASB FINANCIAL TECHNICIAN – 0761

**Final Filing Date: 4:30 pm., Friday, November 6, 2015.**

**Applications Accepted: November 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,728	\$3,933	\$4,150	\$4,378	\$4,618
<u>HOURLY:</u>	\$21.51	\$22.69	\$23.94	\$25.26	\$26.65

**JOB INFORMATION:** 10 month, 100% position. The current vacancy is located at Jordan. Eligibility list may also be used to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00. A resume will not substitute for the required forms.

**JOB SUMMARY:** A Senior ASB Financial Technician maintains a variety of financial accounts in support of student activities and events at a large comprehensive high school. There is a high volume of transactions at a comprehensive high school and the requirement for preparing monthly financial statements and reports for a high number of accounts. An incumbent demonstrates independence and initiative in this single position at each high school where receiving, selling, balancing, issuing checks, and meeting timelines is required. The Senior ASB Financial Technician is distinguished from the ASB Financial Technician class by the greater scope of the kinds of activities existing at the high schools including extensive sports programs, payroll duties and complexity of ongoing working relationships with administrators, coaches, teachers, students, parents and vendors.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### **MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

**EXPERIENCE:** Three years of clerical accounting work preferably one of which is in a public agency.

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

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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.

WE ARE AN EQUAL OPPORTUNITY TITLE IX/MERIT SYSTEM EMPLOYER

Exam 16-0042-0761 EE  
Dual Examination



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.*



2008 Finalist  
the broad prize  
for Urban Education

# Classified Employment Opportunity

Long  
beach  
unified  
school  
district



## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)

## SITE SPECIALIST – SPECIAL PROJECTS – 5055

**Final Filing Date: 4:30 p.m., Friday, November 06, 2015**

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b>MONTHLY:</b>	\$3,830	\$4,041	\$4,264	\$4,497	\$4,745
<b>HOURLY:</b>	\$22.10	\$23.32	\$24.60	\$25.95	\$27.38

**JOB INFORMATION:** 100%, 10 month position, The current vacancy is located in the High School Office.

## APPLICATION:

Application must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under general supervision, incumbents in this classification plan, organize and oversee the activities and operations of an assigned program such as the Winners Reaching Amazing Potential (WRAP) after-school program at an elementary, middle or K-8 site. Incumbents participate in the delivery of services and the promotion of the program to students, parents and community partner agencies. Positions in this classification are typically funded through grants. Program continuation is subject to continued funding through designated grants. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from NO CHILD LEFT BEHIND ACT requirements.

**Note:** Before being considered for employment, 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.

## MINIMUM QUALIFICATIONS TO INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

## TRAINING:

Associate's degree including coursework in child development, education or a related field. A bachelor's degree is preferred.

## EXPERIENCE:

Two years of experience working with school-aged children in a before or after school enrichment program setting or community organization including some experience overseeing the work of staff engaged in the delivery of program services.

## SPECIAL:

(1) Valid California Class C driver's license and use of a personal automobile. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

## WORKING

## ENVIRONMENT:

Office and classroom environment. Driving a vehicle to conduct work. Evening or variable hours.

## PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Seeing to read a variety of materials. Hearing and speaking to exchange information and deliver oral presentations. Climbing ladders to store and retrieve program supplies and material. Bending at the waist, kneeling or crouching to assist students. Lifting and carrying light objects. Pushing and pulling snack carts.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LBUSD Employees please see reverse side for important information

Exam 16-0038-5055SL  
Final Examination



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.*

**LONG BEACH UNIFIED SCHOOL DISTRICT**

**SUBJECT: Eligibility Lists**

**PAGE: 15 - 16**

**Date: October 29, 2015**

**Reason for  
Consideration: Approval**

<b>Custodian</b> List Valid: 10/21/15 – 10/21/16 Total applications received: 130 No. Passed: 3      No. Failed: 0	<b>Open/Continuous</b> Total invited to exam: 36 No. Withdrew: 33	<b>15-0167-0139</b> No. Screened Out: 94
<b>Custodian</b> List Valid: 10/21/15 – 10/21/16 Total applications received: 114 No. Passed: 8      No. Failed: 1	<b>Open/Continuous</b> Total invited to exam: 32 No. Withdrew: 23	<b>15-0168-0139</b> No. Screened Out: 82
<b>Custodian</b> List Valid: 10/21/15 – 10/21/16 Total applications received: 118 No. Passed: 6      No. Failed: 4	<b>Open/Continuous</b> Total invited to exam: 36 No. Withdrew: 26	<b>15-0169-0139</b> No. Screened Out: 82
<b>Custodian</b> List Valid: 10/21/15 – 10/21/16 Total applications received: 116 No. Passed: 13      No. Failed: 6	<b>Open/Continuous</b> Total invited to exam: 45 No. Withdrew: 26	<b>15-0170-0139</b> No. Screened Out: 71
<b>Custodian</b> List Valid: 10/21/15 – 10/21/16 Total applications received: 120 No. Passed: 6      No. Failed: 4	<b>Open/Continuous</b> Total invited to exam: 35 No. Withdrew: 25	<b>15-0192NEW-0139</b> No. Screened Out: 85
<b>Custodian</b> List Valid: 10/21/15 – 10/21/16 Total applications received: 129 No. Passed: 14      No. Failed: 8	<b>Open/Continuous</b> Total invited to exam: 47 No. Withdrew: 25	<b>15-0193-0139</b> No. Screened Out: 82
<b>Instructional Aide–Alternative Schools</b> List Valid: 10/27/15 – 10/27/16 Total applications received: 161 No. Passed: 20      No. Failed: 23	<b>Dual</b> Total invited to exam: 113 No. Withdrew: 70	<b>16-0022-0221</b> No. Screened Out: 48
<b>Instructional Aide–Special</b> List Valid: 10/27/15 – 10/27/16 Total applications received: 99 No. Passed: 26      No. Failed: 3	<b>Open/Continuous</b> Total invited to exam: 60 No. Withdrew: 1	<b>16-0019-0448</b> No. Screened Out: 39

**Instructional Aide—Special  
AMENDED**

List Valid: 09/22/15 – 09/22/16

Total applications received: 97

No. Passed: 18      No. Failed: 0

**Open/Continuous**

**16-0014-0448**

Total invited to exam: 43

No. Withdrew: 25

No. Screened Out: 54

**School Safety Officer**

List Valid: 10/19/15 – 10/19/16

Total applications received: 101

No. Passed: 8      No. Failed: 8

**Dual**

**16-0025-5014**

Total invited to exam: 25

No. Withdrew: 9

No. Screened Out: 76

**Student Store Lead**

List Valid: 10/15/15 – 10/15/16

Total applications received: 293

No. Passed: 12      No. Failed: 26

**Dual**

**16-0021-5182**

Total invited to exam: 52

No. Withdrew: 14

No. Screened Out: 241

**EXTEND ELIGIBILITY LIST**

**Groundskeeper**

Extended list expiration date: 5/4/16

Total applicants on list: 29

No. of current eligible: 18

**Dual**

**15-0033-0172**

Extended list period: 6 Months

No. of waivers or removals: 11

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 23, 2015



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

October 21, 2015

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Revisions to Classification Specifications

### **Background and Findings**

The Nutrition Services Director contacted staff regarding new minimum educational requirements for school nutrition program directors established by the United States Department of Agriculture (USDA). The USDA's Healthy, Hunger-Free Kids Act of 2010 established minimum education standards for new school nutrition directors effective July 1, 2015. These minimum education and training standards differ based upon the number of enrolled students.

The classification specification for Nutrition Services Director has not been substantially revised since 1989. Staff worked with the Nutrition Services Director to update the description and revise the minimum standards to comply with the Act. Since the revisions were extensive, copies of the proposed class specification and the current class specification are attached for review. Modifications made to comply with the Act are underlined in the proposed specification.

While the standards apply only to new directors, staff has modified the Nutrition Services Assistant Director classification specification because incumbents may serve as the director in the absence of the director. For consistency, the educational requirements of the Nutrition Services Manager were also modified to mirror the language of the Act.

In addition, in January 2012 the American Dietetic Association changed its name to the Academy of Nutrition and Dietetics. The District utilizes two classifications of Administrative Dietitian and Child Nutrition Specialist that require status as a Registered Dietitian and reference the American Dietetic Association. The classification specifications have been updated to reflect the name change.

The Nutrition Services Director and Financial Services Officer have reviewed and approved the recommended revisions. Copies of the revised class descriptions are attached showing proposed deletions annotated with strikethroughs and additions underlined.

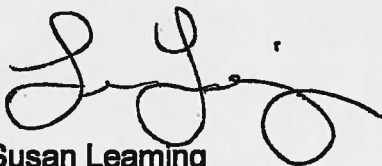
**Recommendations**

**Staff recommends the Personnel Commission:**

**1. Adopt the following revised management classification specifications:**

- **Administrative Dietitian**
- **Child Nutrition Specialist**
- **Nutrition Services Assistant Director**
- **Nutrition Services Director**
- **Nutrition Services Manager**

**Prepared by:**



**Susan Leaming  
Personnel Analyst**

**Approved and Recommended:**



**Kenneth Kato  
Executive Officer**



## PERSONNEL COMMISSION

**Class Code: 0537**  
**Salary Range: 42 (M2)**

### ADMINISTRATIVE DIETITIAN

#### JOB SUMMARY

Under general direction, plan, coordinate and participate in District menu planning and development of recipes; assure compliance with applicable State and federal laws and regulations; plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan, coordinate and participate in District menu planning and development of recipes; oversee the research, development and nutritional analysis of menus, serving guides and recipes; recommend cost controls and pricing of menu items. **E**
- Oversee and participate in the analyzing of food products and menu patterns using specialized software; assure nutritional content and meal component standards comply with applicable regulations and nutritional standards. **E**
- Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures; assure efficient, fiscally sound and timely purchases. **E**
- Oversee the development of Nutrition Services procurement policies and procedures; review and approve purchase orders, buy-outs and requisitions; assure compliance with specifications and formal or informal quotations. **E**
- Discuss with manufacturer representatives or vendors, new or improved products, supplies or equipment; oversee or conduct tests and demonstrations of products to determine quality and compliance with specifications. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Serve as a resource to District staff, parents, school nurses and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. **E**
- Oversee and participate in the planning and coordination of nutrition education promotional programs and activities; plan and conduct educational or training programs related to nutrition for employees, children, parents or civic groups. **E**

- Oversee the development of special diets and reference materials according to physician instructions and District policies. *E*
- Communicate with administrators, staff, Nutrition Services management, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a vehicle to various sites to conduct work. *E*
- Analyze federal, State and local regulations and legislation to assess potential impacts on Nutrition Services programs; analyze, develop and recommend new or revised policies, rules, regulations, and procedures for Nutrition Services and assure compliance. *E*
- Review and make recommendations for the standardization of supplies, equipment, food products, procedures, and staffing patterns. *E*
- Perform research and special projects as directed; monitor routine or special projects and initiate changes to assure expeditious and successful cost-effective completion of work. *E*
- Assist in the preparation of budget recommendations for the Nutrition Services Branch; monitor, authorize and control expenditures in accordance with established limitations. *E*
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. *E*
- Oversee the preparation and maintenance of a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of new or revised institutional food service methods and trends and evaluate them for potential application within the Branch. *E*
- Prepare and conduct presentations as requested. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in this classification has responsibility for planning, coordinating and participating in District menu planning and recipe development and assures compliance with applicable State, federal and local laws and regulations governing the School Nutrition Program. An incumbent plans, oversees and manages the procurement of the Nutrition Services Branch supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures. An incumbent supervises staff performing duties related to the procurement of goods and services for Nutrition Services and recipe development and District menu planning.



**EMPLOYMENT STANDARDS**

**Knowledge of:**

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

Food sources and purchasing requirements.

Material and equipment needs for central production facilities, school sites and food service warehouses.

Financial record keeping and cost control procedures.

Nutritional requirements of school-aged children.

Menu planning to satisfy nutritional and budgetary goals.

Basic budgeting practices regarding monitoring and control.

Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.

Sanitation and safety practices related to the handling and serving of food.

Nutrition Services organization, operations, policies and objectives.

Proper methods of food transportation, rotation and storage.

Principles and practices of administration, supervision and training.

Applicable laws, codes, rules and regulations related to assigned activities.

Operation of office equipment including a computer and assigned software.

Modern commercial kitchen equipment and utensils.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

**Ability to:**

Plan, coordinate and participate in District menu planning and development of recipes.

Train, supervise and evaluate assigned staff.

Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements.

Analyze food products and menu patterns using specialized software.

Prepare clear, concise and accurate reports.

Maintain effective cost control records and stock usage reports.

Plan and conduct educational or training programs related to nutrition.

Assist in developing and preparing budgets.

Monitor and control expenditures.

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

Work independently with little direction.

Oversee the establishment and maintenance of records and files.

Drive a District or personal vehicle to conduct work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.  
Operate modern commercial kitchen equipment and utensils.

**Education and Training:**

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

**Experience:**

Two years of experience at a supervisory or management level in an institutional food service organization involving menu planning, nutritional analysis and procurement of food items, supplies and equipment.

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

**SPECIAL REQUIREMENTS:**

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

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

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 of the applicant regardless of any other standing.

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

**WORKING ENVIRONMENT:**

Office and kitchen environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers, or other sharp objects.

Exposure to cleaning chemicals and fumes.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

02/08/96

Revised: 12/8/11

Revised:



## PERSONNEL COMMISSION

**Class Code: 3322**  
**Salary Range: 35 (M2)**

### CHILD NUTRITION SPECIALIST

#### JOB SUMMARY

Under general supervision, plan, coordinate and implement District-wide nutrition education promotional programs and activities; develop and provide nutrition education training opportunities for District staff and parents; participate in developing District menus and recipes; serve as a technical resource to District staff, parents and others regarding nutrition and health; 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 and implement a variety of District-wide nutrition education promotional programs and activities such as Harvest of the Month and Nutrition Advisory Council in accordance with established procedures and regulations. *E*
- Serve as a technical resource to District staff, parents and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. *E*
- Participate in researching, developing and testing District menus, serving guides and recipes; test and make recommendations regarding testing procedures, purchase of new food items, improved recipes, new products and menu items; conduct cooking and taste tests at school sites. *E*
- Develop special diets for students according to physician instructions and District policy. *E*
- Analyze food products and menu patterns utilizing specialized software; assure nutritional content and meal component standard comply with applicable regulations and nutritional standards; assure products are compatible with meal cost limitations and recommend selling prices as appropriate; calculate serving sizes; analyze planned menus for a variety of special programs. *E*
- Develop nutrition education training workshops for District staff and parents; provide training to District teachers regarding linking nutrition education to core curriculum standards; coordinate, schedule and conduct meetings, training sessions, workshops, conferences and special events for District staff, parents and the community. *E*
- Develop and set up materials for training workshops; duplicate handouts, create overhead slides, prepare packets of information for attendees and assure appropriate training materials are available for use. *E*

- Develop and adapt nutrition lesson plans for teachers; preview and recommend appropriate classroom materials, videos and books for purchase; survey teachers to assess success of trainings and determine materials and information utilized in the classroom; distribute, collect and tally teacher survey results; package and distribute reinforcement items to teachers who respond to surveys. *E*
- Provide culturally and linguistically appropriate nutrition information and materials to parents and community members; perform food demonstrations and taste tests. *E*
- Prepare, handle, store and transport food items in accordance with health and safety regulations; maintain equipment, carts and utensils in a clean and sanitary condition; wash cooking and serving equipment and utensils. *E*
- Support community, regional and statewide efforts towards nutrition education and physical activity promotion; participate in a wide variety of meetings and conferences; attend health fairs and other related events; develop and make presentations at events as requested. *E*
- Estimate and order food and supplies needed for assigned activities; communicate with outside vendors and Nutrition Center staff regarding orders; plan for the use of surplus food in menus and recommend ordering of surplus foods. *E*
- Provide portable cooking carts to qualifying schools; order and assemble carts; order and stock cooking cart utensils; facilitate installation of cabinet locks and delivery of cooking carts. *E*
- Visit school sites to observe nutrition activities and assess site needs; conduct training for school staff supervising eating areas; provide technical assistance to site staff regarding preparing and serving foods; drive a vehicle to various sites to conduct work. *E*
- Enhance eating environments of school cafeterias; purchase and distribute attractive healthy eating and physical activity materials such as posters and other informative items. *E*
- Prepare and maintain a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials concerning health, nutrition and related programs including brochures and newsletters. *E*
- Communicate with administrators, outside organizations and District staff to coordinate activities, resolve issues and exchange information. *E*
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. *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**

Incumbents in this classification are assigned to either the Office of Curriculum or the Nutrition Services department. Incumbents may develop and provide nutrition education training opportunities for District staff and parents, plan, coordinate and implement District-wide nutrition education promotional programs and participate in

District menu planning and testing. Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

**EMPLOYMENT STANDARDS****Knowledge of:**

Principles and practices of quantity food preparation and nutrition.

Nutritional requirements of school-aged children.

Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.

Modern commercial kitchen equipment and utensils.

Sanitation and safety practices related to the handling and serving of food.

Nutrition Services organization, operations, policies and objectives.

Proper methods of food rotation and storage.

Inventory methods and practices.

Public speaking techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

Operation of a computerized point of sale system.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Mathematical computations.

**Ability to:**

Plan, coordinate and implement District-wide nutrition education promotional programs and activities.

Assure nutrition service programs and menus comply with applicable federal regulations and nutrition standards.

Develop and provide nutrition education training opportunities for teachers and parents.

Participate in developing District menus and recipes.

Maintain nutrition service equipment and areas in a clean and sanitary condition.

Perform food demonstrations and taste tests.

Prepare, handle, store and transport food items in accordance with health and safety regulations.

Prepare and deliver oral presentations.

Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations.

Maintain a variety of records and files and prepare reports.

Observe and follow health and safety regulations.

Operate modern commercial kitchen equipment and utensils.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Make accurate mathematical computations.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work.

**Education and Training:**

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

**Experience:**

One year of experience in institutional food service production involving menu planning and nutritional analysis.

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

**SPECIAL REQUIREMENTS**

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

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

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

**WORKING ENVIRONMENT**

Office and kitchen environment.  
Subject to heat from ovens and cold from refrigerators or freezers.  
Exposure to hot foods and equipment.  
Working with knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information and make presentations.  
Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.  
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.



Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 7/1/2004

Revised:



## PERSONNEL COMMISSION

**Class Code: 5059**  
**Salary Range: 46 (M2)**

### **NUTRITION SERVICES ASSISTANT DIRECTOR**

#### **JOB SUMMARY**

Under the direction of the Nutrition Services Director, assist in planning and directing the operations and activities of the District's Nutrition Services department; 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.*

- Assist in planning and directing the operations and activities of the District's Nutrition Services department including the review of school site cafeterias, nutritional education programs, sanitation, storage, transport and delivery of food products and purchasing and accounting functions; assure compliance with federal and State laws, regulations and policies. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. **E**
- Visit sites to observe and evaluate food services personnel and procedures; develop and recommend improved methods of food preparation and service; maintain direct contact with site staff regarding compliance and control matters; drive a District or personal vehicle to conduct site visits and attend meetings. **E**
- Participate in the formulation and development of policies, procedures and programs designed to develop assigned programs and services; recommend and establish operating procedures for Nutrition Service activities and operations. **E**
- Provide technical expertise, information and assistance to the Nutrition Services Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Participate in the development and preparation of the annual preliminary budget for the Nutrition Services Department; analyze and review budgetary and financial data;

- control and authorize expenditures in accordance with established limitations. *E*
- Assure purchasing activities comply with applicable statutes, regulations and policies; determine specifications for purchase of food and equipment. *E*
  - Research available products and interview vendors to establish and maintain sources of supply through competitive bids; assist in determining pricing. *E*
  - Coordinate planning and implementation of operational changes with Food Service managers, principals, site supervisors, or other District personnel. *E*
  - Maintain current knowledge of institutional food service methods and trends; evaluate new methods for application within the department. *E*
  - Assist in planning kitchen and cafeteria layouts during construction and remodeling; direct the review of bids and analyze cost figures. *E*
  - Coordinate dissemination of departmental information and nutrition materials to the public, staff and other organizations. *E*
  - Perform research and special projects as directed; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. *E*
  - Analyze the impact of federal or state legislation or regulations on Nutrition Service programs. *E*
  - Operate a computer and assigned software programs; operate other office equipment as assigned. *E*
  - Serve as the Nutrition Services Director in the absence of the Director as assigned.
  - Attend and conduct a variety of meetings.

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

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in this position assists in the management of the Nutrition Services Department, including directing daily activities and the delivery of services in the Central Kitchen and individual school sites.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Planning, organization and direction of a large institutional nutrition service program, operations and activities.

Meal production planning and scheduling.

Nutritional requirements of school-aged children.

Principles and practices of quantity food service preparation, serving and storage.

Sanitation and safety practices related to cooking and serving food.

Commercial kitchen equipment and measurements.

Budget preparation and control.

Financial and statistical record-keeping and report preparation techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable federal and State laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**Ability to:**

Assist in planning and directing the operations and activities of the District's Nutrition Services department.

Review and analyze work methods, procedures, and schedules.

Recognize and correct safety hazards.

Assure compliance with federal and State laws, regulations and policies including health and sanitation requirements.

Train, supervise and evaluate the performance of assigned staff.

Participate in the development of the departmental budget.

Analyze and review budgetary and financial data.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to assigned activities.

Visit food service sites to observe and evaluate operations.

Plan and conduct in-service training programs for food service employees.

Maintain current knowledge of institutional food service methods and trends.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

**Education and Experience:**

Bachelor's degree, or equivalent educational experience, with a major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

OR

Bachelor's degree, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.

OR

Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.

OR

Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

**Education and Training:**

~~Bachelor's degree in institutional food service management, dietetics, business administration or a closely related field.~~

**Experience:**

~~Three years of supervisory or management experience in a large institutional food service operation.~~

~~Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.~~

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

**SPECIAL REQUIREMENTS:**

Possession of a valid California Class C driver's license at the time of appointment and the 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.

**SELF-CERTIFICATION OF FOOD SAFETY TRAINING:**

At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class.

Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

Nutrition services and office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and inspect food service sites.  
Hearing and speaking to exchange information and deliver oral presentations.  
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: 02/12/1987

Revised: 6/19/2003

Revised: 7/1/2004

Revised: Sept 24, 2008/24/2009

Revised:



## PERSONNEL COMMISSION

**Class Code: 3322**  
**Salary Range: 35 (M2)**

### CHILD NUTRITION SPECIALIST

#### JOB SUMMARY

Under general supervision, plan, coordinate and implement District-wide nutrition education promotional programs and activities; develop and provide nutrition education training opportunities for District staff and parents; participate in developing District menus and recipes; serve as a technical resource to District staff, parents and others regarding nutrition and health; 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 and implement a variety of District-wide nutrition education promotional programs and activities such as Harvest of the Month and Nutrition Advisory Council in accordance with established procedures and regulations. *E*
- Serve as a technical resource to District staff, parents and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. *E*
- Participate in researching, developing and testing District menus, serving guides and recipes; test and make recommendations regarding testing procedures, purchase of new food items, improved recipes, new products and menu items; conduct cooking and taste tests at school sites. *E*
- Develop special diets for students according to physician instructions and District policy. *E*
- Analyze food products and menu patterns utilizing specialized software; assure nutritional content and meal component standard comply with applicable regulations and nutritional standards; assure products are compatible with meal cost limitations and recommend selling prices as appropriate; calculate serving sizes; analyze planned menus for a variety of special programs. *E*
- Develop nutrition education training workshops for District staff and parents; provide training to District teachers regarding linking nutrition education to core curriculum standards; coordinate, schedule and conduct meetings, training sessions, workshops, conferences and special events for District staff, parents and the community. *E*
- Develop and set up materials for training workshops; duplicate handouts, create overhead slides, prepare packets of information for attendees and assure appropriate training materials are available for use. *E*



- Develop and adapt nutrition lesson plans for teachers; preview and recommend appropriate classroom materials, videos and books for purchase; survey teachers to assess success of trainings and determine materials and information utilized in the classroom; distribute, collect and tally teacher survey results; package and distribute reinforcement items to teachers who respond to surveys. *E*
- Provide culturally and linguistically appropriate nutrition information and materials to parents and community members; perform food demonstrations and taste tests. *E*
- Prepare, handle, store and transport food items in accordance with health and safety regulations; maintain equipment, carts and utensils in a clean and sanitary condition; wash cooking and serving equipment and utensils. *E*
- Support community, regional and statewide efforts towards nutrition education and physical activity promotion; participate in a wide variety of meetings and conferences; attend health fairs and other related events; develop and make presentations at events as requested. *E*
- Estimate and order food and supplies needed for assigned activities; communicate with outside vendors and Nutrition Center staff regarding orders; plan for the use of surplus food in menus and recommend ordering of surplus foods. *E*
- Provide portable cooking carts to qualifying schools; order and assemble carts; order and stock cooking cart utensils; facilitate installation of cabinet locks and delivery of cooking carts. *E*
- Visit school sites to observe nutrition activities and assess site needs; conduct training for school staff supervising eating areas; provide technical assistance to site staff regarding preparing and serving foods; drive a vehicle to various sites to conduct work. *E*
- Enhance eating environments of school cafeterias; purchase and distribute attractive healthy eating and physical activity materials such as posters and other informative items. *E*
- Prepare and maintain a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials concerning health, nutrition and related programs including brochures and newsletters. *E*
- Communicate with administrators, outside organizations and District staff to coordinate activities, resolve issues and exchange information. *E*
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. *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**

Incumbents in this classification are assigned to either the Office of Curriculum or the Nutrition Services department. Incumbents may develop and provide nutrition education training opportunities for District staff and parents, plan, coordinate and implement District-wide nutrition education promotional programs and participate in

District menu planning and testing. Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

**EMPLOYMENT STANDARDS****Knowledge of:**

Principles and practices of quantity food preparation and nutrition.  
Nutritional requirements of school-aged children.  
Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.  
Modern commercial kitchen equipment and utensils.  
Sanitation and safety practices related to the handling and serving of food.  
Nutrition Services organization, operations, policies and objectives.  
Proper methods of food rotation and storage.  
Inventory methods and practices.  
Public speaking techniques.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Operation of a computerized point of sale system.  
Record-keeping and report preparation techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Mathematical computations.

**Ability to:**

Plan, coordinate and implement District-wide nutrition education promotional programs and activities.  
Assure nutrition service programs and menus comply with applicable federal regulations and nutrition standards.  
Develop and provide nutrition education training opportunities for teachers and parents.  
Participate in developing District menus and recipes.  
Maintain nutrition service equipment and areas in a clean and sanitary condition.  
Perform food demonstrations and taste tests.  
Prepare, handle, store and transport food items in accordance with health and safety regulations.  
Prepare and deliver oral presentations.  
Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations.  
Maintain a variety of records and files and prepare reports.  
Observe and follow health and safety regulations.  
Operate modern commercial kitchen equipment and utensils.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

Make accurate mathematical computations.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work.

**Education and Training:**

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

**Experience:**

One year of experience in institutional food service production involving menu planning and nutritional analysis.

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

**SPECIAL REQUIREMENTS**

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

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

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

**WORKING ENVIRONMENT**

Office and kitchen environment.  
Subject to heat from ovens and cold from refrigerators or freezers.  
Exposure to hot foods and equipment.  
Working with knives, slicers or other sharp objects.  
Exposure to cleaning chemicals and fumes.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information and make presentations.  
Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.  
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Seeing to read a variety of materials.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 7/1/2004

Revised:



## PERSONNEL COMMISSION

**Class Code: 5060**  
**Salary Range: 55 (M2)**

### NUTRITION SERVICES DIRECTOR

#### JOB SUMMARY

Under administrative direction, plan, organize and direct the activities of the Nutrition Services Branch; 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.*

- Work with other management employees to develop or change standards of quality and specifications to insure uniform quality in food and supplies purchased. **E**
- Organize and direct the preparation of food in central kitchen and in school cafeterias. **E**
- Direct preparation of menus to insure proper nutritional standards. **E**
- Direct the establishment of recipes, portions and prices. **E**
- Establish specifications and direct the purchase of food items, supplies, and equipment necessary to support school nutrition programs. **E**
- Work with employees of the Construction and Facilities Branches in the design of kitchens and layout of equipment. **E**
- Establish standards and procedures for the proper maintenance of cafeteria equipment. **E**
- Organize and direct the distribution of cafeteria and food supplies to school cafeterias and other user sites as appropriate. **E**
- Direct the assignment, training, and supervision of the employees of the Nutrition Services Branch. **E**
- Establish duties for all positions. **E**
- Plan and direct safety campaigns. **E**
- Analyze financial and operating statements and make plans for sound financial management of school cafeterias. **E**
- Recommend cafeteria prices for consideration by the Board of Education. **E**
- Manage the nutrition service program for conformity with federal and state regulations. **E**
- Advise district managers of federal and state regulations for administering free and reduced price meal program. **E**
- Consult with school principals regarding proposed changes in cafeteria personnel or activities at the schools. **E**

- Analyze procedures and recommend ways of improving cafeteria service or operations. *E*
- Analyze reports, records, legislation and recommendations to determine whether equipment should be repaired or replaced, additional equipment installed, or newly developed, equipment acquired, considering such factors as predicted volume, acquisition and installation cost, estimated improvement in efficiency and effectiveness, etc. *E*
- Direct the activities of the Nutrition Services Purchasing section. *E*
- Direct the activities of the Cafeteria Accounting section. *E*
- Plan and direct the activities of the Nutrition Center Maintenance section. *E*
- Consults with other district administrators and representatives of vendors and business firms concerning operation of the cafeterias. *E*
- Meet with parents, school and community groups to discuss the District food service program. *E*
- Authorize requisitions for and maintain an inventory control system for such items as equipment, supplies, foodstuffs, etc. *E*
- Prepare letters, reports, bulletins, manuals and similar materials. *E*
- Prepare annual budget recommendations for the Nutrition Services Branch. *E*
- Manage the cafeteria fund and any other funds that may come under control of the Nutrition Services Branch. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Nutrition Services Director directs the functions and personnel of the Nutrition Services Branch including the purchase and receipt of food, equipment, commodities and supplies, storage, inventory and accounting, food preparation, transportation and service and the maintenance of food preparation and serving equipment. Directs the activities of the Cafeteria Accounting section.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principals and practices involved in large-scale nutrition service programs.

Nutrition, menu planning, foods, methods of preparing and serving foods.

Sanitation.

Equipment used in large-scale food preparation and serving.

Budgeting and accounting procedures related to food service management.

Principles of financial management, markets, food sources, merchandising principles.

Federal and state regulations affecting school lunch meals and programs for needy children.

Basic concepts and business applications of electronic data processing.  
Principles of training, employees evaluations and employee relations.  
Concept of progressive discipline.  
Concept of collective bargaining and labor agreements.  
Knowledge of regulations and laws involved in purchasing activities in a public school district.

**Ability to:**

Plan and direct the work of others.  
Plan, organize and direct a large-scale food service program.  
Write letters, reports, bulletins.  
Speak effectively before groups of people.  
Work effectively with others.  
Work with initiative and tact.  
Analyze written materials and oral communications.  
Direct and evaluate staff training.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Select, supervise and train subordinates staff.  
Install and direct an inservice and safety training program.  
Write specifications for Food and Nutrition Services Branch contracts.

**Education and Training:**

Graduation from a recognized four-year college or equivalent with a major or significant preparation in foods and nutrition or institutional management, business administration or closely related field.

**Experience:**

Five years experience in the nutrition services industry, preferably in a responsible position administering, planning or operating food establishments with an annual operating budget of approximately \$5,000,000 or greater. Experience in school food service is desirable.

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

**SPECIAL REQUIREMENTS**

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.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year (12 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.

4/13/89  
Rev 4/15/99  
Revised: 7/1/2004



## PERSONNEL COMMISSION

**Class Code: 5060**  
**Salary Range: 55 (M2)**  
**PROPOSED**

### **NUTRITION SERVICES DIRECTOR**

#### **JOB SUMMARY**

Under administrative direction, plan, organize, control and direct the operations and activities of the District's Nutrition Services department; 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, organize, control and direct the operations and activities of the District's Nutrition Services department including review of school site cafeterias, nutritional education programs, free and reduced price meal program, maintenance of preparation and serving equipment, menu preparation, sanitation, storage, transport and delivery of food products and information technology, purchasing and accounting functions; assure compliance with federal and State laws, regulations and policies. **E**
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. **E**
- Develop and implement policies, procedures and programs for Nutrition Services programs and activities; direct Nutrition Services operating procedures. **E**
- Provide technical expertise, information and assistance to District administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Prepare and develop the annual budgets for the Nutrition Services department; analyze and review budgetary and financial data; control and authorize expenditures. **E**
- Oversee and assure purchasing activities comply with applicable statutes, regulations and policies; approve specifications for purchase of food and equipment; authorize requisitions. **E**

- Oversee and direct the research of available products and interviewing of vendors to establish and maintain sources of supply through competitive bids; determine and recommend pricing for consideration by the Board of Education. *E*
- Direct the activities of the free and reduced price meal program to assure the department meets applicable regulations and accountability standards. *E*
- Direct the planning and implementation of operational changes with Nutrition Service managers, principals, site supervisors, or other District personnel. *E*
- Maintain current knowledge of institutional food service methods and trends; evaluate new methods for application within the department. *E*
- Oversee and direct the planning of kitchen and cafeteria layouts during construction and remodeling; direct the review of bids and analyze cost figures. *E*
- Coordinate dissemination of departmental information and nutrition materials to the public, staff and other organizations. *E*
- Direct and oversee research and special projects; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. *E*
- Analyze the impact of federal or state legislation or regulations on Nutrition Service programs and determine appropriate course of action. *E*
- Visit sites to observe and evaluate Nutrition Services personnel and procedures; develop and implement improved methods of food preparation and service; drive a District or personal vehicle to conduct site visits and attend meetings. *E*
- Operate a variety of office equipment including a computer and assigned software programs. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding Nutrition Services operations. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Nutrition Services Director plans, organizes, controls and directs the operations and activities of the District's Nutrition Services department including the review of school site cafeterias, nutritional education programs, free and reduced price meal program, maintenance of preparation and serving equipment, menu preparation, sanitation, storage, transport and delivery of food products and information technology, purchasing and accounting functions.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Planning, organizing and directing a large institutional nutrition service program, operations and activities.

Principles and practices of quantity food service preparation, serving and storage.

Sanitation and safety practices related to cooking and serving food.

Budget preparation and control.

Financial and statistical recordkeeping and report preparation techniques.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable federal and State laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Strategic planning and project management techniques.  
Public speaking techniques.

**Ability to:**

Plan, organize, control and direct the operations and activities of the Nutrition Services department.  
Review and analyze work methods, procedures, and schedules.  
Assure compliance with federal and State laws, regulations and policies including health and sanitation requirements.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Develop, prepare and monitor budgets.  
Develop and evaluate procedures and processes.  
Supervise and evaluate the performance of assigned staff.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Develop and implement long-term strategic plans.  
Direct and evaluate in-service training programs for nutrition service employees.  
Accept and carry out responsibility for direction, control and planning.  
Maintain current knowledge of institutional food service methods and trends.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Prepare and deliver oral presentations.

**Education and Experience:**

Bachelor's degree, or equivalent educational experience, with a major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

OR

Bachelor's degree, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.

OR

Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.

**OR**

**Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.**

**A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.**

**SPECIAL REQUIREMENTS:**

Possession of a valid California Class C driver's license and the 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.

**SELF-CERTIFICATION OF FOOD SAFETY TRAINING:**

**At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.**

**WORKING ENVIRONMENT**

Nutrition services and office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and inspect nutrition service sites.  
Hearing and speaking to exchange information and deliver oral presentations.  
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.

4/13/1989

Revised: 4/15/1999

Revised: 7/1/2004

Revised:

PROPOSED





## PERSONNEL COMMISSION

**Class Code: 5061**  
**Salary Range: 42 (M2)**

### **NUTRITION SERVICES MANAGER**

#### **JOB SUMMARY**

Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan and coordinate activities and operations necessary for planning, procurement, scheduling of menus, large volume production, delivery, and service of food to food service program recipients. **E**
- Plan, organize and direct the preparation, delivery and service of menu components and assure food quality and food safety standards are maintained, supporting recipes and directions are followed, food usage is documented and equipment is properly used and maintained. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Assure maintenance of safety and sanitary conditions in the use, preparation, handling, and storage of such things as food, supplies, equipment, utensils, and work areas. **E**
- Direct the preparation of and prepare and maintain a variety of records and reports related to food service activities including inventory, requisitions, menu planning and daily reports; compose correspondence and memoranda as necessary. **E**
- Coordinate services and staff to provide specialized dietary needs, special program needs, satellite service support or modified temporary meal service. **E**
- Develop and recommend policies, rules, regulations, schedules, and procedures for food service operations including menu development or substitutions, recipes, food preparation and service, cleaning, personnel and staffing, in-service or on-the-job training, food order and commodity processing and safety. **E**

- Drive a vehicle to site cafeterias to observe site operations and assure standards of quality and sanitation, applicable laws, health regulations and time lines are met; analyze data relating to site operations and recommend improvements; follow up and correct health inspection report deficiencies. *E*
- Communicate with administrators, site staff and suppliers regarding program needs, menus, equipment, use of commodities, government standards, general concerns, and related matters. *E*
- Develop and update contracts, bid specifications, standards, policies and procedures. *E*
- Participate in or conduct the analysis and development of operational activities relative to the departmental budget, including income and expenditures estimates, and staffing patterns and costs. *E*
- Participate in or perform necessary research and planning for facility construction or modification, relocation or installation of equipment. *E*
- Test food products and establish procedures for the use of such things as ease of preparation, usefulness, acceptability by user population, reliability of supplier and supplies. *E*
- Evaluate and recommend new and replacement foods and commodity items. *E*
- Plan, organize, and conduct educational or training programs related to nutrition, consumer economics and food for employees, children, parents or civic groups. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*
- Attend a variety of meetings, conferences and workshops related to assigned activities.

*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 Nutrition Services Manager directs the activities, operations and staff of approximately twenty school cafeterias. Incumbents in this classification are expected to demonstrate professional level technical and managerial expertise.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

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

Methods of storing, heating, and serving food.

Food values and nutrition.

Administrative practices and budgetary processes and principles.

Financial record keeping and cost control procedures.

Principles and practices of administration, supervision and training.

Menu planning to satisfy nutritional and budgetary goals.  
Material and equipment needs for various size cafeterias or kitchen operations.  
Appropriate safety and sanitation precautions and procedures.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Analyze, plan, organize and direct the work of others engaged in the production of high quality foods, in large quantities.  
Train, supervise and evaluate assigned staff.  
Prepare and test new recipes, food or commodity products, or related supplies or equipment.  
Review, analyze, and modify work schedules, procedures and methods.  
Plan balanced menus and follow standardized recipes.  
Coordinate and organize people and other resources to meet production requirements.  
Operate and use modern commercial kitchen equipment and utensils.  
Prepare clear, concise and accurate reports, memos and required documents.  
Maintain a variety of records related to assigned activities including income, expenditure and cost control records.  
Interpret, apply and explain regulations relating to the Child Nutrition program.  
Plan and conduct in-service training programs for nutrition service employees.  
Speak clearly and effectively before individuals and groups.  
Remain current in technical developments in institutional food service and child nutrition, evaluate them and make recommendations for change.  
Establish and maintain effective working relations with others.  
Recognize and correct safety and sanitation hazards.

**Education and Training:**

Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.  
~~dietetics, food service management, business administration or a closely related field.~~

**Experience:**

Two years of experience at a supervisory or management level in an institutional food service organization.

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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 of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Exposure to variation in temperatures from 90 degrees Fahrenheit in kitchens to minus 5 degrees in freezers.

Noise and steam in school kitchens.

School cafeteria and office environment.

Outdoor events.

Driving a vehicle to travel to school sites.

**PHYSICAL DEMANDS**

Light lifting and carrying.

Sitting, standing or walking for extended periods of time.

Hearing and speaking to exchange information and deliver oral presentations.

Bending, stooping and stretching.

Dexterity of hands and fingers to operate food service equipment and a computer keyboard.

***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: 6/19/03

Revised: 7/1/2004

Revised: 1/13/2005

Revised:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

October 22, 2015

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Classification Specification

### Background and Findings

The Program Facilitator, Office of Multimedia Services recently reviewed the class specification for the Multimedia Technology Supervisor classification while initiating recruitment activities and requested Commission Staff make several revisions.

Specifically, duties related to planning, oversight and participation in pre-production, production and post-production activities for team studio, field and live production shoots and editing of video productions were expanded to better reflect the oversight this individual has before, during and after team productions.

The Education and Experience sections were also expanded to assure applicants have experience in creative video editing.

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 Multimedia Technology Supervisor

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
— .. —



## PERSONNEL COMMISSION

**Class Code: 5154**  
**Salary Range: 36 (S1)**

### MULTIMEDIA TECHNOLOGY SUPERVISOR

#### JOB SUMMARY

Under general direction, plan, oversee and implement technology and related systems for the Office of Multimedia Services (OMS) including the installation, configuration); plan, oversee and maintenance participate in a variety of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video pre-production needs are met, production and post-production activities for studio, field and live production shoots; train and supervise 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, oversee and implement technology and related systems for the Office of Multimedia Services (OMS) including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video production needs are met. *E*
- Oversee and participate in the configuration of application/file sharing and file conversion across applications and platforms within the OMS. *E*
- Effect the sharing across platforms and conversion of images, animation and sound files by means of digital technology for video productions, graphic arts and animation; coordinate the integration of digital photography, video and computer technologies. *E*
- Identify and troubleshoot incompatibilities and technical issues between computer, video and network hardware, software and peripherals; assure proper server backup of data; provide first-level technical support to end users at OMS. *E*
- Coordinate the acquisition and installation of new hardware and software on computer workstations and instruct OMS users in their proper operation. *E*
- Plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical equipment. *E*
- Provide technical oversight and assistance before, during and after productions; assist in set up and construction of studio sets and moving furniture and equipment. *E*
- Oversee and perform creative editing of video productions on non-linear, digital editing systems to create video clips and programs; capture video and edit footage. *E*
- Serve as a field producer to cover events for District cable channel broadcasts; research stories and develop interview questions; set up and operate cameras, microphones, teleprompters and other equipment. *E*

- Maintain a variety of records, files and logs regarding video productions, media library circulation and hardware and software acquisitions; assure software is licensed and registered with the District's Information Services department. *E*
- ~~Participate in pre and post production activities including set up and operation of audio, video, lighting and other technical equipment; provide technical assistance during productions; assist in set up and construction of studio sets and moving furniture and equipment. *E*~~
- Coordinate and participate in the creation and conversion of print and computer generated images such as graphics and animation for use in video, internet or other print and electronic media; import images for video productions and broadcasts. *E*
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information. *E*
- Participate in organizing and developing broadcast schedules for the District's cable channels; prepare recording dubs and video transfers for television use. *E*
- Oversee and participate in the conversion of video programs to DVD format and other digital formats from video tape or via electronic editing; create DVD program menus, chapter markers, labels and storage case covers; create copies of DVD's. *E*
- Connect computers and other media equipment to projectors and audio amplifications systems for video and multimedia presentations; troubleshoot, perform routine maintenance and make arrangements for equipment repairs. *E*
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Research, evaluate and develop recommendations regarding the purchase of multimedia hardware and software technology; prepare recommendations to improve operational effectiveness and minimize costs. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. *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 Multimedia Technology Supervisor plans, oversees and implements technology and related systems for the OMS including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video production needs are met. An ~~Incumbent~~incumbent works as a team member on studio, field and live television productions, providing technical oversight and assistance and assuring proper operation of audio and video, lighting and other production equipment.



**EMPLOYMENT STANDARDS**

**Knowledge of:**

Installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.

Computer operating systems, hardware and specialized software applications utilized for video, graphics and multimedia creation and production including digital editing, graphics and animation software.

Capabilities of network server systems.

Techniques and operation of equipment used in the production of television and video productions.

Creative video editing techniques and operation of non-linear editing software.

DVD creation and production techniques including menus, chapters, special features, case covers and labels.

General copyright laws.

Operation of office equipment including a computer and assigned software.

Operation of hand and power tools.

Record keeping and report preparation techniques.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, oversee and implement technology and related systems for the OMS including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment.

Provide assistance to department staff regarding computers, software applications and networking issues.

Identify and troubleshoot incompatibilities and technical problems between computer, video and network hardware, software and peripherals.

Plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots.

Oversee and perform creative editing of video productions on non-linear, digital editing systems to create video clips and programs.

Operate a variety of audio, video, lighting and technical production equipment.

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

Operate hand and power tools.

Analyze complex technical problems accurately, logically and quickly.

Evaluate user needs and advise on appropriate hardware and software configurations.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Supervise and evaluate the performance of assigned staff.

Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Associate's degree in computer science, communications, video editing, video production or a closely related field.

**Experience:**

Three years of experience in audio, video and multimedia production including digital video/graphics, video editing and production technology systems and software.

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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

**WORKING ENVIRONMENT**

Television studio and office environment.

Working outdoors on location, in confined spaces and at heights.

Driving a vehicle to conduct work.

Evening or variable hours.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.

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

Dexterity of hands and fingers to operate a computer and specialized equipment.

Seeing to read a variety of materials.

Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders or scaffolding.

Bending at the waist, kneeling or crouching.

Walking over rough or uneven surfaces.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 4/1/2010

Revised: