

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

MEETING AGENDA  
REVISED

Regular Meeting  
B Building Room 29

8:15 a.m.  
March 19, 2015

ADDENDUM  
PAGE NO.

- I. GENERAL COMMUNICATIONS FUNCTIONS
  1. Call to order – Stacey 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 March 5, 2015 1-4
  5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer
- II. CONSENT AGENDA
  1. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services 5-6
  2. **RATIFY** job announcement bulletin for Child Nutrition Specialist 7-8
  3. **RATIFY** job announcement bulletin for Custodian Assistant 9
  4. **RATIFY** job announcement bulletin for Human Resources Technician 10-11
  5. **RATIFY** job announcement bulletin for Purchasing Agent 12-13
  6. **APPROVE** the certification of Associate Educational Research Analyst eligibility list established March 11, 2015 14-15
  7. **APPROVE** the certification of Computer Support Technician eligibility list established March 12, 2015 14-15
  8. **APPROVE** the certification of Custodian eligibility list established March 11, 2015 14-15
  9. **APPROVE** the certification of Custodian eligibility list established March 11, 2015 14-15
  10. **APPROVE** the certification of Custodian eligibility list established March 11, 2015 14-15
  11. **APPROVE** the certification of Instructional Aide - Special eligibility list established March 16, 2015 14-15

12.	<b>APPROVE</b> the certification of Intermediate Office Assistant BL Spanish eligibility list established March 11, 2015	14-15
13.	<b>APPROVE</b> the certification of Intermediate Office Assistant – Schools BL – Spanish eligibility list established March 11, 2015	14-15
14.	<b>APPROVE</b> the certification of School Safety Officer eligibility list established March 11, 2015	14-15
15.	<b>APPROVE</b> the certification of Warehouse Materials Processor eligibility list established March 16, 2015	14-15
III.	OLD BUSINESS	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9 First Reading	16-19
2.	<b>APPROVE</b> the recommendation for the abolishment of the following Classifications: Attendance Service Field Assistant Attendance Service Field Assistant - BL Spanish Attendance Service Field Assistant - BL Khmer	20-26
3.	<b>APPROVE</b> the creation and abolishment of Head Start Classifications as follows: Adopt the classification of Head Start Senior Family Services Liaison allocating the classification to salary range 18 (C1) Abolish the following classifications: Head Start Family Child Care Manager Head Start Support Services Manager Head Start Disability/Mental Health Assistant	27-33
4.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 22318258	34
5.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 2722941	34
6.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 19512713	34
7.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 15067691	34
8.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 6966327	34
9.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 5904164	34
10.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 162285765	34
11.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 21156821	34
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	April 2, 2015, at 8:15 a.m. in Building B Room 29	

VII. CLOSED SESSION

Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.)

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

**MINUTES**

**Regular Meeting**

**March 5, 2014**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, March 5, 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 Linda Vaughan

**ROLL**

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

**Present:        Stacey Lewis  
                      Linda Vaughan  
                      Terence Ulaszewski**

**MINUTES OF REGULAR MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of February 19, 2015.

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

**RECEIVE CORRESPONDENCE**

No correspondence was received.

**PUBLIC HEARD**

No public comments were heard.

**REPORT FROM INTERIM**

Interim Executive Officer Heineke explained due to issues with the scanning of the agenda, it was sent out twice. The second version of the agenda included the backup materials.

Ms. Heineke reported the Classified Employee Celebration is scheduled for May 22, 2015, at the Teacher Resource Center. Commissioner Vaughan said she looks forward to attending.

Ms. Heineke also reported the next PCASC seminar is on June 5<sup>th</sup>.

Marilyn Balmer, Personnel Analyst, reported staff is working on several recruitments for trade jobs including: Telecommunications Technician, Plumber, Building Maintenance Worker and Building Maintenance Worker Driver.

Susan Leaming, Personnel Analyst, provided the Non-represented updated salary schedule reflecting the 5% increase. She also informed the Commission, directions/bus routes to the office are now posted on the Personnel Commission website. Ms. Leaming announced a CalPERS Retirement Planning Workshop is scheduled for May 11, 2015.

Dale Culton, Certification Services Manager, reported 43 probationary, and 40 substitutes were hired. Of the 43 probationary employees hired, 27 were Instructional Aide-Special appointments.

Mary Cates, Human Resources Supervisor, informed the Commission, 546 summer school applications have been received. The deadline to submit summer school applications is March 20, 2015.

Maria Lynn Braunstein, Personnel Analyst, announced the Executive Officer, Personnel Commission and Classified Employment recruitment is underway. Applications will be accepted through March 19, 2015. The position has been posted on the EdJoin, CSPCA, and CODSEP websites.

**CONSENT AGENDA** A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve consent agenda items 1-19 except for item 7 which was pulled for further discussion.

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver
3. **RATIFY** job announcement bulletin for Campus Security Officer (Catalina Island)
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
5. **RATIFY** job announcement bulletin for Groundskeeper (Catalina Island)
6. **RATIFY** job announcement bulletin for Executive Director – Fiscal Services
8. **RATIFY** job announcement bulletin for Plumber
9. **RATIFY** job announcement bulletin for Telecommunications Technician
10. **APPROVE** the certification of Choral Accompanist eligibility list established February 26, 2015
11. **APPROVE** the certification of Custodian eligibility list established February 25, 2015
12. **APPROVE** the certification of Custodian eligibility list established February 25, 2015
13. **APPROVE** the certification of Custodian eligibility list established February 25, 2015

14. **APPROVE** the certification of Instructional-Aide Special eligibility list established March 9, 2015
15. **APPROVE** the certification of Intermediate Office Assistant eligibility list established March 3, 2015
16. **APPROVE** the certification of Intermediate Office Assistant-Schools eligibility list established March 3, 2015
17. **APPROVE** the certification of School Support Secretary eligibility list established March 2, 2015
18. **APPROVE** the certification of School Support Secretary- Bilingual Spanish eligibility list established March 2, 2015
19. **APPROVE** the certification of Senior Executive Secretary eligibility list established February 26, 2015

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify consent agenda item 7.

7. **RATIFY** job announcement bulletin for Executive Officer Personnel Commission and Classified Employment

**OLD BUSINESS**

None

**NEW BUSINESS**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the adoption of the new classification of Senior Locksmith allocating the classification to salary range 34 (C2).

The Commission moved items 2 - 4 of New Business to Closed Session.

2. **APPROVE** the recommendation to remove from eligibility list ID # 7516420
3. **APPROVE** the recommendation to remove from eligibility list ID # 21042709
4. **APPROVE** the recommendation to remove from eligibility list ID # 16553497

**OTHER ITEMS**

Commissioner Lewis invited her fellow Commissioners to a reception hosted by Long Beach Mayor Garcia.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission will be March 19, 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 8:40 a.m. to consider New Business items 2 -4.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:00 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 7516420.

**A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to APPROVE the recommendation to remove from eligibility list ID# 21042709, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after 6 months has elapsed.**

**A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, to APPROVE the recommendation to remove from eligibility list ID# 16553497 but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after February 2017. The motion carried with Mr. Ulaszewski and Ms. Vaughan voting aye and Ms. Lewis voting no.**

**ADJOURNMENT**

**The Regular Meeting of the Personnel Commission was declared adjourned at 9:02 a.m. with the consent of the members.**

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Linda Vaughan, Vice-Chair**

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**Patricia Heineke, Interim Executive Officer**

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

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

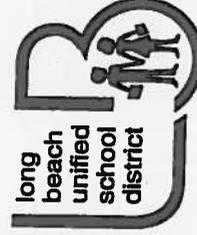
These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

# An Exciting Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

## ASSISTANT DIRECTOR — FISCAL SERVICES

ANNUAL SALARY \$88,674 TO \$104,112



## JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary and strategic leader to fill the position of Assistant Director – Fiscal Services. Under the direction of the Executive Director – Fiscal Services, the new Assistant Director – Fiscal Services will have the opportunity to assist in the planning, organization, coordination and direction of one or more Fiscal Services units such as accounting, budgeting, fiscal planning, financial reporting and payroll which may include accounts payable, accounts receivable, program accounting, budget preparation and administration, position control, auditing, student attendance accounting, classification of accounts, tax reporting and compliance and statutory reporting. These positions require the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. An incumbent directs and evaluates the performance of professional, paraprofessional, secretarial and clerical support staff, and performs related duties as assigned.

The salary is \$88,674 to \$104,112 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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

## THE IDEAL CANDIDATE

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

Additionally candidates will have four years of financial management-level experience in a public or private organization. Financial Management is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly preferred.

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

## SPECIAL REQUIREMENTS

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

## OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: 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. Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

## HOW TO APPLY

The Personnel Commission Application and Supplemental Application can be obtained from our website. All applications must be submitted online via [www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/). A resume will not substitute for the required forms. Applications must be submitted no later than:

**4:30 p.m. Thursday, April 9, 2015**

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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

[www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/)

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

1-20-15

## ABOUT OUR DISTRICT

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

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Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

Stacey Lewis                      Personnel Commissioners  
Linda Vaughan                      Terence Ulaszewski  
Interim Executive Officer  
Patricia Heineke

Dual Exam 15-0138-3322 *Marie Braunstein*

An Exciting Career  
Opportunity  
Awaits You at

LONG BEACH UNIFIED  
SCHOOL DISTRICT

CHILD NUTRITION  
SPECIALIST

\$5,482 – \$6,438 Monthly



## THE POSITION

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; and perform related duties as assigned.

The salary is \$5,482 to \$6,438 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

The current vacancy is a 10 month, 100%, position located at Nutrition Services Branch.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Child Nutrition Specialist.

## THE IDEAL CANDIDATE

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

Additionally, candidates are required to have one year experience in institutional food service production involving menu planning and nutritional analysis.

Other combinations of training and/or experience that could likely provide the required 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 standards.

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.

Valid California Class C driver's license and use of a personal automobile is required. May be required to travel from one school location to another.

## OUR QUALIFYING PROCESS

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

## HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). A resume will not substitute for the required forms. Completed forms must be received no later than:

**4:30 p.m., Tuesday, March 31, 2015**

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

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



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## CUSTODIAN ASSISTANT - 5025

**Final Filing Date:** Applications will ONLY be accepted for three days: Monday, April 6<sup>th</sup>, Tuesday April 7<sup>th</sup> and the last day to submit an application will be: Wednesday, April 8, 2015 4:30 p.m.,

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$2,178	\$2,299	\$2,425	\$2,559	\$2,700
HOURLY:	\$12.57	\$13.27	\$13.99	\$14.77	\$15.58

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur.

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under close supervision, a Custodian Assistant is assigned employment in a special district program or at a special site such as a Child Development Center to perform light duty cleaning or clean-up work. An incumbent may be supervised by a District administrator or a coordinating teacher in charge. Most Custodian Assistants usually work at more than one site on rotating schedules. Positions require working in both girls' and boys' restrooms. A Custodian performs heavier cleaning of greater scope than a Custodian Assistant in a variety of District facilities. An incumbent operates heavy equipment such as floor scrubbers, extractors, and blowers; strips and waxes floors; prepare set-ups for special events; and secures the buildings/sites, and performs related duties as assigned.

**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:**

Relevant training and experience would include:

**TRAINING:** Equivalent to completion of 8<sup>th</sup> grade.

**EXPERIENCE:** Any combination of training and/or experience that could likely provide the desired knowledge or abilities may be considered.

**SPECIAL:** (1) Some positions require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Some 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. (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.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (60%) and a qualifications appraisal interview (40%) 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

Exam 15-0136-5025 EE  
Open Examination



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS  
www.lbschools.net/Main Offices/Personnel Commission/

## HUMAN RESOURCES TECHNICIAN - 3352

Applications will be accepted online for **two days ONLY**: Tuesday, April 7th and Wednesday, April 8th, 2015 at 4:30 PM

<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>	\$3,363	\$3,548	\$3,742	\$3,949	\$4,166
<u>HOURLY:</u>	\$19.41	\$20.47	\$21.59	\$22.78	\$24.04

**JOB INFORMATION:**

Permanent 12-month 100% position. The current vacancy is located in Human Resource Services. Eligibility list is being created to fill future vacancies as they occur.

**APPLICATION:**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/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 the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units; and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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 course work in human resources, business, English, social science or related field is highly desirable.

**EXPERIENCE:**

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable OR one year of experience as a Human Resources Assistant with LBUSD OR three years of experience with LBUSD at the level of Intermediate Office Assistant.

**SPECIAL:**

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license Class C. (2) May be required to travel from one school location to another. (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.

**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.

**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 15-0135-3352 DP  
Dual Examination

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

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

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
  - ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
  - ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**
- 4.3.F. **ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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

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



2008 Finalist  
the broad prize  
for Urban Education

# Classified Employment Opportunity



**APPLY TO:**

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
www.lbschools.net/Main\_Offices/Personnel\_Commission/

## PURCHASING AGENT - 5128

Applications will **ONLY** be accepted for two days: **Monday, April 6, 2015 – Tuesday, April 7, 2015 at 4:30 pm**

<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>	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
<u>HOURLY:</u>	\$27.60	\$29.12	\$30.72	\$32.42	\$34.20

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/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, Purchasing Agents oversee the complete buying cycle for a wide variety of assigned commodities and services. Incumbents coordinate activities involved with procuring goods and services including the preparation of vital documents and follow-up activities to assure efficient, fiscally sound and timely purchases. Incumbents exercise judgment within a defined scope of authority to make efficient, ethical and fiscally sound purchases in compliance with applicable laws, ordinances, rules and regulations; and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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:** Bachelor's degree in public administration, business administration or a related field.
- EXPERIENCE:** One year of procurement experience including writing specifications. Experience in a public agency is preferred. Two years of additional experience may be substituted for two years of the higher education.
- WORKING ENVIRONMENT:** Office, warehouse and school site environment. Constant interruptions. Driving a vehicle to conduct work.
- PHYSICAL DEMANDS:** Dexterity of hands and fingers to operate a computer keyboard and office equipment. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.
- SPECIAL:** (1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. Positions in this classification assigned to the Nutrition Center require applicants 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. (2) Accepting employment in a position in this classification requires the individual to either join the union or 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.

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 15-0137-5128 ss  
Dual Examination

LBUSD Employees, please see reverse side for Important Information

*Handwritten mark*

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**Guidelines:**

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists PAGES: 14-15  
Date: March 19, 2015 Reason for  
Consideration: Approval

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**Associate Educational Research**

**Analyst** Dual 15-0066-3368

List Valid: 03/11/15 – 03/11/16

Total applications received: 65 Total invited to exam: 40

No. Passed: 11 No. Failed: 19 No. Withdrew: 10 No. Screened Out: 25

**Computer Support Technician** Dual 15-0092-5108

List Valid: 03/12/15 – 03/12/16

Total applications received: 170 Total invited to exam: 47

No. Passed: 7 No. Failed: 33 No. Withdrew: 7 No. Screened Out: 123

**Custodian** Open/Continuous 15-0083-0139

List Valid: 03/11/15 – 03/11/16

Total applications received: 119 Total invited to exam: 33

No. Passed: 7 No. Failed: 7 No. Withdrew: 19 No. Screened Out: 86

**Custodian** Open/Continuous 15-0085-0139

List Valid: 03/11/15 – 03/11/16

Total applications received: 141 Total invited to exam: 41

No. Passed: 16 No. Failed: 2 No. Withdrew: 23 No. Screened Out: 100

**Custodian** Open/Continuous 15-0098-0139

List Valid: 03/11/15 – 03/11/16

Total applications received: 173 Total invited to exam: 44

No. Passed: 11 No. Failed: 7 No. Withdrew: 26 No. Screened Out: 129

**Instructional Aide-Special** Open/Continuous 15-0118-0448

List Valid: 03/16/15 – 03/16/16

Total applications received: 71 Total invited to exam: 31

No. Passed: 9 No. Failed: 5 No. Withdrew: 17 No. Screened Out: 40

**Intermediate Office Assistant**

**BI-Spanish** Dual 15-0071-5050

List Valid: 03/11/15 – 03/11/16

Total applications received: 71 Total invited to exam: 56

No. Passed: 11 No. Failed: 20 No. Withdrew: 25 No. Screened Out: 15

**Intermediate Office Assistant –**

**Schools BI- Spanish** Dual 15-0072-5052

List Valid: 03/11/15 – 03/11/16

Total applications received: 59 Total invited to exam: 49

No. Passed: 12 No. Failed: 17 No. Withdrew: 30 No. Screened Out: 10

**School Safety Officer**

**Dual**

**15-0094-5014**

List Valid: 03/11/15 – 03/11/16

Total applications received: 267 Total invited to exam: 22

No. Passed: 6 No. Failed: 7 No. Withdrew: 9 No. Screened Out: 245

**Warehouse Materials Processor**

**Dual**

**15-0102-0712**

List Valid: 03/16/15 – 03/16/16

Total applications received: 300 Total invited to exam: 218

No. Passed: 21 No. Failed: 153 No. Withdrew: 44 No. Screened Out: 82

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: March 13, 2015



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

March 10, 2015

TO: Personnel Commission  
FROM: Interim Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

**Background and Findings**

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

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

The attached rules are being submitted for a first reading with the following rationale:

**Rule 10.1.C. CREDITABLE PAY PERIOD:** As of July 1, 2014 the 217 day calendar was increased to 220 days. Staff spoke with the Director of Employee Relations and the 220 day calendar will be in place until at least the end of the 2017 fiscal year. Future changes to this calendar would be brought to the Commission for revision as there is no generic term for this group of employees that could be used to substitute for the number of calendar days.

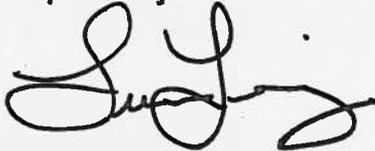
**Rule 10.9 CAREER INCREMENTS:** As a result of recent collective bargaining activities with TALB which were also extended to non-represented Classified staff, career increment compensation amounts will be increased by future cost of living adjustments. Rather than bring §10.9 back to the Commission for revision each time a cost of living adjustment is agreed upon, the proposed language simply refers readers to the current Classified salary schedules.

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

**Recommendations**

Staff recommends the Personnel Commission support these rule revisions for further consideration and a second reading.

Prepared by:



**Susan Learning  
Personnel Analyst**

Approved and Recommended:



**Patricia A. Heineke  
Interim Executive Officer**

## **10.1 SALARY ADVANCEMENT WITHIN A CLASS**

- A. **PAY PERIOD DEFINED.** For purposes of compensation, a "pay period" is a period of 20 consecutive working days.
- B. **STEP ADVANCEMENT.** Except as permitted by Section G, each full or part-time regular employee subject to a six month probationary period shall advance to the next higher step in the applicable salary range as follows:

**Initial Step:**

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

**Following Step:**

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1.A serve a one year probationary period. However, advancement to the first following step shall occur as above, following the six month or 130 day period, whichever is longer.)

**Following Step:**

The employee's anniversary date through completion of one additional year of service.

**Following Step:**

The employee's anniversary date through completion of one additional year of service.

**Following Step:**

The employee's anniversary date through completion of one additional year of service.

- C. **CREDITABLE PAY PERIOD.** A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one service year, as follows:
1. 12-month calendar employees - 7 pay periods
  2. 220217-day work year employees - 6 pay periods
  3. school session employees - 5 pay periods

## 10.9 CAREER INCREMENT

Effective July 1, 2005, Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules. ~~The following are increments as approved and the guidelines for determining eligibility:~~

- ~~A. Classified employees are eligible for a \$1,250 career increment compensation if they have completed 14 years of credited service with the Long Beach Unified School District.~~
- ~~B. Classified employees are eligible for an additional \$1,250 career increment compensation (totaling \$2,500) if they have completed 19 years of credited service with the Long Beach Unified School District.~~
- ~~C. Classified employees are eligible for an additional \$2,000 career increment compensation (totaling \$4,500) if they have completed 24 years of credited service with the Long Beach Unified School District.~~
- ~~D. Classified employees are eligible for an additional \$2,500 career increment compensation (totaling \$7,000) if they have completed 29 years of credited service with the Long Beach Unified School District.~~

~~E.A.~~ A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.

~~F.B.~~ Payment of a career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weekly period following attainment of the required number of years of credited service.



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

March 5, 2015

**TO: Personnel Commission**

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

**SUBJECT: Abolishment of Classifications**

**Background and Findings**

In 1994 School Community Workers assigned to the Attendance Office were reclassified to the new classifications of Attendance Service Field Assistant, Attendance Service Field Assistant - BL Khmer, and Attendance Service Field Assistant - BL Spanish.

In 2009 one Attendance Service Field Assistant - BL Spanish position and one Attendance Service Field Assistant - BL Khmer position were abolished. The incumbents were placed on reemployment lists and bumped back to their former classes of School Community Worker, BL Spanish and BL Khmer.

In 2010 the Attendance Service Field Assistant incumbent retired and the remaining Attendance Service Field Assistant - BL Spanish position was abolished. The incumbent was placed on the reemployment list and bumped back to their former class of School Community Worker - BL Spanish.

The reemployment list for Attendance Service Field Assistant - BL Spanish expired 9/18/2013 and the reemployment list for Attendance Service Field Assistant - BL Khmer expired 3/1/2015. There is no reemployment list in place for the non-bilingual classification.

Staff spoke with Thomas Hickman, Chief of School Safety and Emergency Preparedness, who supports the abolishment of the classifications and does not anticipate utilizing them in the future. No staff will be impacted by this action as all three classes are vacant.

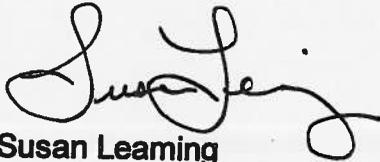
**Recommendations**

**Staff recommends the Personnel Commission:**

**1. Abolish the following class specifications:**

- **Attendance Service Field Assistant**
- **Attendance Service Field Assistant - BL Khmer**
- **Attendance Service Field Assistant - BL Spanish**

**Prepared by:**



**Susan Learning  
Personnel Analyst**

**Approved and Recommended:**



**Patricia A. Heineke  
Interim Executive Officer**



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 13 (C1)**

### CLASS CODE

### TITLE

0430	ATTENDANCE SERVICE FIELD ASSISTANT
0431	ATTENDANCE SERVICE FIELD ASSISTANT - BILINGUAL KHMER
0432	ATTENDANCE SERVICE FIELD ASSISTANT - BILINGUAL SPANISH

### JOB SUMMARY

Under general supervision, serve as a liaison between the school District, a student's residence, community organizations and law enforcement agencies in matters and issues primarily relating to District attendance requirements; enhance the relationship between attendance and education to parents or guardians of school age students; 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.*

- Make home visits to investigate reasons for student absences and attendance problems; report possible reasons, causes and environmental home-life to site administrators, supervision and other agencies (i.e., Department of Social Services, Probation and local law enforcement department). *E*
- Verify the address of record as the residence of student(s), parents/guardians or authorized adult(s) with whom the student(s) resides. *E*
- Meet with parents/guardians to inform them of suspension/expulsion circumstances relative to their child/children. *E*
- Visit the homes of participating students in a "home teacher" alternative education program and report findings to site. *E*
- Assist parents/guardians in the preparation of required documentation; this assistance may take the form of transporting paperwork to and from the residence, the translating of text in the preferred home language, and the delivery to the requesting persons and/or agencies. *E*
- Assist in the documentation process for pre-SARB (Student Attendance Review Board), SARB; attendance of the Attendance Service Field Assistant at review panel(s) may be requested for input, clarification and/or for further information. *E*
- Provide information to parents, guardians and students about community associations, social service agencies and other resources available to obtain health care, nutrition information, clothing, housing and counseling; assist in the

- coordination effort of those agencies and/or associations providing aid and assistance. *E*
- Inform and encourage parents/guardians to participate in programs offered through community associations and agencies and monitor attendance and follow-through. *E*
- Provide assistance in the translating of information, both orally and in writing to support the distribution of material as requested by interested parties (i.e., school site personnel, supervisors and outside public agencies). *E*
- Telephone, meet, and discuss with parents/guardians their student's problem(s) relating to school attendance, juvenile justice related difficulties, other concerns and possible solutions to the errant behavior. *E*
- Track and monitor status of referrals from school sites and/or other agencies and student continuity in school attendance. *E*
- Compile statistics from research and home visitations to provide information for report to supervisor, to school site and subsequently for district total reporting; including numbers of suspensions/expulsions, racial and ethnicity breakout, number of days absence/suspended/expelled, school site and area. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. *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 Attendance Service Field Assistant works to resolve issues that relate to school attendance, consequences of missed/sporadic attendance and specific student/family welfare issues which may hinder student attendance and achievement at school. The predominant portion of the assignment is conducted in the community or city (both residential and commercial) to corroborate and verify legal student residency. An incumbent has contact with parents/ guardians, counselors, teachers, attendance specialists, landlords, property management personnel, representatives from community and social service agencies such as, local law enforcement, members of the juvenile justice system, probation departments, and welfare organizations. He/she will cultivate and maintain effective communication with these individuals/ organizations/departments for referral services or as a source to provide or gain information.

The Attendance Service Field Assistant will interface on a continual basis with many socio-economic and multi-cultural entities within the community and will possess excellent oral communication and interpersonal relationship skills to initiate contacts with/and obtain the cooperation of individuals who appear to be uncooperative, hostile and suspicious in nature. These people may include other family members, friends of the family/student in question, apartment managers and/or landlords, gang members,

users of controlled substances and transients. The incumbent must be able to maintain a calm and composed demeanor and attitude when confronted in a disturbing situation(s).

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Child and adolescent behavior and development.  
English usage, grammar and punctuation.  
Record keeping techniques.  
Office practices, procedures and equipment use.  
First aid.

**Ability to:**

Communicate orally with tact, understanding and discretion.  
Interpret/analyze/verbally report and write down accurate conversations for future use in possible legal/juvenile justice matters.  
Use sound judgment to discern during the course of conversation/interviews, the credibility/validity of given information when questioning legal guardians as to a student's absence/behavior problems.  
Understand and carry out oral and written instructions.  
Operate a motor vehicle while observing proper motor vehicle driving rules, laws and regulations.  
Read, interpret and follow street directions using such aids as maps, written and oral directions.  
Identify, contact and attain the support of community organizations, agencies and other possible resources who can and will provide health and welfare assistance for students and their families.  
Perform clerical work such as, analysis of given information, compiling statistics, completing forms and assisting in the completion of forms for parents/ guardians whose primary language is other than English and for use at attendance review panels and boards.  
Establish and maintain effective relationships with those contacted in the course of work.  
Maintain a positive attitude, focus and flexibility while prioritizing daily schedule of tasks/work to be done.  
Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities as encompassed by the District.  
Obtain information, make relevant notations of facts and details, compile data, and compose accurate reports.  
Give first aid, necessary physical comfort to ill or distressed students.  
Work with students and their families to investigate and provide possible solutions,

options and/or referrals to meet identified needs.

Motivate and stress the importance of education, self-esteem, positive behavior and regular school attendance to students and their families.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

One year of experience working with children, adolescents and parents in a structured environment. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

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

**SPECIAL REQUIREMENTS**

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. Positions also require proof of current and appropriate auto insurance coverage at time of appointment.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**WORKING ENVIRONMENT**

School site office, home visits to residential areas within the community (this may include exposure to odors, student related illnesses or medical problems), court houses/rooms, law enforcement agencies, social services agencies, and local community organizations.

Evening or variable hours.

Incumbents will be exposed to an array of individuals from various cultures, socio-economical levels and whose personal conduct may be considered unbecoming and confrontational.

**PHYSICAL DEMANDS**

May include kneeling, climbing stairwells of differing widths and heights, lifting, maneuvering in close/confining quarters, carrying materials for review/pick-up/dropping-off, pushing, pulling, stretching, twisting, bending, squatting or crouching.

***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.

08/11/94

Rev 10/24/02



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

March 11, 2015

**TO:** Personnel Commission

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

**SUBJECT:** Creation and Abolishment of Head Start Classifications

### Background and Findings

Head Start administration recently met with Commission staff, CSEA and Employee Relations to discuss their upcoming reorganization plans necessitated by increasing budget deficits. The reorganization will be implemented in several phases. The first phase involves creating a new bargaining unit classification and abolishing vacant classifications that are no longer utilized. Upcoming phases will include management classification title changes and class description updates.

In 2004 Head Start combined the Head Start Health Assistant and Head Start Family Services Worker into a new classification of Head Start Family Services Liaison (FSLs). Combining the classes allowed Head Start to more effectively deliver comprehensive services to families and reduced the caseloads of employees. The (FSLs) currently report to three Head Start Family Services Supervisors. As part of the reorganization, the Supervisor positions will be abolished and the FSLs will report to Early Learning Center Managers as part of an overall program shift towards site based management.

Head Start administration has requested the creation of a Head Start Senior Family Services Liaison to serve as a lead over the FSLs and provide training and support services to them. The Head Start Senior Family Services Liaisons would coach and mentor FSLs and provide technical support to supervisors and managers in the areas of family and community engagement and health services. The proposed classification description is attached.

### Salary Placement

For salary comparison purposes, local agencies with Head Start programs were surveyed for compensation comparison however, the survey did not provide a guideline for salary placement as other Head Start programs are structured differently. In accordance with the *Rules and Regulations of the Classified Service §10.8.A.*, classes serving in a lead capacity

shall be separated by a minimum of three salary ranges above the highest-level subordinate. Therefore, in the absence of market data dictating a higher rate, the class of Head Start Senior Family Services Liaison is recommended for placement at salary range 18 (C1), three ranges above the Head Start Family Services Liaison classification at salary range 15 (C1).

**Abolishment of Classifications**

Head Start administration is in support of the abolishment of the following classifications and do not anticipate a need for them in the future:

- Head Start Family Child Care Manager (last filled in 2003)
- Head Start Support Services Manager (last filled in 2009)
- Head Start Disability/Mental Health Assistant (last filled in 2007)

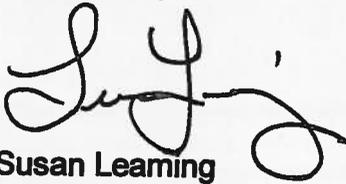
No staff will be impacted by this action as the three classifications are vacant.

**Recommendations**

Staff recommends the Personnel Commission:

1. Adopt the classification of Head Start Senior Family Services Liaison
2. Allocate the classification of Head Start Senior Family Services Liaison to salary range 18 (C1)
3. Abolish the classifications of:
  - Head Start Family Child Care Manager
  - Head Start Support Services Manager
  - Head Start Disability/Mental Health Assistant

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke  
Interim Executive Officer

**PERSONNEL COMMISSION CORE VALUES**

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



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 18 (C1)**

### HEAD START SENIOR FAMILY SERVICES LIAISON

#### JOB SUMMARY

Under general supervision, serve as a lead and provide training and support services to Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families; coach and mentor FSLs and provide technical support to supervisors in the areas of family and community engagement and health services; promote and encourage family engagement activities and training in the program; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Serve as a lead and provide training and support services to Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families. *E*
- Oversee the daily activities of assigned staff; assure proper staffing coverage; train and provide work direction and guidance to assigned staff; participate in the hiring and evaluation process as requested. *E*
- Provide case management support services to families, FSLs and other program staff in order to improve living conditions and quality of life for children and families; work with families to identify existing strengths and develop plans to move toward inter-dependence; assure timely and efficient delivery of services to children and families. *E*
- Coach and mentor FSLs and provide technical support to supervisors in the areas of family and community engagement and health services; develop and provide coaching and training to assigned staff; develop related training materials. *E*
- Perform a variety of outreach activities and recruit eligible children and families for the Head Start program; prepare and deliver informational presentations, meet with community agencies and staff to promote involvement in the program. *E*
- Facilitate the enrollment process; accept referrals from District staff; complete eligibility applications with parents; assure accuracy and completeness of enrollment forms. *E*
- Support and encourage family participation and engagement in the program and related activities to increase parent awareness of community services and involvement in the program. *E*

- Communicate with families, teachers, District staff, community, social service and health care agencies and others to assess the needs of families and develop plans and strategies to obtain needed services; make referrals to appropriate resources and agencies; arrange for transportation for parents and children as needed. *E*
- Review and monitor children and family files to assure compliance with regulations, determine if adequate support is being provided, and provide suggestions for staff as they engage with families. *E*
- Conduct home visits with families; interview and assess the needs of families; assist families with identifying long and short term goals to strengthen the socioeconomic, emotional, health and educational well-being of the family; follow up on status of meeting goals. *E*
- Provide crisis intervention referrals and continuous support to families; observe children for signs of abuse or neglect; refer possible child abuse cases to appropriate agency. *E*
- Provide a variety of health and nutrition services for children in accordance with established policies and procedures; participate in the implementation of health plans for identified children; assure proper levels of health supplies at centers; assure documentation of medications needed at centers for individual children. *E*
- Participate in the facilitation and preparation of health screenings; schedule and conduct vision, hearing, weight and height screenings; facilitate dental screenings; obtain parental consent forms prior to scheduled dental screening appointments; provide appropriate and timely referrals to health care providers; follow-up on health care provider referrals. *E*
- Participate in the daily health inspection of children; conduct visual inspections for health conditions and communicable diseases such as lice, rashes and chicken pox; notify appropriate personnel of health conditions and post notices of exposure as directed. *E*
- Provide pertinent child and family information to be documented in Individual Education Plans (IEPs) for identified special education children. *E*
- Participate in the development and implementation of office procedures; prepare and maintain a variety of records, files and reports related to assigned activities and families; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. *E*
- Support family transition activities into and out of Early Head Start and Head Start programs and provide assistance as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work. *E*
- May serve as a translator for teachers and interpret for parents and staff as assigned by the position. *E*
- Attend a variety of meetings, in-service trainings and conferences; maintain current knowledge of program laws, codes, rules and regulations. *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 Head Start Senior Family Services Liaison serves as a lead and provides training and support services to Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families. Incumbents coach and mentor FSLs and provide technical support to supervisors in the areas of family and community engagement and health services. An incumbent maintains a caseload of families as needed to assure smooth and efficient delivery of services to children and families.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Adult learning principles.  
Family and community engagement strategies.  
Principles of child development and early childhood education.  
General social work and case management principles.  
General pediatric health issues and communicable diseases.  
Personal hygiene practices.  
Principles and practices of providing high-quality customer service.  
Principles and practices of training and providing work direction and guidance to others.  
Operation of a variety of office equipment including a computer and assigned software.  
Record-keeping and basic report preparation techniques.  
Telephone techniques and etiquette.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic math.

**Ability to:**

Provide training and support services to families and Head Start Family Services Liaisons (FSLs) working with families to improve living conditions and quality of life for children and families.  
Serve as a lead, train, mentor and oversee the daily activities and operations of FSLs.  
Train and provide work direction and guidance to others.  
Provide technical support for the program in the areas of Family and Community Engagement.  
Learn policies and objectives of the Head Start program and related activities.  
Identify, contact and develop working relationships with community organizations, agencies and other community resources.  
Handle difficult situations and provide crisis intervention referrals to assigned families.  
Work with children and families with special needs and provide appropriate resources.  
Vision, hearing, height and weight screening techniques.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
First aid and CPR methods.

Utilize a variety of general health instruments.  
Work independently with little direction.  
Determine appropriate action within clearly defined guidelines.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide accurately.  
Plan and organize work.  
Prioritize and schedule work.  
Meet schedules and timelines.  
Maintain records and prepare reports.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school. College-level coursework in social services, human services, family development, child development or a related field or completion of a certified nurse's aide, medical assistant or related health care program.

**Experience:**

Two years of experience working with children and families in a school, community or structured human service environment. Experience in a Head Start program or in a lead or supervisory capacity is preferred.

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

**SPECIAL REQUIREMENTS**

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

Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification.

Some positions may require the ability to effectively communicate, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**WORKING ENVIRONMENT**

Office and classroom environment.  
Constant interruptions.  
Driving a vehicle to conduct work.  
Occasional evening or variable hours.  
Potential for contact with blood and other body fluids.  
Potential for exposure to blood borne pathogens and communicable diseases.

**PHYSICAL DEMANDS**

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

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

Seeing to read a variety of materials and conduct health screenings.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting and carrying light objects weighing up to 25 pounds.

Lifting and carrying or restraining children weighing approximately 30-40 pounds in emergency situations.

***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:



## PERSONNEL COMMISSION

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

**Interim Executive Officer**  
Patricia Heineke

**DATE:** March 19, 2015  
**TO:** Personnel Commission  
**FROM:** Patricia Heineke, Interim Exec. Officer  
**RE:** Report on Removal of Persons from Eligibility Lists

### Background

At this meeting we are reporting on the intended removal of eight individuals from eligibility lists. We are recommending removal of four individuals from the Custodian list, one from the Groundskeeper list, and three from the Nutrition Services Worker list.

In the case of the Custodian eligibility list, all four individuals in question (ID #22318258, ID# 15067691, ID# 162285765, and ID #21156821) failed to put information on their application about criminal convictions.

In the case of the Groundskeeper eligible (ID #5904164), the individual was dismissed from previous employment for cause. The reason for the dismissal would have also led to dismissal from Long Beach Unified School District, and was therefore reason for removal from the list.

In the case of the Nutrition Services Worker eligibles, each failed to disclose convictions on their applications, and in two instances the individuals are still serving probation. Those individuals have ID #'s 19512713 and 6966327. The third Nutrition Services Worker also failed to disclose a conviction but is not currently serving probation. The ID # for this individual is 2722941.

Each of these eight individuals was sent a letter by certified and regular mail advising of the intent to remove their names from the eligibility list, and given the opportunity to appeal to the Interim Executive Officer.

There were no appeals submitted by any of the eight eligibles.

### Recommendation

APPROVE removal of four eligibles with ID numbers 22318258, 15067691, 162285765, and 21156821 from the eligibility list for Custodian, one eligible with ID number 5904164 from the eligibility list for Groundskeeper, and three eligibles with ID numbers 19512713, 6966327, and 2722941 from the eligibility list for Nutrition Services Worker.