

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

MEETING AGENDA

Regular Meeting
B Building Room 29
November 12, 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 29, 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 Production Specialist/Editor 5 – 6
 2. **RATIFY** job announcement bulletin for Senior Administrative Secretary 7 – 8
 3. **APPROVE** the certification of Instructional Aide – Special 16-0030-0448 eligibility list established October 30, 2015 9
 4. **APPROVE** the certification of Senior Office Assistant 16-0005-0677 eligibility list established November 5, 2015 9
 5. **APPROVE** the certification of Senior Office Assistant – Bilingual Spanish 16-0006-5089 eligibility list established November 5, 2015 9
 6. **APPROVE** the certification of Senior Office Assistant - Schools 16-0003-3363 eligibility list established November 5, 2015 9
 7. **APPROVE** the certification of Senior Office Assistant - Schools – Bilingual Spanish 16-0004-5091 eligibility list established November 5, 2015 9

III. OLD BUSINESS

1. **RECEIVE** the Hearing Officer's report in the disciplinary matter of employee # 00377623

IV. NEW BUSINESS

1. **APPROVE** the revisions and abolishment of the following:
Revise the classification specification for Instructional Warehouse Assistant,
Abolish the classification of Library Services Assistant 10 – 20
2. **APPROVE** the creation and allocation of the following classification:
Create the classification of Instructional Assistant – Male Academy
Allocate the classification of Instructional Assistant – Male Academy to salary
range 20C1 21 – 26

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

December 10, 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
2. Public Employee Discipline/Dismissal/Release

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 29, 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 29, 2015, at 8:20 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
 Linda J. Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Leaming, 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; 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 to approve the minutes of the Regular Meeting of October 15, 2015 with the proposed revision, acknowledging the entire Equity, Access College/Career Readiness staff in their efforts on the Council of the Great City Schools annual conference.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, introduced Shristie Nair as the new Personnel Analyst in the Recruitment and Testing Unit. Mr. Kato informed the Commission of his second school-site visit on Tuesday, October 20, at

Bancroft Middle School with David Zaid, Employee Relations Director.

Susan Leaming, Personnel Analyst, notified the Commission of the positive response regarding the CalPERS session held on October 15, 2015, and included a note of appreciation from an employee who attended the CalPERS session.

Maria Braunstein, Personnel Analyst, reported on 19 current and 27 upcoming recruitments.

Dale Culton, Certification Services Manager, informed the Commission of the status of filling vacancies, including that four individuals have been hired off various re-employment lists. Mr. Culton extended kudos to Susan Brister and Judith Lopez, Human Resources Technicians, in their efforts to provide all classified employees with a Long Beach Unified School District email request form. Mr. Culton informed the Commission that email addresses will expire after 100 days of inactivity.

Mary Cates, Human Resources Supervisor, reported that she, Mr. Kato, and Ms. Lopez attended the High School Office Supervisor meeting on Wednesday, October 21, 2015 to present on the classified usage of the AESOP Substitute System and provided handouts to attendees.

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 the Consent Agenda items 1-16; Item 17 was pulled for further discussion.

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

established October 21, 2015

18. **APPROVE** the certification of Custodian 15-0193-0139 eligibility list established October 21, 2015
19. **APPROVE** the certification of Instructional Aide – Alternative Schools 16-0022-0221 eligibility list established October 27, 2015
20. **APPROVE** the certification of Instructional Aide – Special 16-0019-0448 eligibility list established October 27, 2015
21. **APPROVE** the certification of Instructional Aide – Special 16-0014-0448 eligibility list established September 22, 2015 **AMENDED**
22. **APPROVE** the certification of School Safety Officer 16-0025-5014 eligibility list established October 19, 2015
23. **APPROVE** the certification of Student Store Lead 16-0021-5182 eligibility list established October 15, 2015

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve consent agenda item 17.

24. **APPROVE** the extension of Groundskeeper 15-0033-0172 eligibility list established November 4, 2014

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 New Business item 1; items 2, 3, and 4 were held for discussion.

3. **APPROVE** the revisions to classification specifications:
Revise the classification specifications for Administrative Dietitian, Child Nutrition Specialist, Nutrition Services Assistant Director, Nutrition Services Director, and Nutrition Services Manager

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

4. **APPROVE** the revisions to classification specification:
Revise the classification specification for Multimedia Technology Supervisor

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 3.

5. **REVIEW** and **ADOPT** Personnel Commission Annual Report for 2014-2015

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to table New Business item 4. The Commission also directed Mr. Kato to look into the technical issues of the settlement between CSEA and Long Beach Unified School District regarding use of substitutes.

4. DISCUSSION of the status of and term "Taint" for substitute employees

OTHER ITEMS

Commissioner Linda Vaughan, thanked the Personnel Commission staff for their well-wishes during her absence.

Commissioner Terence Ulaszewski expressed how he is impressed with the Long Beach Unified School District Personnel Commission staff with their work over the last fiscal year.

Ms. Leaming reported on the updates to the District website, including that the Personnel Commission employment webpages hosted by an outside vendor, have been finalized and are now live.

Commissioner Stacey Lewis, reported on her attendance at the NAACP Awards Dinner where Chris Steinhauser, Superintendent of Schools, was accepting an award. Ms. Lewis mentioned she received accolades from Mr. Steinhauser for the Commission's selection of Mr. Kato as the Executive Officer, Personnel Commission and Classified Employment. Ms. Lewis also asked Mr. Kato to explore avenues in which the Commission meetings can be more accessible to the public.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for November 12, 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 9:50 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:09 a.m. No reportable actions were taken.

ADJOURNMENT

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer



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/Departments/Personnel Commission/

PRODUCTION SPECIALIST/EDITOR - 5155

Final Filling Date: 4:30 p.m., Monday, November 30, 2015.

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

JOB INFORMATION: 12 month, 100% FTE, 40 hours per week position. The current vacancy is located in Multimedia Services.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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 direction, participate in a variety of pre- and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical production equipment; perform creative editing of video productions on non-linear, digital editing systems; performs 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: Associate's degree in television production, video editing or a closely related field or completion of the LBUSD's Regional Occupational Program (ROP) courses in Television/Media Production.

EXPERIENCE: One year of experience or as an intern in television station production and video editing.

SPECIAL: (1) Valid California Class C driver's license. (2) 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 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 16-0045-5155 EE
Dual Examination

LBUSD Employees, please see reverse side for important information

S/K

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.

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 2,200 Head Start pupils in 25 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.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MINERIT SYSTEM EMPLOYER

Dual Exam 16-0043-3362 SL



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**SENIOR ADMINISTRATIVE
SECRETARY**

**\$25.46 - \$29.89
PER HOUR**



THE POSITION

Long Beach Unified School District is seeking a Senior Administrative Secretary. The current vacancy is a permanent 12 month, .50 FTE (20 hours per week) position located in the Personnel Commission Office.

Under the direction of the Executive Officer Personnel Commission and Classified Employment, the Senior Administrative Secretary will perform a variety of complex and technical assignments and is expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. An incumbent will plan, coordinate and organize office activities and coordinate flow of communications for the Executive Officer; prepare agendas for official meetings; record, transcribe, and produce minutes of official meetings; and coordinate and schedule hearings and appeals.

The salary is \$25.46 - \$29.89 per hour.

For full details regarding the position, go to our website, select Class Specifications; choose Clerical and Secretarial, then Senior Administrative Secretary.

THE IDEAL CANDIDATE

Successful candidates will have graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Additionally candidates will have four years of secretarial experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for this class.

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 employment application and supplemental application can be found on our website. All applications must be submitted online via <http://www.lbusd.k12.ca.us/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Online applications will only be accepted during the following period:

November 13, 2015 through November 19, 2015 until 4:30 p.m.

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: November 12, 2015

Reason for
Consideration: Approval

Instructional Aide - Special List Valid: 10/30/15 – 10/30/16 Total applications received: 105 No. Passed: 28 No. Failed: 4	Open/Continuous Total invited to exam: 58 No. Withdrew: 26	16-0030-0448 No. Screened Out: 47
Senior Office Assistant List Valid: 11/5/15 – 11/5/16 Total applications received: 29 No. Passed: 8 No. Failed: 11	Promotional Total invited to exam: 23 No. Withdrew: 4	16-0005-0677 No. Screened Out: 6
Senior Office Assistant - Bilingual Spanish List Valid: 11/5/15 – 11/5/16 Total applications received: 16 No. Passed: 4 No. Failed: 7	Promotional Total invited to exam: 14 No. Withdrew: 3	16-0006-5089 No. Screened Out: 2
Senior Office Assistant - Schools List Valid: 11/5/15 – 11/5/16 Total applications received: 28 No. Passed: 6 No. Failed: 11	Promotional Total invited to exam: 23 No. Withdrew: 6	16-0003-3363 No. Screened Out: 5
Senior Office Assistant – Schools - Bilingual Spanish List Valid: 11/5/15 – 11/5/16 Total applications received: 14 No. Passed: 4 No. Failed: 6	Promotional Total invited to exam: 14 No. Withdrew: 4	16-0004-5091 No. Screened Out: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: November 6, 2015



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

November 3, 2015

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

Background and Findings

The classification of Instructional Warehouse Assistant (salary range C1 16) was retitled in 2000 and last revised in 2004. Incumbents in the classification work within the Research, Planning and Evaluation or Textbook storage areas of the District Warehouse. The classification has been vacant since 2009.

The classification of Library Services Assistant (salary range C1 16) was created in 2000 (previously Intermediate Office Assistant) and last revised in 2004. Incumbents in the classification work within the Library Services storage area of the District Warehouse. The classification has been vacant since 2009.

After review, the level and scope of the duties assigned to both classes are similar and therefore the knowledge, abilities, and education and experience requirements are also similar. In addition, the two classifications are at the same salary range. Staff is recommending folding the library-specific duties of the Library Services Assistant into the Instructional Warehouse Assistant description and abolishing the Library Services Assistant classification. Consolidation of duties related to receiving and processing library books and media materials into the Instructional Warehouse Assistant description will allow future incumbents to work in the Research, Textbooks, or Library Services storage areas of the warehouse.

Staff worked with the Library/Information Literacy Curriculum Leader and the Assistant Superintendent, Curriculum, Instruction and Professional Development to revise the class description prior to initiating recruitment activities. The Assistant Superintendent is in support of abolishing the classification of Library Services Assistant.

No current incumbents will be impacted by these actions as both classes are vacant and there are no re-employment lists in place.

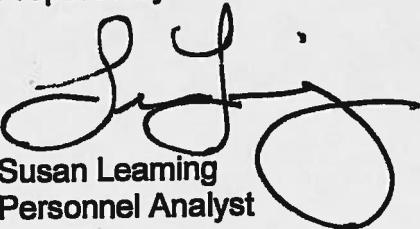
Attached is a copy of the revised specification showing proposed deletions annotated with ~~strike~~throughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Instructional Warehouse Assistant
2. Abolish the classification of Library Services Assistant

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3353
Salary Range: 16 (C1)

INSTRUCTIONAL WAREHOUSE ASSISTANT

JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of duties related to the receipt, processing, storage and distribution of textbooks, examinations and instructional and media materials to District sites; prepare textbooks, examinations and instructional and media materials for delivery; prepare and maintain records and lists related to assigned activities; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Perform a variety of duties related to the receipt, processing, storage and distribution of textbooks, examinations and instructional and media materials to District sites; ~~prepare and maintain records and lists related to assigned activities.~~ **E**
- Prepare textbooks, examinations and instructional and media materials for delivery according to established procedures; pull items and materials from stock; schedule delivery and pickup of materials to sites; drive a vehicle to transport materials to various District locations as needed. **E**
- Authorize and receive vendor shipments from District central warehouse personnel; inspect shipments received for damages and proper count; match packing slips, bills of lading against items received and the purchase order; identify and report shortages, damaged goods and other discrepancies; notify vendors or appropriate personnel of discrepancies and arrange for return of damaged items. **E**
- Sort and process incoming textbooks, examinations and instructional and media materials; shelve and store items received; plan storage area locations and utilize shelf space efficiently and effectively; update assigned databases. **E**
- Receive and process purchase orders and special requests from school sites; check inventory levels and report shortages to appropriate personnel; prepare and mark materials for delivery; generate shipping lists and labels; assemble and package orders for delivery. **E**
- Perform routine repairs to books; repair spine repairs and page tears, loose pages and tighten hinges; and attach security devices, pockets, spine labels and covers as needed; discard damaged books and materials and update computerized records. **E**
- Prepare, maintain and distribute records and lists related to assigned activities such as inventory, publisher review library book review lists and Machine-Readable Cataloging Records (MARC). **E**

- Perform a variety of clerical support duties; answer telephones; greet and assist visitors; type, file and duplicate materials; receive, open and distribute office mail; compose correspondence. *E* ~~provide information and data concerning purchase orders, stock on hand, back orders and shipment discrepancies, damage or storage.~~ *E*
- Communicate with District staff and outside organizations concerning purchase orders, stock on hand, back orders, shipment discrepancies and damage or storage of books and materials. *E*
- Operate a variety of office and warehouse equipment including a copier, typewriter, pallet jack, dolly, forklift, fax machine and a computer and assigned software. *E*
- Maintain assigned instructional warehouse storage area in a clean, safe and orderly condition. *E*
- Participate in the preparation of District bulk mailings. *E*
- Assist in periodic or special inventories as assigned. *E*
- Provide work direction to temporary staff as necessary. *E*

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

DISTINGUISHING CHARACTERISTICS

An Instructional Warehouse Assistant receives, verifies and prepares textbooks, examinations and related instructional and media materials for shipment to District sites. Incumbents work within the Research, Planning and Evaluation, Library Services or Textbook storage areas of the District Warehouse. Incumbents do not have responsibility for the full scope of journey-level warehouse work as performed by District central warehouse classifications. An incumbent works with District central warehouse personnel to accomplish the work and may operate a variety of warehouse equipment such as a pallet jack or forklift to move large quantities of boxed books and instructional materials.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.

Basic methods, practices and terminology used in warehouse operations.

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

Proper methods of storing equipment, materials and supplies.

Space utilization and inventory techniques.

Shipping and receiving procedures.

Record-keeping techniques.

Alpha and numeric filing systems.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Basic computer operation of a computer and assigned software.

Telephone techniques and etiquette.

Operation of office and warehouse equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Health and safety regulations.

Basic math.

Ability to:

Perform a variety of duties related to the receipt, processing, storage and distribution of ~~textbooks~~, examinations and instructional and media materials to District sites.

Receive, store, ship and deliver ~~textbooks~~, examinations and instructional and media materials to various locations.

Operate a variety of office and warehouse equipment ~~including~~ including a copier, typewriter, pallet jack, dolly and a computer and assigned software. ~~a computer.~~

Learn to operate a forklift as assigned by the position.

Utilize space efficiently and effectively.

Maintain records and lists related to inventory and work performed.

Observe health and safety regulations.

~~Assist in maintaining inventory.~~

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Education and Training:

Graduation from high school.

Experience:

One year of clerical work involving the receipt, issuance, documentation, and storage of supplies and equipment ~~and performing related warehousing work.~~ Experience working with books or testing materials is preferred.

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

SPECIAL REQUIREMENTS

~~Some P~~positions in this classification ~~may~~ require the use of a personal automobile and possession of a valid California driver's license.

Some positions in this classification may require forklift certification within six months of employment.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and warehouse environment.

Driving a vehicle to conduct work.

Exposure to dust and fumes.

Working around and with machinery having moving parts.

Climbing ladders and working at heights.

PHYSICAL DEMANDS

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

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

Walking, sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Lifting, carrying, pushing and pulling moderately heavy objects, book carts and boxes weighing approximately 40 pounds and with assistance up to approximately 50 pounds.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Climbing ladders to reach textbooks and instructional materials.

Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

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

HAZARDS:

~~Working around and with machinery having moving parts.~~

~~Climbing ladders and working at heights.~~

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 6/22/2000
Revised: 10/7/2004
Revised:



PERSONNEL COMMISSION

Class Code: 3355
Salary Range: 16 (C1)

LIBRARY SERVICES ASSISTANT

JOB SUMMARY

Under the general supervision of a Program Specialist, receive, process, inventory and circulate library books and various media materials to District sites; create and maintain a variety of records and lists related to assigned activities; 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.

- Receive, process, inventory and circulate library books and various media materials to District sites and private schools. *E*
- Create and maintain a variety of records and lists related to work performed such as inventory, MARC records, book review lists, catalogs, daily deliveries, vendor records and overdue materials; prepare and distribute book and periodical lists to school sites and personnel. *E*
- Maintain a current record for each school of charges incurred in the processing of books, media and inventory withdrawn; prepare related annual report to be forwarded to Accounting. *E*
- Receive shipments and purchase orders from the warehouse; inspect shipments received for damages and proper count; match packing slips against items received and the purchase order; identify and report shortages, damaged goods and other discrepancies; notify vendors of discrepancies and arrange for return of damaged items. *E*
- Process library books and various media materials; distribute purchase orders according to established procedures; pull requests from shelves; prepare and mark library books and media materials for deliveries; generate shipping lists and labels; assemble and package orders for delivery. *E*
- Communicate with other departments, District staff and outside organizations regarding office operations, activities, supplies, policies and procedures; receive telephone calls and take messages as necessary; greet and assist visitors. *E*
- Receive and inspect books and library materials for damage; perform routine repairs and attach security devices, pockets, spine labels and covers as necessary; discard damaged or outdated books and media materials and update computerized records. *E*
- Operate a computer and a variety of software to develop, maintain and process

information, compose routine correspondence and process purchase orders and site requests; operate a variety of office equipment including a copier, calculator and typewriter; operate assigned warehouse equipment. *E*

- Perform a variety of general clerical duties such as typing, filing and duplicating materials; prepare mailings as directed; receive, open and distribute mail. *E*
- Assist in the organization of and participate in author festivals; prepare and distribute invitations and participant lists; document receipt of confirmation letters; collect and record related fees; prepare packets of author information for distribution; maintain related records. *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 Library Services Assistant receives, verifies and prepares library books and related media materials for shipment to District sites. The specialized Library Services functions such as receiving, cataloging and processing are typically divided between incumbents in the classification. An incumbent operates a variety of warehouse equipment such as a pallet jack to move large quantities of boxed books. Incumbents perform a variety of computerized clerical duties and work under general supervision receiving only occasional instruction or assistance.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Record-keeping techniques.
Alpha and numeric filing systems.
Telephone techniques and etiquette.
Inventory methods and practices.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.

Ability to:

Receive, process, inventory and circulate library books and various media materials to District sites.
Meet schedules and time lines.
Perform clerical duties such as filing, typing and duplicating materials.
Learn basic library practices, procedures and terminology.

Learn proper methods of storing library services materials and equipment.
Learn to operate warehouse equipment such as a pallet jacks.
Maintain records and lists related to library books and media materials.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Graduation from high school.

Experience:

One year of general clerical experience involving public contact. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and warehouse environment.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy book carts and boxes weighing approximately 40 pounds, and with assistance up to approximately 50 pounds.
Seeing to read a variety of materials.
Reaching overhead, above the shoulders and horizontally to shelve materials.
Bending at the waist, kneeling or crouching to shelve 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 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: 2/22/2000
Revised: 6/28/2007



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

November 5, 2015

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: New Classification – Instructional Assistant – Male Academy

Background and Findings

The Executive Officer received a request from the Superintendent of Schools to create a new instructional support classification for the Male Academy program and recommend an appropriate salary range placement. Staff worked with Debra Ecung, Director-Human Resource Services to develop a new classification of Instructional Assistant – Male Academy and identify the essential duties of the class.

The mission of the Male Academy is to improve the graduation rate of underrepresented promising male students and to encourage lifelong learning by preparing them for college and career options. The program also seeks to address the physical, social, and emotional needs facing these students.

Incumbents in the classification of Instructional Assistant – Male Academy will assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school. Incumbents will serve as a role model to students and encourage personal development and pursuit of post-secondary options.

Salary Placement

For salary comparison purposes, large urban school districts identified by the Council of Great City Schools as having a Male Academy or similar program were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Therefore, staff instead looked at internal relationships between the proposed classification and other Instructional Assistant classes which are programmatic in function and assigned similar level duties placed at range 20 (C1). Placement at salary range 20 (C1) appears appropriate based on the internal relationships with other Instructional Assistant classifications at that salary range.

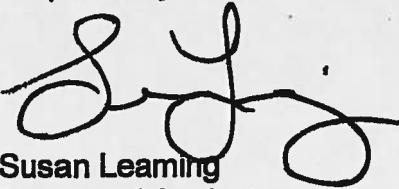
The Superintendent of Schools has reviewed and is in agreement with the proposed classification specification.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Instructional Assistant – Male Academy
2. Allocate the Instructional Assistant – Male Academy classification to salary range 20 (C1)

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

**Class Specification
Salary Range: 20 (C1)**

INSTRUCTIONAL ASSISTANT – MALE ACADEMY

JOB SUMMARY

Under general supervisor, assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school; serve as a role model to students and encourage personal development and pursuit of post-secondary options; 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 certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school. **E**
- Serve as a role model to students and encourage personal development and pursuit of post-secondary options; discuss career and college options; attend college and job fairs with students and assist in cultivating long-term career and educational aspirations. **E**
- Assist students with building self-esteem by providing proper examples, appropriate attitude and general guidance and support; assist students to improve self-awareness and respect while encouraging positive relationships with adults and peers. **E**
- Tutor and mentor students during classroom activities; assist students to complete assignments, homework and projects; lead and facilitate group discussions, class projects or related activities. **E**
- Support student learning through academics, culture and history by accompanying students on field trips and to various community events; provide guidance and assist students with community service projects and internships. **E**
- Assist certificated staff with the development and implementation of Male Academy lesson plans, activities and learning strategies with an emphasis on issues impacting underrepresented male students to prepare students for college and careers. **E**
- Participate in planning for Male Academy special events such as field trips, end of the year culmination events and guest speakers; participate in the selection of appropriate field trips and guest speakers. **E**

- Provide program support by setting up work areas, bulletin boards and other displays; perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, and maintaining various program records and files; score and record grades. *E*
- Observe and monitor behavior of students in the classroom, computer lab and during outdoor activities, field trips, job fairs and other events according to approved procedures. *E*
- Report student progress and behavior to certificated staff; participate in parent/teacher conferences as requested; promote parent involvement in their student's education and post-secondary opportunities. *E*
- Operate a variety of classroom and office equipment such as a computer and assigned software, overhead projector, copier and laminator; drive a personal vehicle to attend program events and meetings. *E*
- Attend and represent the Male Academy at a variety of training sessions, seminars, meetings and other events as directed; deliver presentations to students, school sites and outside agencies regarding program services and activities as requested. *E*
- Administer first aid or necessary physical assistance to ill or distressed students. *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 Instructional Assistant – Male Academy assists certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school. Incumbents in this class mentor Male Academy students in support of the program mission of improving the graduation rate of underrepresented promising male students and encouraging lifelong learning by preparing them for college and career options. Incumbents serve as a role model to students, encouraging personal development and pursuit of post-secondary options through academics, leadership and cultural awareness.

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. Incumbents actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. Positions in this classification are not federally funded and therefore are exempted from No Child Left Behind requirements.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of adolescent behavior and development.
General instructional methods and techniques.
Classroom procedures and appropriate student conduct.

General principles of adolescent behavior and development.
Diverse needs of individuals from varying socioeconomic and cultural backgrounds.
Relevant issues impacting underrepresented male youth in urban areas.
Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and filing techniques.
Operation of standard office and classroom equipment including a computer and assigned software.
Public speaking techniques.

Ability to:

Assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in a Male Academy program.
Serve as a role model to students and encourage personal development and pursuit of post-secondary options.
Demonstrate empathetic listening and interpersonal skills with students from varying cultural and socioeconomic backgrounds.
Learn Male Academy program objectives, goals and services.
Advise students regarding acceptable behaviors and assist in the discipline of students.
Understand adolescent behavior and be a positive role model to adolescents.
Demonstrate understanding and patience toward students.
Work collaboratively as an educational team member.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Perform general clerical duties related to program activities.
Organize instructional materials.
Operate standard office and classroom equipment including a computer and assigned software.
Maintain a clean, safe and orderly learning environment.
Maintain routine records and files.

Education and Training:

Equivalent of graduation from high school.

Experience:

One year of experience working with adolescents or young adults in a structured environment preferably involving working with at-risk youth in an urban environment.

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.

WORKING ENVIRONMENT

Classroom and office environment.
Driving a vehicle to conduct work.
Evening and weekend hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of assigned equipment.
Bending at the waist, kneeling or crouching to assist students.
Standing, stooping and walking.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to monitor students and read a variety of materials.
Lifting and carrying light objects and instructional equipment typically weighing up to 20 pounds.

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: