

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
March 11, 2021

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of February 25, 2021 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 High School Office Supervisor 5-6
2. **RATIFY** job announcement bulletin for Systems Analyst – Oracle 7-8
3. **RATIFY** job announcement bulletin for Translator – Interpreter - BL Spanish 9-10
4. **APPROVE** the certification of Administrative Secretary eligibility list 21-0057-3339 established 03/04/2021 11
5. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 21-0054-5235 established 03/01/2021 11
6. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 21-0056-5206 established 03/01/2021 11
7. **APPROVE** the certification of Instructional Aide Special eligibility list 21-0011-0448 established 03/09/2021 11
8. **APPROVE** the certification of Maintenance Laborer eligibility list 21-0063-5275 established 03/03/2021 11

9.	APPROVE the certification of Recreation Aide eligibility list 21-0086-5255 established 03/10/2021	11
10.	APPROVE the certification of Recreation Aide (REVISED) eligibility list 21-0083-5255 established 03/10/2021	11
III.	OLD BUSINESS None	
IV.	NEW BUSINESS	
1.	APPROVE the Creation of a New Classification: Maintenance Team Lead	12-16
2.	APPROVE the Revision of Classification Specifications – AB413	17
3.	APPROVE the Revision of a Classification – Child Nutrition Specialist	18-23
4.	APPROVE the Revision of a Classification – Environmental Health and Safety Manager	24-30
5.	APPROVE the recommendation to remove from eligibility list ID 16759608	31-46
V.	OTHER ITEMS None	
VI.	NEXT REGULAR MEETING March 25, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813	
VII.	CLOSED SESSION Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/. 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 Personnel 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)).	

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

February 25, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, February 25, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Gilbert Bonilla Jr, CSEA Chapter 2 President; Enrique Chavez Garcia, CSEA Chapter 2 Vice President–Unit A; Gary Marshall, Multimedia Technology Supervisor; Steven Rockenbach, Director Employee Relations and Ethics; Brittany Jones, CSEA Labor Relations Representative; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 11, 2021.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that in accordance with state COVID criteria, the District announced tentative dates for the phased reopening of in-person elementary instruction on March 29, 2021, with school site staff returning on March 22, 2021. In addition, middle and high school students are tentatively expected to resume in-person instruction on a hybrid schedule April 20, 2021, with school site staff returning on April 12, 2021.

Maria Braunstein, Personnel Analyst, reported that 45 recruitments are in varying stages of completion. Ms. Braunstein explained that performance examinations for the Maintenance trades recruitments had been placed on hold until proper safety protocols were developed. Following these safety protocols, Gregory Robinson, Personnel Analyst, and Andrea Armas, Human Resources Technician, were recently able to administer the Carpenter examination. Ms. Braunstein thanked staff for working collaboratively to keep everyone safe.

Jesus Rios Jr., Employment Services Supervisor, reported that Certification staff has been working with sites to fill vacancies in preparation of the re-opening of school sites. Mr. Rios Jr. informed the Commissioners that 578 applications have been received for summer school and thanked staff for their continued efforts assisting applicants.

Susan Leaming, Personnel Analyst, provided an update on the School Safety job family study and informed the Commission that focus group meetings are currently being held with the employees in the the School Safety job family.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Fleet Maintenance Manager
2. **RATIFY** job announcement bulletin for Interim Director, Long Beach College Promise
3. **RATIFY** job announcement bulletin for Painter
4. **APPROVE** the certification of Carpenter eligibility list 21-0038-0114 established 02/19/2021
5. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0053-0657 established 02/15/2021
6. **APPROVE** the certification of Head Start Instructional Aide - Bilingual Spanish eligibility list 21-0024-5235 established 02/18/2021
7. **APPROVE** the certification of Instructional Aide Educare eligibility list 21-0055-5205 established 02/15/2021
8. **APPROVE** the certification of Instructional Aide Educare - Bilingual Spanish eligibility list 21-0022-5206 established 02/18/2021
9. **APPROVE** the certification of Recreation Aide eligibility list 21-0083-5255 established 02/26/2021

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-9 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the extension of Intermediate Office Assistant 19-0121-0673 eligibility list established 09/04/2019
2. **APPROVE** the extension of Intermediate Office Assistant 19-0123-3354 eligibility list established 09/04/2019
3. **APPROVE** the extension of Office Assistant – Bilingual Spanish 20-01117-5158 eligibility list established 12/23/2019

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Items 1-3.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

4. **APPROVE** the creation of a classification: Interim Director, Long Beach College Promise

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

5. **APPROVE** the Permanent Ban of Disqualified Candidate 45586101

Appellant 45586101 was not in attendance. The Commission moved New Business Item 5 to closed session.

OTHER ITEMS None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 11, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:35 a.m. and the following reportable action was taken:

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to accept staff's recommendation to permanently ban Applicant ID 45586101 from future online examinations with the stipulation that this should not be a permanent bar to future employment consideration, and the Applicant may apply after February 2022 for positions with examinations administered in person.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:36 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

HIGH SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, March 22, 2021

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur. Positions are permanent 100% FTE (8 hours a day). Calendar to be determined.

JOB SUMMARY:

Under the direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) 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 the class.

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

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

SALARY RANGE HOURLY:

START: \$27.34
6 MONTHS: \$28.84
1 ½ YEARS: \$30.43
2 ½ YEARS: \$32.10

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0091-3349 JA

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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.

- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

SYSTEMS ANALYST – ORACLE

FINAL FILING DATE:

4:30 p.m., Friday, February 26, 2021

4:30 p.m., Friday, March 19, 2021

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, develop, modify, test and implement the District's Oracle based business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology, business administration, finance, accounting or a closely related field.

EXPERIENCE:

Three years of experience in applications systems, programming, testing, modification and maintenance of Oracle, Forms & Reports, and APEX based systems. Experience working with K-12 financial and human resource systems is preferred.

Two years of additional experience may be substituted for two years of higher education.

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

SPECIAL REQUIREMENTS:

- (1) Positions in this class require the use of personal automobile and possession of a valid California class C driver's license.
- (2) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$39.73
6 MONTHS: \$41.92
1 ½ YEARS: \$44.22
2 ½ YEARS: \$46.65
3 ½ YEARS: \$49.22

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0076-5279 JA

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, March 23, 2021

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license and use of a personal automobile. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such a skill at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one school location to another.

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

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SALARY RANGE HOURLY:

START: \$21.87
6 MONTHS: \$23.08
1 ½ YEARS: \$24.34
2 ½ YEARS: \$25.69
3 ½ YEARS: \$27.10

APPLICATION:

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0092-5079 AA

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: March 11, 2021

Reason for Consideration: Approval

ADMINISTRATIVE SECRETARY

DUAL

21-0057-3339

List Valid: 03/04/2021-03/04/2022

Total Applications Received: 195

No. Passed: 33

No. Failed: 46

Total Invited to Exam: 125

No. Withdrew: 46

No. Screened Out: 70

**HEAD START INSTRUCTIONAL AIDE –
BILINGUAL SPANISH**

DUAL

21-0054-5235

List Valid: 03/01/2021-03/01/2022

Total Applications Received: 11

No. Passed: 1

No. Failed: 4

Total Invited to Exam: 7

No. Withdrew: 2

No. Screened Out: 4

**INSTRUCTIONAL AIDE – EDUCARE
BILINGUAL SPANISH**

DUAL

21-0056-5206

List Valid: 03/01/2021-03/01/2022

Total Applications Received: 5

No. Passed: 0

No. Failed: 1

Total Invited to Exam: 1

No. Withdrew: 0

No. Screened Out: 4

INSTRUCTIONAL AIDE SPECIAL

OPEN CONTINUOUS

21-0011-0448

List Valid: 03/09/2021-03/09/2022

Total Applications Received: 118

No. Passed: 7

No. Failed: 1

Total Invited to Exam: 17

No. Withdrew: 9

No. Screened Out: 101

MAINTENANCE LABORER

OPEN

21-0063-5275

List Valid: 03/03/2021-03/03/2022

Total Applications Received: 51

No. Passed: 25

No. Failed: 5

Total Invited to Exam: 43

No. Withdrew: 13

No. Screened Out: 8

RECREATION AIDE

OPEN CONTINUOUS

21-0086-5255

List Valid: 03/10/2021-03/10/2022

Total Applications Received: 10

No. Passed: 7

No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0

No. Screened Out: 3

RECREATION AIDE (REVISED)

OPEN CONTINUOUS

21-0083-5255

List Valid: 02/26/2021-02/26/2022

Total Applications Received: 7

No. Passed: 6

No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0

No. Screened Out: 1

PERSONNEL COMMISSION



February 24, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification

Background and Findings

The Business Services Administrator requested staff create a new classification of Maintenance Team Lead to support the Maintenance department. Incumbents will serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties. An incumbent will plan, schedule, assign and lead the work of journey-level trade workers, equipment operators, drivers and skilled, semiskilled or unskilled workers in various other crafts.

Salary Placement

In accordance with the *Rules and Regulations of the Classified Service* §10.10.A, classes serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Therefore, the class of Maintenance Team Lead is recommended for placement at salary range 37 (C2), three ranges above the existing journey-level trades classes at salary range 34 (C2).

The Business Services Administrator and Maintenance Director are in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Maintenance Team Lead
2. Allocate the classification of Maintenance Team Lead to salary range 37 (C2)

Prepared by:

A handwritten signature in black ink, appearing to read "S. Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K. Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 37 (C2)

MAINTENANCE TEAM LEAD

JOB SUMMARY

Under general supervision, serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; assure smooth and timely delivery of scheduled services. **E**
- Train and provide work direction and guidance to assigned staff; assure safe and efficient work practices and the appropriate care and use of equipment; provide input in the hiring and performance evaluation process as requested. **E**
- Plan, schedule and assign the work of assigned staff; inspect and follow up on work in progress and completed projects to assure safety and security of job sites, adherence to timelines, quality of work, and conformance to District standards. **E**
- Perform skilled journey level work in the building trades; work independently on assigned maintenance projects; read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. **E**
- Visit sites to determine scope of work, materials and labor needs; prepare cost estimates of work to be performed; prepare related documents and reports. **E**
- Order materials, parts, tools and equipment; inspect materials delivered to assure conformity with authorized plans and specifications; arrange for secure storage of materials. **E**
- Communicate with District personnel, contractors and outside agencies to exchange information, schedule and coordinate activities, and resolve issues and concerns. **E**
- Participate in the planning of preventive maintenance programs and related maintenance programs and services. **E**
- Prepare a variety of reports and maintain records and files related to assigned activities including material expenditures and labor hours; update information in assigned maintenance management system. **E**
- Inspect equipment and vehicles; arrange for repairs; recommend replacement as appropriate. **E**

- Request proposals, schedule, inspect and review completion of contracted work in support of routine maintenance activities as directed. *E*
- Attend and participate in meetings, conferences and workshops to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. *E*
- Operate tools and equipment common to the trades; operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*
- Respond to emergency calls as necessary.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Maintenance Team Lead serves as a lead and participates in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties. An incumbent will plan, schedule, assign and lead the work of journey-level trade workers, equipment operators, drivers and skilled, semiskilled or unskilled workers in various other crafts.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, tools, equipment and materials used in performing a wide variety of construction, repair, and maintenance work.

Principles and practices of training and providing work direction.

Principles and practices of preventative maintenance.

Safe working procedures and practices.

Proper methods of storing equipment, materials and supplies.

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

Shop math applicable to the building trades.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of a computer and assigned computerized maintenance management system.

Ability to:

Perform skilled journey level work in the building trades.

Train and provide work direction and guidance to others.

Plan, schedule, and assign the work of assigned staff.

Determine scope of work, materials and labor needs.

Prepare cost estimates of work to be performed.

Order supplies, tools and equipment in accordance with established guidelines.

Operate a variety of tools and equipment common to the trades.

Read, interpret and work from plans and blueprints, sketches, drawings and specifications.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Recognize and correct safety hazards.

Maintain records and prepare reports.

Prioritize and schedule work.

Meet schedules and timelines.

Maintain work pace appropriate to given work load.

Operate a District vehicle observing legal and defensive driving practices.

Operate a computer and assigned computerized maintenance management system.

Communicate effectively orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Graduation from high school or equivalent and completion of an approved apprenticeship program in one of the building maintenance trades.

OR

Experience:

Four years of journey level trade experience in the construction, repair and maintenance of equipment, facilities and properties.

Experience in a lead or supervisory capacity is desirable.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Adverse seasonal weather conditions.
Working around and with machinery having moving parts.
Exposure to dust, fumes and odors.
Driving a District vehicle to conduct work.
Emergency call out.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate equipment.
Seeing to perform inspections and read a variety of materials.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling, crawling or crouching.
Sitting or standing for extended periods of time.
Climbing ladders or scaffolding to inspect work.
Lifting, carrying, pushing or pulling 100 pounds with frequent lifting or carrying of objects weighing up to 60 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 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



March 4, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specifications

Background and Findings

On October 12, 2019 Assembly Bill 413 was signed into law. Effective January 1, 2020, the bill required the replacement of the term "at-risk" with the term "at-promise" to describe youth for purposes of various provisions of the Education and Penal Codes.

Staff identified the following classifications which utilize the term "at-risk" and is recommending replacing the term with "at-promise" where it is found in the classification specifications:

1. Instructional Aide – Alternative Schools
2. Instructional Assistant – After School Program
3. Instructional Assistant – Male Academy
4. Instructional Assistant – On Campus Suspension
5. Head Start Nutrition Assistant
6. Behavior Intervention and Coaching Specialist
7. Migrant Education Recruiter – BL Spanish
8. Transitional Services Specialist – BL Spanish

In addition, the term "at-risk" is found several School Safety classifications and those will be updated as part of the ongoing School Safety and Emergency Preparedness Job Family Study.

Due to duplicating requirements, copies of the revised classification specifications are available upon request.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the eight revised classification specifications listed above in this report

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K. Kato".

Kenneth Kato
Executive Officer

PERSONNEL COMMISSION



March 2, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

The Nutrition Services Director recently reviewed the Child Nutrition Specialist class specification while initiating recruitment activities and requested the specification be modified to reflect that the ability to communicate effectively, both orally and in writing, in Spanish is desirable.

The Nutrition Services Director has reviewed and approved the proposed revisions.

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

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Child Nutrition Specialist

Prepared by:

A handwritten signature in black ink, appearing to be "Susan Learning".

Susan Learning
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "K 3K".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3322
Salary Range: 35 (M2)

CHILD NUTRITION SPECIALIST

JOB SUMMARY

Under general supervision, plan, coordinate and implement District-wide nutrition education promotional programs and activities; develop and provide nutrition education training opportunities for District staff and parents; participate in developing District menus and recipes; serve as a technical resource to District staff, parents and others regarding nutrition and health; perform related duties as assigned.

EXAMPLES OF DUTIES

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

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

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

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

DISTINGUISHING CHARACTERISTICS

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

implement District-wide nutrition education promotional programs and participate in District menu planning and testing. Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

EMPLOYMENT STANDARDS**Knowledge of:**

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

Ability to:

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

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

Education and Training:

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

Experience:

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

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

SPECIAL REQUIREMENTS

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

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

Positions assigned to the Nutrition Services Branch must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

The ability to communicate effectively, both orally and in writing, in Spanish is desirable.

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.

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

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004

Revised: 10/29/2015

Revised: 2/4/2016

Revised:

PERSONNEL COMMISSION



March 3, 2021

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

Background and Findings

The Business Services Administrator recently reviewed the Environmental Health and Safety Manager classification specification while initiating recruitment activities and worked with staff to make several revisions. The class was reestablished in July 2006 and the specification was last modified in April 2020 when a standardized statement regarding protective gear was added.

Specifically, the Experience section was modified to offer an internal career path by providing an equivalency for promotional candidates, and also lowered the supervisory requirement from three years to one year. In addition, the Special Requirements were modified to remove a statement regarding applicants being non-smokers. Staff contacted a representative from the Alliance of Schools for Cooperative Insurance Programs (ASCIP) who confirmed that this is an unusual restriction. Statements regarding radiation safety and serving as the District's Radiation Safety Officer were deleted as this is no longer expected of incumbents. Lastly, several certification titles were updated and listed as desirable instead of required of applicants at the time of application to potentially increase the applicant pool.

The Business Services Administrator has reviewed and approved the modifications.

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

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Environmental Health and Safety Manager

Prepared by:

A handwritten signature in black ink, appearing to be "S. Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in blue ink, appearing to be "K. Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0610
Salary Range: 42 M2

ENVIRONMENTAL HEALTH AND SAFETY MANAGER

JOB SUMMARY

Under general direction, plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous materials handling and student and employee safety; serve as the District's Chemical Hygiene Officer, ~~Radiation Safety Officer~~, Respiratory Protection Administrator and oversee other CAL/OSHA standards as required by the District's Injury, Illness, Prevention Program (IIPP); train, supervise, and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, coordinate, implement and manage the District's Environmental Health and Safety (EHS) programs, including hazardous materials handling, the District's Chemical Hygiene Program and the health and safety of the District's students and employees; assure compliance with applicable laws, codes, rules and regulations. **E**
- Identify conditions which could produce accidents and financial losses and evaluate potential extent of injuries resulting from accidents; develop accident prevention programs and control systems for incorporation into operating policies of the District and the District's Injury, Illness, Prevention Program (IIPP). **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct or direct research studies to identify hazards and evaluate loss producing potential of systems, operations or processes. **E**
- Compile, analyze and interpret numerical data relating to occupational exposure or risk factors concerning occupational health and safety; prepare reports to assist in mitigating occupational exposure or safety risks. **E**
- Coordinate safety activities of unit managers to assure implementation of District-wide safety activities; plan, implement and evaluate safety education programs and related training sessions for District staff. **E**
- Serve as a liaison with outside organizations such as fire departments, mutual aid societies and rescue teams to exchange information and provide mutual assistance. **E**
- Serve as the District's Chemical Hygiene Officer (DHCO); establish and maintain the District's Chemical Hygiene Program (DCHP); assure the proper inventorying,

labeling, handling, storage and disposal of laboratory chemicals; write specifications for removal and disposal of hazardous laboratory chemicals. *E*

- Assure incoming hazardous materials are accompanied by a Material Safety Data Sheet (MSDS); oversee hazardous waste shipments to Storage, Treatment and Disposal Facilities (TSDF); sign universal hazardous waste manifests. *E*
- Prepare contract bid specifications; coordinate, schedule and inspect contracted work; confer with contractors to assure satisfactory and timely completion of contracted services. *E*
- Survey sites, buildings, building systems and equipment for EHS concerns and the presence of hazardous materials including asbestos, lead based paint and mold; record findings and submit related reports; recommend mitigation techniques. *E*
- Arrange for air sampling tests before, during and after activities such as asbestos abatement, lead based paint stabilization or mold remediation. *E*
- Investigate complaints of unhealthful or unsafe work conditions; take samples as needed; determine the scope of work necessary to assure the health and safety of students and staff; coordinate appropriate remedial action. *E*
- Oversee the Maintenance Department's IIPP and serve as the Maintenance Respiratory Protection Administrator; ~~coordinate the District's Radiation Safety Program for use with X-Ray Fluorescence Monitors; serve as the District Radiation Safety Officer.~~ *E*
- Work cooperatively with local, State, and federal agencies involved with health and safety conditions at District sites; take appropriate samples for analysis in accordance with EPA and OSHA requirements. *E*
- Estimate and order materials, equipment and supplies needed for hazardous material control and health and safety work; submit disposal tax forms and fees. *E*
- Provide technical expertise and information to District administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual issues and recommend appropriate corrective action. *E*
- Maintain and direct the maintenance of a variety of records and files related to assigned activities including asbestos abatement, hazardous waste disposal, lead-based paint stabilization and MSDS's; inspect site asbestos files to assure compliance with the Asbestos Hazard Emergency Response Act (AHERA). *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Utilize industrial hygiene equipment for EHS testing purposes; wear and maintain Personal Protective Equipment (PPE) as necessary. *E*
- Attend and participate in a variety of meetings, conferences, and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions; coordinate and serve on assigned committees; prepare and deliver presentations as requested. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification will plan, coordinate, implement and manage the District's Environmental Health and Safety programs, including hazardous material handling and student and employee safety. In addition, an incumbent will serve as the District's Chemical Hygiene Officer and will establish and maintain the District's Chemical Hygiene Program for safe control, handling, storage and disposal of hazardous laboratory chemicals and supplies. An incumbent conducts District safety training and applies a working knowledge of Industrial Hygiene principles related to occupational safety and health.

EMPLOYMENT STANDARDS**Knowledge of:**

Proper methods, materials, tools and equipment used in asbestos abatement.
Methods and procedures related to exposure, handling, storage and disposal of hazardous substances.
Technical aspects of field of specialty.
Indoor air quality and environmental quality standards and best management practices.
Methods of environmental sampling and interpretation of results.
Laws, codes, rules and regulations related to assigned activities.
Principles of modern health, safety, industrial hygiene and environmental health.
Mathematical computations.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

Ability to:

Plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous material handling, storage and disposal and student and employee safety.
Assure compliance with applicable laws, codes, rules and regulations.
Read, interpret and work from diagrams, blue prints, plans, sketches and specifications.
Prepare draft drawings or sketches of work to be completed.
Conduct safety investigations and make preventative or corrective recommendations.
Utilize and maintain tools, equipment and materials related to asbestos and hazardous material safety.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Establish and maintain effective working relationship with others.
Train, supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.

Maintain records and prepare a variety of reports.
Analyze statistical data and perform mathematical calculations.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in environmental science, chemistry, biology or a closely related field.

Experience:

Three years of ~~supervisory~~ environmental health and safety experience in a large institutional or industrial setting including one year in a supervisory capacity and experience working with chemical hygiene programs.

OR

Three years as an Environmental Health and Safety Technician with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

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

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

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

The following certifications are desirable:

Asbestos Hazard Emergency Response Act (AHERA) Building Inspector and Management Planner

California Department of Health (CDPH) Lead Inspector/Assessor

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER)

~~Successful completion of AHERA building inspector/management planner, OSHA hazardous waste operations, Department of Health Services lead certification for inspector/assessor and first responder courses at time of application.~~

~~Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by the requirement to safely wear protective clothing and the demonstrated hazards caused by smokers who work with asbestos).~~

Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense.

This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, chemicals, gases.

Emergency call out.

PHYSICAL DEMANDS

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

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and conduct site visits.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, stooping or crouching.

Reaching overhead, above the shoulders and horizontally to reach files and supplies.

Lifting and carrying items weight up to 50 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 one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/27/2006
Revised: 4/23/2020
Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 16759608 PAGES: 31-46

Date: March 11, 2021 Reason for Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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