

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713
REGULAR MEETING AGENDA

Regular Meeting
October 7, 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 September 23, 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 Contract Manager 5-6
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I (Catalina Island) 7-8
3. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island) 9-10
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish 11-12
5. **RATIFY** job announcement bulletin for Kids' Club Assistant 13-14
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant 15-16
7. **RATIFY** job announcement bulletin for Senior Reprographics Technician 17-18
8. **RATIFY** job announcement bulletin for Sign Language Interpreter 19-20
9. **APPROVE** the certification of Assistant Director – Fiscal Services eligibility list 21-0145-5136 established 10/07/2021 21
10. **APPROVE** the certification of Associate Personnel Analyst eligibility list 22-0023-3270 established 09/29/2021 21

11.	APPROVE the certification of Creative Writer/Producer/Director eligibility list 22-0020-5151 established 10/06/2021	21
12.	APPROVE the certification of Instructional Aide – Deaf/Hard of Hearing eligibility list 21-0142-3271 established 10/07/2021	21
13.	APPROVE the certification of Intermediate Nutrition Services Worker eligibility list 22-0028-5058 established 10/01/2021	21
14.	APPROVE the certification of Nutrition Services Worker eligibility list 22-0045-5068 established 10/04/2021	21
15.	APPROVE the certification of Personnel Analyst eligibility list 22-0024-0236 established 09/29/2021	21
16.	APPROVE the certification of Multimedia Technology Supervisor eligibility list 22-0021-5154 established 10/06/2021	22
17.	APPROVE the certification of Recreation Aide eligibility list 22-0059-5255 established 10/05/2021	22
18.	APPROVE the certification of Recreation Aide eligibility list 22-0064-5255 established 10/05/2021	22
19.	APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 22-0060-5257 established 10/07/2021	22
20.	APPROVE the certification of Senior Nutrition Services Worker eligibility list 22-0029-5071 established 10/01/2021	22
III.	OLD BUSINESS None	
IV.	NEW BUSINESS	
1.	APPROVE the Abolishment of a Classification – Office Machine Technician	23-26
2.	APPROVE the Creation of a New Classification – Translator – Interpreter – BL Khmer	27-31
3.	APPROVE the Revision of a Classification – Program and Policy Development Advisor	32-36
V.	OTHER ITEMS None	
VI.	NEXT REGULAR MEETING October 21, 2021 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	

VII. CLOSED SESSION

1. 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 LBUSD 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

September 23, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, September 23, 2021 at 8:17 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, Terence Ulaszewski.

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; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; 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; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 9, 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, reported he and Commissioner Sheryl Bender attended the September 14, 2021 Board of Education meeting and the Board voted unanimously to support the reappointment of Commissioner Bender for another three

year term. Mr. Kato congratulated Commissioner Bender and thanked her for speaking to the Board in support of the Commission and the staff.

Mr. Kato noted that the October 7, 2021 Personnel Commission meeting will be held in-person at the Personnel Commission offices. Mr. Kato thanked Gary Marshall, Ruben Sosnowski and the Office of Multimedia Services for their support and assistance over the last 17 months broadcasting the Personnel Commission meetings.

Maria Braunstein, Personnel Analyst, reported there are 52 recruitments in progress and 21 pending. Ms. Braunstein explained that Avalon has several vacant positions and that she is coordinating a trip to Avalon to fill the positions as soon as possible. Ms. Braunstein thanked the Personnel Commission team for their support and dedication.

Jesus Rios Jr., Employment Services Supervisor, stated that staff continues to provide eligibility lists to sites in addition to fingerprinting new candidates and processing new hires. Mr. Rios recognized staff for their continuous efforts to fill vacancies and staff sites.

Dale Culton, Certification Services Manager, shared that higher than usual numbers of classified employee resignations and approved leaves of absence have contributed to a higher number of requests for classified substitute employees which depletes the substitute pool. Mr. Culton explained there was a 308% increase of classified leave of absences last year and 80 classified resignations have recently been accepted by the Board of Education.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker - Driver
3. **RATIFY** job announcement bulletin for Educare Family Support Specialist – Bilingual Spanish
4. **RATIFY** job announcement bulletin for Health Assistant
5. **RATIFY** job announcement bulletin for Instructional Aide – Instrumental Music
6. **RATIFY** job announcement bulletin for Plant Utilities Operator
7. **RATIFY** job announcement bulletin for School Data Technician
8. **RATIFY** job announcement bulletin for Staff Secretary
9. **RATIFY** job announcement bulletin for Strategic Data Project Analyst
10. **APPROVE** the certification of Catalina Island Custodian eligibility list 21-0151-0139 established 09/22/2021
11. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0026-0448 established 09/22/2021

12. **APPROVE** the certification of Maintenance Team Lead* REVISED eligibility list 22-0003-5283 established 09/03/2021
13. **APPROVE** the certification of Nutrition Service Worker eligibility list 22-0037-5068 established 09/24/2021
14. **APPROVE** the certification of Plant Supervisor - Avalon eligibility list 21-0118-5081 established 09/20/2021
15. **APPROVE** the certification of Recreation Aide eligibility list 22-0048-5255 established 09/21/2021
16. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0038-5257 established 09/22/2021
17. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 22-0035-5261 established 09/17/2021

Following discussion a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-9, and approve items 10-17 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 recommendation to remove from eligibility list ID 20994309

New Business Item 1 was moved into closed session.

OTHER ITEMS Commissioner Ulaszewski inquired about health and safety protocols for upcoming in-person Commission meetings. Mr. Kato explained that protocols for visitors are in place and posted at every entrance. Mr. Kato also mentioned that the Commission meeting room is set up for proper social distancing and is equipped with an air purifying system and ceiling fans.

The Commissioners also extended their gratitude to Gary Marshall, Ruben Sosnowski and the Office of Multimedia Services for their support and assistance broadcasting the Personnel Commission meetings.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 7, 2021 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:32 a.m.

OPEN SESSION

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

1. **APPROVE** the recommendation to remove from eligibility list ID 20994309

An amended motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to allow Applicant ID 20994309 to remain on the current eligibility list of Nutrition Services Worker. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

ADJOURNMENT

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

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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 and international leader in preparing young men and women for success.

Open / Promotional Exam 22-0067-02:16 AF

Maria Braunstein

PERSONNEL COMMISSION



An Exciting Open / Promotional With Promotional Taking Precedence

Career Opportunity Awaits You

CONTRACT MANAGER

\$90,417 - \$106,613 Annually



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Contract Manager. Under general direction, a Contract Manager will plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation. Additionally, will provide technical information and assistance to contractors and District administration. Will perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Purchasing, Stores and Reprographics, then Contract Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in contract management, public administration, business administration or a related field including course work in business or contract law.

Additionally, candidates are required to have three years of experience involving the review and processing of contracts, leases, real estate or purchasing documents including one year in a supervisory capacity. Experience within an educational or governmental agency is preferred.

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

SPECIAL REQUIREMENTS:

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

SALARY AND BENEFITS:

The annual salary for Contract Manager is \$90,417 to \$106,163 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This is an open/promotional recruitment with promotional taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; **AND** former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements are eligible to apply, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks.

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m. Friday, October 8, 2021.

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

Long Beach Unified School District
Personnel Commission Office
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(562) 435-5708

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



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

GROUND'S EQUIPMENT OPERATOR I (CATALINA ISLAND)

FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

JOB INFORMATION:

Please note: this position is for Catalina Island only. The current vacancy is a 100% (8 hours per day), 12-month position and is located at Avalon School. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

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

JOB SUMMARY:

Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including ride-alone mowers, edgers and dump trucks or one year as a Groundskeeper in the Long Beach Unified School District.

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Grounds Equipment Operator I.

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

SPECIAL REQUIREMENTS:

(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.

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.

Andrea Wang

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:

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.

THE EXAMINATION FOR THIS POSITION WILL BE HELD AT THE AVALON SCHOOL ON CATALINA ISLAND.

PERSONNEL COMMISSION

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4400 Ladoga Avenue, Lakewood, CA 90713
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 Continuous 22-0073-0175 AA

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.*

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

INSTRUCTIONAL AIDE-SPECIAL (CATALINA ISLAND)

FINAL FILING DATE:

Open Continuous

Catalina Island employees will receive an additional \$3.46 per hour.

JOB INFORMATION:

Please note: this position is for Catalina Island only at Avalon School.

Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

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

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two (2) years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission, which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

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: \$17.61
 6 MONTHS: \$18.57
 1 ½ YEARS: \$19.60
 2 ½ YEARS: \$20.67
 3 ½ YEARS: \$21.81

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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Andrea Adams

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Monday, October 18, 2021

JOB INFORMATION:

Eligibility list is being created to fill future 10 or 12 month vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant 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) Positions in the Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) May be required to travel from one location to another.
- (4) 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.

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:	\$19.09
6 MONTHS:	\$20.15
1 ½ YEARS:	\$21.26
2 ½ YEARS:	\$22.42
3 ½ YEARS:	\$23.65

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

Long Beach Unified School District
 4400 Ladoga Avenue, Lakewood, CA 90713
 Office: (562) 435-5708
 24 hour job hotline:(562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0074-5050

LBUSD employees, please see reverse side for important information.

Andrea Army
11

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

KIDS' CLUB ASSISTANT

FINAL FILING DATE:
Open Continuous

JOB INFORMATION:
Permanent 10 month positions. Positions are 45% FTE.
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:
Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:
Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:
Six months of experience working with children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:
(1) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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.

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SALARY RANGE HOURLY:

START:	\$15.37
6 MONTHS:	\$16.21
1 ½ YEARS:	\$17.11
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

APPLICATION:

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SELECTION PROCEDURE:

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Open Continuous 0694 AF

LBUSD employees, please see reverse side for important information.



Darby 13

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, October 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 supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Three years of full-time financial or statistical record keeping work one of which is preferably in a public agency.

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

SPECIAL REQUIREMENTS:

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.

Andrea Amis

SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.36
1 ½ YEARS:	\$25.70
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

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.

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Dual Exam 22-0075-0760

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SENIOR REPROGRAPHICS TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, October 19, 2021

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

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 supervision, perform a variety of technical duties to create print-ready digital content for Duplicating Services print jobs; serve as a lead in the shop and train and provide work direction and guidance to staff; operate high-speed copiers, desktop publishing software, and related reprographic equipment to produce a wide variety of printed materials; maintain records related to work performed; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in graphic design, desktop publishing or a closely related field is desirable.

EXPERIENCE:

Two years of experience in the operation of high-speed digital copiers and related reprographic equipment including creation of print-ready digital content utilizing desktop publishing software. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a 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.

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SALARY RANGE HOURLY:

START: \$23.09
6 MONTHS: \$24.36
1 ½ YEARS: \$25.70
2 ½ YEARS: \$27.12
3 ½ YEARS: \$28.61

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 22-0077-5287

LBUSD employees, please see reverse side for important information.



Andrea [Signature] 17

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication between students, staff, parents, teachers and others; independently interpret complex subject matter, educational concepts and special events in a variety of settings; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Valid Certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)
2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

WORKING ENVIRONMENT:

1. Classroom, indoor and outdoor environments.
2. Occasional evening, weekend or varied hours.

SPECIAL REQUIREMENTS:

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

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

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SALARY RANGE HOURLY:

START: \$29.48
 6 MONTHS: \$31.10
 1 ½ YEARS: \$32.81
 2 ½ YEARS: \$34.62
 3 ½ YEARS: \$36.52

APPLICATION:

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Dual Continuous 22-0072-5214 AA

LBUSD employees, please see reverse side for



*Andrea Smith*¹⁹

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 21-22

Date: October 7, 2021

Reason for Consideration: Approval

ASSISTANT DIRECTOR – FISCAL SERVICES

DUAL

21-0145-5136

List Valid: 10/07/2021-10/07/2022

Total Applications Received: 10

No. Passed: 2 No. Failed: 4

Total Invited to Exam: 8

No. Withdrew: 2 No. Screened Out: 2

ASSOCIATE PERSONNEL ANALYST

DUAL

22-0023-3270

List Valid: 09/29/2021-09/29/2022

Total Applications Received: 43

No. Passed: 7 No. Failed: 5

Total Invited to Exam: 17

No. Withdrew: 5 No. Screened Out: 26

CREATIVE WRITER/PRODUCER/DIRECTOR

PROMOTIONAL

22-0020-5151

List Valid: 10/06/2021-10/06/2022

Total Applications Received: 4

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 2

INSTRUCTIONAL AIDE – DEAF/HARD OF HEARING

DUAL

21-0142-3271

List Valid: 10/07/2021-10/07/2022

Total Applications Received: 21

No. Passed: 6 No. Failed: 2

Total Invited to Exam: 10

No. Withdrew: 2 No. Screened Out: 11

INTERMEDIATE NUTRITION SERVICES WORKER

DUAL

22-0028-5058

List Valid: 10/01/2021-10/01/2022

Total Applications Received: 46

No. Passed: 26 No. Failed: 2

Total Invited to Exam: 36

No. Withdrew: 8 No. Screened Out: 10

NUTRITION SERVICES WORKER

DUAL

22-0045-5068

List Valid: 10/04/2021-04/04/2022

Total Applications Received: 15

No. Passed: 5 No. Failed: 1

Total Invited to Exam: 12

No. Withdrew: 6 No. Screened Out: 3

PERSONNEL ANALYST

DUAL

22-0024-0236

List Valid: 09/29/2021-09/29/2022

Total Applications Received: 16

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 11

MULTIMEDIA TECHNOLOGY SUPERVISOR

PROMOTIONAL

22-0021-5154

List Valid: 10/06/2021-10/06/2022

Total Applications Received: 3

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 2

RECREATION AIDE

OPEN CONTINUOUS

22-0059-5255

List Valid: 10/05/2021-10/05/2022

Total Applications Received: 18

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE

OPEN CONTINUOUS

22-0064-5255

List Valid: 10/05/2021-10/05/2022

Total Applications Received: 17

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 3

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS

22-0060-5257

List Valid: 10/07/2021-10/07/2022

Total Applications Received: 10

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0 No. Screened Out: 2

SENIOR NUTRITION SERVICES WORKER

DUAL

22-0029-5071

List Valid: 10/01/2021-10/01/2022

Total Applications Received: 29

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 1 No. Screened Out: 24

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 7, 2021

PERSONNEL COMMISSION



September 29, 2021

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

Background and Findings

The classification of Office Machine Technician (salary range 29 C2) was created in 1943 as Office Appliance Repairman and was subsequently retitled several times. An incumbent maintained, adjusted and repaired a variety of complex office machines including copiers, typewriters, mimeographs, calculators and printers. The last incumbent retired in July 2021 and the Executive Director, Information and Technology Services does not anticipate utilizing the class in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Executive Director, Information and Technology Services supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Office Machine Technician

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 "Kenneth Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0225
Salary Range: 29 (C2)

OFFICE MACHINE TECHNICIAN

JOB SUMMARY

Under general supervision, to maintain, adjust and repair a variety of complex office machines; and to perform related duties as required.

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 routinely performed in this classification.

- Inspect and determine malfunctions of manual, electric, electro/mechanical and electronic office machines and equipment such as copiers, typewriters, mimeographs, calculators and printers; use hand and power tools to make repairs, adjustments or replace parts. *E*
- Disassemble machines and examine components such as gears, guides, rollers and pinions for wear and defects. *E*
- Use measuring instruments such as a volt meter and oscilloscope to test electrical or electronic components of machines. *E*
- Clean, oil and adjust parts. *E*
- Test moving parts and listen to sounds of machines after repairs are made. *E*
- Instruct users at sites on the proper operation and minor maintenance of office machines. *E*
- Requisition parts and materials as needed. *E*
- Keep records of time and materials used. *E*
- Operate a District vehicle. *E*
- May assist with electronic or telecommunications work at District sites such as pulling cable or replacing a telephone jack as assigned. *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 Office Machine Technician performs skilled work in identifying a malfunction or failure and making the repair or adjustment to manual, electric, electro/mechanical and electronic office machines and equipment. An incumbent performs the work at District sites and in the shop depending on the malfunction.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, materials, equipment, tools and test instruments used in the maintenance, adjustment, and repair office machines and reprographic equipment.
Shop math applicable to office machine equipment repair.
Appropriate safety precautions and procedures.

Ability to:

Inspect all types of machines and determine the nature of adjustments and repairs required.
Use tools, equipment, and skill in making repairs.
Keep simple records, and prepare brief shop related reports.
Work independently and with others.
Work from plans and specifications.
Read and interpret technical instructions from manuals related to office machines.
Understand and carry out oral and written instructions.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective relationships with those contacted in the course of work.

Training:

Requires High School graduation or equivalent.
Completion of appropriate corporate sponsored or similar training programs relating to the repair and maintenance of suggested equipment.

Experience:

Two years of journey-level work repairing and servicing a variety of electro/mechanical and electronic office machines.

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

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.
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.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Indoors in offices; maintenance shops; occasional dust and dirt.

PHYSICAL DEMANDS

Crawling under desks; hear and see well enough to locate cause of trouble in the operation of office machines; lifting and carrying 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 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 9/91 Revised: 3/2/00

PERSONNEL COMMISSION



September 23, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

Background and Findings

The Office of Equity, Engagement and Partnerships requested staff create a new classification of Translator-Interpreter - BL Khmer in order to provide quality services and communicate effectively with bilingual students and families. The recommended salary range is the same level as the existing Translator-Interpreter – BL Spanish (salary range 20 C1).

Staff worked with Carmen Hernandez, Administrative Assistant in the Office of Equity, Engagement and Partnerships to create the new classification and update the class specification.

The Director - Equity, Engagement and Partnerships is in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the classification of Translator-Interpreter – BL Khmer
2. Allocate the classification of Translator-Interpreter – BL Khmer to salary range 20 (C1)

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in blue ink, appearing to read "K3K".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Specification Code: 5079
Salary Range: 20 (C1)

CLASS CODE TITLE

5079 TRANSLATOR-INTERPRETER – BL SPANISH
XXXX TRANSLATOR-INTERPRETER – BL KHMER

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.

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.

- Provide District-wide oral and written translation and interpretation of correspondence, forms, articles, legal materials, technical manuals and other instructional and education materials from English to a designated second language from clear copy or rough draft; recreate and format documents utilizing a variety of word processing tools such as text boxes, headings and graphs. **E**
- Serve as an interpreter for a variety of meetings, workshops, conferences and special events for District personnel, parents and students and provide simultaneous interpretation services; maintain confidentiality of sensitive and privileged information; interpret previously taped conversations of meetings as requested. **E**
- Produce idiomatic translations considering the type of material and reader viewpoints; determine most accurate shades of meaning and make corrections as needed; proofread and edit translations for accuracy, context, readability and style; review, proofread and edit the translations of others as requested. **E**
- Answer and receive telephone calls; greet and assist visitors; respond to inquiries regarding District translation and interpretation services and provide general information and assistance to callers and visitors. **E**
- Perform a variety of clerical duties in support of office activities such as compiling and duplicating materials, inputting data, monitoring inventory levels of office supplies, filing materials and typing correspondence, forms and other materials. **E**
- Operate a variety of office equipment including a copier, ~~typewriter~~, computer and assigned software; operate headphones and microphones during oral translations; operate transcription equipment as directed; drive a vehicle to conduct work. **E**
- Communicate with District personnel and outside agencies to clarify terms to be translated, exchange information, coordinate activities and resolve concerns. **E**

- Provide assistance to school sites or departments by reviewing translations performed by site or departmental personnel; provide voice-over narrations in the designated second language for District audio or video recordings. *E*
- Establish and maintain records, logs and files related to assigned activities; prepare reports. *E*
- Conduct in-service training for District staff providing oral interpretation or written translation services. *E*
- Attend and participate in a variety of meetings, conferences, workshops and in-service trainings. *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

A Translator-Interpreter prepares District-wide written translations of technical, educational and general material for use by District departmental and school site personnel, parents and the public in a designated second language. Incumbents also provide simultaneous interpretations at a wide variety of District and school site meetings, conferences and workshops. Incumbents in this classification perform translation and interpretation work on a District-wide scope as opposed for a particular site or department, complete major and complex District-wide translation and interpretation projects ~~and work under the direction of the PALMS (Program Assistance for Language Minority Students) office.~~

EMPLOYMENT STANDARDS

Knowledge of:

Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and a designated second language.
 Correct oral and written usage of English and a designated second language.
 Simultaneous and consecutive interpretation techniques.
 Operation of translation equipment such as headphones and microphones.
 Operation of standard office equipment including a computer and assigned software.
 Interpersonal skills using tact, patience and courtesy.
 Modern office practices, equipment and procedures.

Ability to:

Read, write, translate and interpret English and a designated second language.
 Serve as an interpreter for a variety of District-wide meetings, workshops, conferences and special events.
 Read, review and edit translations.
 Recreate and format documents ~~utilizing text boxes, headings and graphs.~~
 Operate translation equipment such as headphones and microphones.

Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities.

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

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type and input data at an acceptable rate of speed.

Work independently with little direction.

Understand and follow oral and written instructions.

Meet schedules and timelines.

Maintain records and files.

Maintain confidentiality of sensitive and privileged information.

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 education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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 skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting and carrying translation equipment weighing up to 40 pounds.

Bending at the waist, kneeling or crouching to reach translation equipment ~~and file materials~~.

Pushing or pulling carts with translation equipment.

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: 11/18/2004

Revised: 7/11/2013

PCA (BL Khmer):

PERSONNEL COMMISSION



September 30, 2021

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

Background and Findings

In June 2021 the Personnel Commission approved the creation of the Program and Policy Development Advisor classification and the allocation of the class to salary range 55 (M2). The subsequent recruitment did not yield an ample pool of candidates with the necessary depth of experience to be successful in the position.

As the classification was written and allocated to the classified director level, staff, in collaboration with the Chief Business and Financial Officer, is recommending a title change to Strategic Programs and Policy Development Director. It is anticipated that the revised title will be more recognizable to future applicants and assist in attracting applicants with the appropriate level of experience to be successful in the position.

The Chief Business and Financial Officer is in agreement with the proposed recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Strategic Programs and Policy Development Director and direct all positions and employment lists be reclassified for the purpose of title change only

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 "Kenneth Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: **5286**
Salary Range: **55 (M2)**

STRATEGIC PROGRAMS AND POLICY DEVELOPMENT DIRECTOR ADVISOR

JOB SUMMARY

Under the direction of the Superintendent of Schools or designee, serve as a principal program and policy development advisor; develop, implement, and direct strategic and organizational planning programs, functions and activities to support the District's strategic objectives and goals; 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.

- Develop, implement, and direct strategic and organizational planning efforts to meet the District's goals, initiatives, and policy and governance development needs; assure compliance with applicable laws, codes, rules and regulations. **E**
- Provide support to the Superintendent of Schools and District administration regarding complex, sensitive and confidential organizational issues, programs, and projects; utilize data to influence strategic management and policy decisions. **E**
- Research, analyze and draft policies, procedures, regulations regarding a wide range of operational and strategic issues for the District; assist administration in providing direction related to District operations, communications, and data. **E**
- Direct and coordinate the planning of special projects, teams, activities, and goals at the discretion of the Superintendent; evaluate and recommend programmatic methods to maximize operational efficiency of programs and District budgets. **E**
- Prepare and oversee the reporting of progress and results of strategic and organizational planning programs, functions and activities; establish metrics and pilot testing; refine or recommend modifications as appropriate. **E**
- Strategize, plan, and align various system-wide efforts in support of strategic planning initiatives and activities; convene and facilitate cross-functional working groups to align and integrate programs, initiatives and efforts District-wide. **E**
- Review and analyze proposed and pending State and federal legislation which may affect the policies and programs of the District; provide administration with timely and accurate information to determine appropriate course of action. **E**
- Serve as a liaison and represent the Superintendent of Schools at a wide variety of events involving community members, District staff, public organizations, and other stakeholders. **E**

- Provide consultation regarding internal and external communications to assure District communications are in alignment with strategic and organizational planning initiatives and activities. *E*
- Serve as a resource and communicate with administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues, and exchange information. *E*
- Develop and prepare assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and direct the implementation of policies, procedures and standards; establish priorities; advise the Superintendent of Schools and administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports and presentations regarding assigned activities. *E*
- Prepare and collaborate on a variety of reports, bulletins, briefings, presentations, and responses regarding operational and strategic issues. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge in the field of education; serve on assigned internal and external committees; conduct presentations as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *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

The Strategic Programs and Policy Development Director Advisor serves as a principal advisor and provides support to the Superintendent of Schools and District administration in developing, implementing and monitoring the performance of strategic and organizational planning initiatives and activities. The incumbent is responsible for developing, conducting and directing programs and initiatives, establishing metrics, pilot testing, and refining projects and programs in support of the District's strategic and organizational planning processes.

EMPLOYMENT STANDARDS

Knowledge of:

Operational needs of schools and public education organizations.

State and federal legislative processes and governmental operations related to public education.

Strategic planning and project management techniques.

Issues and challenges facing large, diverse, urban school districts.

Contemporary public education trends and issues.
School district organization and organizational relationships.
Principles and practices of organizational leadership and development.
Evaluation, survey research and planning methodologies.
Fiscal accountability and budget preparation and control.
Diverse needs and concerns of individuals from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Principles of administration, supervision and training.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Operation of a variety of office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.

Ability to:

Develop, implement, direct and monitor the performance of strategic and organizational planning initiatives, programs and activities.
Analyze and draft policies, procedures, regulations regarding a wide range of operational and strategic issues.
Present information regarding programs and initiatives in a proactive, accurate, and media-sensitive manner.
Research techniques including business statistical analysis and visual presentation of data.
Blend analysis, knowledge, and insight to assess and enhance organizational performance.
Analyze situations accurately and recommend an effective course of action.
Demonstrate empathetic listening, sensitivity, and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Establish and maintain cooperative and effective working relationships with others.
Interpret, explain and apply applicable laws, codes, rules and regulations related to assigned activities.
Supervise and evaluate the performance of assigned personnel.
Maintain confidentiality of sensitive and privileged information.
Monitor and control budgets.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Plan and organize work.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor's degree in public administration, business administration, organizational management, education or a closely related field. A Master's degree in one of these disciplines is highly desirable.

Experience:

Five years of professional or management level experience in a school district, institution of higher education, or similar public agency involving strategic planning and data-driven decision making with an emphasis on contemporary public education trends and issues.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make oral presentations.

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.