

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

Regular Meeting
September 9, 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 August 26, 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 Intermediate Office Assistant 5-6
2. **RATIFY** job announcement bulletin for Recreation Aide – Kids' Club 7-8
3. **RATIFY** job announcement bulletin for Student Data Systems Specialist 9-10
4. **RATIFY** job announcement bulletin for Student Data Systems Specialist - Revised 11-12
5. **RATIFY** job announcement bulletin for Translator – Interpreter - BL Spanish 13-14
6. **APPROVE** the certification of Catalina Island – Campus Staff Assistant eligibility list 22-0034-5288 established 09/03/2021 15
7. **APPROVE** the certification of Catalina Island – Recreation Aide eligibility list 21-0093-5255 established 08/31/2021 15
8. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW1-5258 established 06/03/2021 15
9. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW2-5258 established 06/29/2021 15

10. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW3-5258 established 07/20/2021 15
11. **APPROVE** the certification of District Security Officer eligibility list 22-0006-5202 established 09/10/2021 15
12. **APPROVE** the certification of Instructional Aide – Special Avalon eligibility list 22-0005-0448 established 09/03/2021 15
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 21-0162-0448 established 08/31/2021 16
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0012-0448 established 08/31/2021 16
15. **APPROVE** the certification of Kids' Club Assistant eligibility list 21-0166-0694 established 08/31/2021 16
16. **APPROVE** the certification of Laborer eligibility list 21-0147-0204 established 09/08/2021 16
17. **APPROVE** the certification of Maintenance Manager eligibility list 21-0167-0567 established 09/08/2021 16
18. **APPROVE** the certification of Maintenance Team Lead eligibility list 22-0003-5283 established 09/03/2021 16
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0019-5068 established 09/10/2021 16
20. **APPROVE** the certification of Recreation Aide eligibility list 22-0013-5255 established 09/10/2021 16
21. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0014-5257 established 09/09/2021 16
22. **APPROVE** the certification of School/Community Liaison – BL Spanish eligibility list 21-0146-5178 established 09/10/2021 17
23. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 21-0149-5085 established 09/03/2021 17
24. **APPROVE** the certification of Sr. Accounting Assistant eligibility list 21-0164-0760 established 09/10/2021 17
25. **APPROVE** the certification of Sr. Payroll Accounting Technician eligibility list 21-0165-0762 established 09/10/2021 17

III. OLD BUSINESS
None

IV. NEW BUSINESS

1. APPROVE the Creation of a New Classification – General Counsel

18-22

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 23, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

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

August 26, 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, August 26, 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, 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; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Associate Personnel Analyst; Andrea Armas, Associate Personnel Analyst; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant; Kaitlyn, Work Experience Student/student intern.

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 August 12, 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, explained that the Personnel Commission offices underwent a deep cleaning last week. Mr. Kato thanked the operations department for the support to clean the Personnel Commission offices. Mr. Kato and managerial

staff attended the Superintendent's management meeting at Millikan High School last Friday. Mr. Kato shared that it was energizing and a positive experience.

Maria Braunstein, Personnel Analyst, shared there are 45 recruitments in progress, and 21 pending. Ms. Braunstein explained that she and Andrea Armas went to Avalon to complete the testing for the vacant positions. Ms. Braunstein explained that she and Dale Culton, Certification Services Manager, strategized temporary assignments to address the immediate need of intermediate office assistants at sites. The recruitment for Intermediate office Assistant will run continuously until the needs are met. Ms. Braunstein mentioned Anne Follett, Human Resources Technician, and Aisha Alex, Human Resources Assistant have been assisting on the recruitment and processing of the Intermediate Office Assistants. Ms. Braunstein shared that Chris Itson, Assistant Director Marketing and Media Services has shared the recruitment advertisement on social media platforms. Ms. Braunstein thanked Judith Alonso, Associate Personnel Analyst, Andrea Armas, Associate Personnel Analyst, Alejandra Torres, Human Resources Technician, Vanessa Ortiz, Human Resources Technician (Nutrition Services), and Ashleigh Fernando, Human Resources Technician for their continued effort and teamwork.

Jesus Rios Jr., Employment Services Supervisor, shared that it has been a very busy time with the first day of school approaches. Mr. Rios mentioned the unit has been working on certification lists, coaching packets, hourly election assignments, providing eligibility lists to sites, fingerprinting, and processing new hires. Mr. Rios shared that the Special Education department and McBride High School staff recognized Oralía Leyva for all her hard work, ability to go above and beyond, and exceptional customer service at the Substitute desk. Mr. Rios thanked Anne Follett, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Vanessa Ortiz, Human Resources Technician, for their continued work efforts.

Mr. Kato recognized Vanessa Ortiz she has been working diligently on filling the Nutrition services worker vacancies. Mr. Kato shared that Vanessa worked extra days during the summer to complete recruitments.

Mr. Kato also shared that this is student intern, Kaitlyn's last day as an intern at the Personnel Commission. Mr. Kato thanked Kaitlyn for her work on ads, presentations, and other accomplishments. Kaitlyn, Work Experience Student/student intern, expressed her joy of the time being at the Personnel Commission and thanked staff for the opportunity of having her work as an intern. The commissioners thanked Kaitlyn for her time and work at the Personnel Commission and wished her continued success with school and her future career.

Mr. Ulaszewski thanked the entire staff for their hard work in recruitment and testing and on the certification side to provide careers to employees that are being hired as the District's legacy.

CONSENT AGENDA

1. RATIFY job announcement bulletin for Associate Analyst – Human Resource Services
2. RATIFY job announcement bulletin for Campus Staff Assistant - Avalon

3. RATIFY job announcement bulletin for Emergency Preparedness Program Manager – Recruitment Extended
4. RATIFY job announcement bulletin for Instructional Assistant – Male Academy
5. RATIFY job announcement bulletin for Instructional Warehouse Assistant
6. RATIFY job announcement bulletin for Recreation Aide – WRAP Expanded Learning
7. RATIFY job announcement bulletin for Senior Web Applications Developer
8. APPROVE the certification of Head Start Instructional Aide – BL Spanish eligibility list 21-0136-5235 established 08/23/2021
9. APPROVE the certification of Heavy Truck/Bus/Automotive Mechanic eligibility list 22-0002-3310 established 08/23/2021
10. APPROVE the certification of High School Office Supervisor eligibility list 21-0091-3349 established 08/17/2021
11. APPROVE the certification of Human Resources Assistant eligibility list 21-0163-3350 established 08/25/2021
12. APPROVE the certification of Management Analyst eligibility list 21-0132-5284 established 08/24/2021
13. APPROVE the certification of Nutrition Services Manager eligibility list 22-0004-5061 established 08/24/2021
14. APPROVE the certification of Nutrition Services Worker eligibility list 22-0015-5068 established 08/24/2021
15. APPROVE the certification of Recreation Aide – WRAP eligibility list 22-0010-5261 established 08/25/2021
16. APPROVE the certification of Recreation Leader – WRAP eligibility list 22-0011-5262 established 08/26/2021

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 1-7, and approve items 8-16 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

1. **APPROVE** the following: Revision to the *Rules and Regulations of the Classified Service* (Second Reading)

Following discussion, a motion for Old Business Item 1 was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve Old Business Item 1.

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

NEW BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 9, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:59 a.m. with no reportable actions taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

There is an immediate need for temporary Intermediate Office Assistants. An eligibility list will be created to fill 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 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) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) 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

Open Continuous Exam 22-0039-0673

LBUSD employees, please see reverse side for important information.

Adams 5

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

RECREATION AIDE-KIDS' CLUB

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

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.

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:

\$14.28

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 5257 ANA

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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

STUDENT DATA SYSTEMS SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, September 23, 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 flex 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, provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records; assure accuracy and timely submission of student data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in computer science, statistics, education, psychology, behavioral or social science or a related field.

EXPERIENCE:

Two years of experience working with student data systems including developing system queries and reports. Experience involving troubleshooting student data systems and training of end users is highly desirable.

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 this classification 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. (3) 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.

Judith M. Alonzo

SALARY RANGE HOURLY:

START: \$27.92
6 MONTHS: \$29.45
1 ½ YEARS: \$31.08
2 ½ YEARS: \$32.79
3 ½ YEARS: \$34.60

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

Promotional Exam 22-0046-5164

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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

STUDENT DATA SYSTEMS SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, September 23, 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 10 month flex 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, provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records; assure accuracy and timely submission of student data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in computer science, statistics, education, psychology, behavioral or social science or a related field.

EXPERIENCE:

Two years of experience working with student data systems including developing system queries and reports. Experience involving troubleshooting student data systems and training of end users is highly desirable.

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 this classification 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. (3) 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: \$27.92
6 MONTHS: \$29.45
1 ½ YEARS: \$31.08
2 ½ YEARS: \$32.79
3 ½ YEARS: \$34.60

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promotional Exam 22-0046-5164

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

TRANSLATOR-INTERPRETER – BL SPANISH

FINAL FILING DATE:

Open Continuous

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.

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: \$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.

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

Open Continuous 5079

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 15-17

Date: September 9, 2021

Reason for Consideration: Approval

CATALINA ISLAND – CAMPUS STAFF ASSISTANT

DUAL

22-0034-5288

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

Total Applications Received: 2

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 1 No. Screened Out: 1

CATALINA ISLAND – RECREATION AIDE

OPEN CONTINUOUS

21-0093-5255

List Valid: 08/31/2021-08/31/2022

Total Applications Received: 2

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 1

CHILD CARE WORKER

OPEN

22-CCW1-5258

List Valid: 06/03/2021-12/03/2021

Total Applications Received: 14

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

22-CCW2-5258

List Valid: 06/29/2021-12/29/2021

Total Applications Received: 6

No. Passed: 6 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

22-CCW3-5258

List Valid: 07/20/2021-01/20/2022

Total Applications Received: 12

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 1

DISTRICT SECURITY OFFICER

OPEN CONTINUOUS

22-0006-5202

List Valid: 09/10/2021-09/10/2022

Total Applications Received: 20

No. Passed: 5 No. Failed: 4

Total Invited to Exam: 13

No. Withdrew: 4 No. Screened Out: 7

INSTRUCTIONAL AIDE – SPECIAL AVALON

OPEN CONTINUOUS

22-0005-0448

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

Total Applications Received: 4

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 2

INSTRUCTIONAL AIDE – SPECIAL	OPEN CONTINUOUS	21-0162-0448
List Valid: 08/31/2021-08/31/2022 Total Applications Received: 28 No. Passed: 4 No. Failed: 0	Total Invited to Exam: 4 No. Withdrew: 0	No. Screened Out: 24
INSTRUCTIONAL AIDE – SPECIAL	OPEN CONTINUOUS	22-0012-0448
List Valid: 08/31/2021-08/31/2022 Total Applications Received: 27 No. Passed: 5 No. Failed: 0	Total Invited to Exam: 7 No. Withdrew: 2	No. Screened Out: 20
KIDS’ CLUB ASSISTANT	OPEN	21-0166-0694
List Valid: 08/31/2021-08/31/2022 Total Applications Received: 44 No. Passed: 7 No. Failed: 6	Total Invited to Exam: 20 No. Withdrew: 7	No. Screened Out: 24
LABORER	DUAL	21-0147-0204
List Valid: 09/08/2021-09/08/2022 Total Applications Received: 79 No. Passed: 11 No. Failed: 30	Total Invited to Exam: 70 No. Withdrew: 29	No. Screened Out: 9
MAINTENANCE MANAGER	DUAL	21-0167-0567
List Valid: 09/08/2021-09/08/2022 Total Applications Received: 23 No. Passed: 6 No. Failed: 9	Total Invited to Exam: 15 No. Withdrew: 0	No. Screened Out: 8
MAINTENANCE TEAM LEAD	DUAL	22-0003-5283
List Valid: 09/03/2021-09/03/2022 Total Applications Received: 34 No. Passed: 4 No. Failed: 15	Total Invited to Exam: 23 No. Withdrew: 4	No. Screened Out: 11
NUTRITION SERVICES WORKER	DUAL	22-0019-5068
List Valid: 09/10/2021-03/10/2022 Total Applications Received: 22 No. Passed: 12 No. Failed: 0	Total Invited to Exam: 18 No. Withdrew: 6	No. Screened Out: 4
RECREATION AIDE	OPEN CONTINUOUS	22-0013-5255
List Valid: 09/10/2021-09/10/2022 Total Applications Received: 43 No. Passed: 35 No. Failed: 0	Total Invited to Exam: 35 No. Withdrew: 0	No. Screened Out: 8
RECREATION AIDE – KIDS’ CLUB	OPEN CONTINUOUS	22-0014-5257
List Valid: 09/09/2021-09/09/2022 Total Applications Received: 15 No. Passed: 13 No. Failed: 0	Total Invited to Exam: 13 No. Withdrew: 0	No. Screened Out: 2

SCHOOL/COMMUNITY LIAISON – BL SPANISH DUAL 21-0146-5178

List Valid: 09/10/2021-09/10/2022

Total Applications Received: 49

No. Passed: 13 No. Failed: 10

Total Invited to Exam: 40

No. Withdrew: 17 No. Screened Out: 9

STAFF SECRETARY – BILINGUAL SPANISH DUAL 21-0149-5085

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

Total Applications Received: 59

No. Passed: 7 No. Failed: 14

Total Invited to Exam: 41

No. Withdrew: 20 No. Screened Out: 18

SR. ACCOUNTING ASSISTANT DUAL 21-0164-0760

List Valid: 09/10/2021-09/10/2022

Total Applications Received: 27

No. Passed: 4 No. Failed: 9

Total Invited to Exam: 16

No. Withdrew: 3 No. Screened Out: 11

SR. PAYROLL ACCOUNTING TECHNICIAN DUAL 21-0165-0762

List Valid: 09/10/2021-09/10/2022

Total Applications Received: 22

No. Passed: 4 No. Failed: 5

Total Invited to Exam: 14

No. Withdrew: 5 No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 9, 2021

PERSONNEL COMMISSION



September 9, 2021

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

Background and Findings

The Executive Officer received a request from District administration to create a new classification of General Counsel. An incumbent will perform a variety of professional duties involved in providing a full range of legal services and serve as the primary legal advisor and representative of the District. Staff worked with the Chief Business and Financial Officer to develop the new classification of General Counsel and identify the essential duties of the class.

Salary Placement

For salary comparison purposes, the top ten largest school districts in California and other large local districts were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with six agencies to support a compensation recommendation. The survey median of the six agencies is \$20,180 per month. This median is closest to LBUSD's salary range 72 (M2) with a maximum step of \$19,954 per month.

The Superintendent of Schools and Chief Business and Financial Officer are in agreement with the proposed classification specification and recommended salary placement.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of General Counsel
2. Allocate the class of General Counsel to salary range 72 (M2)

Prepared, Approved and Recommended by:

A handwritten signature in black ink, appearing to read "K Kato", with a long horizontal flourish extending to the right.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 72 (M2)

GENERAL COUNSEL

JOB SUMMARY

Under the direction of the Superintendent of Schools, plan, organize, direct and provide professional legal services and counsel to the District in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds; serve as the primary legal advisor and represent the District before a variety of administrative and legislative bodies; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Perform a variety of professional duties involved in providing a full range of legal services; serve as the primary legal advisor and representative of the District; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Consult with and advise the Superintendent of Schools, Board of Education, and District administration on legal matters and participate in the development of changes in administrative and Board policies; anticipate legal effects of emerging District initiatives, programs and projects. **E**
- Represent the District in a wide variety of legal proceedings including public meetings, resolution sessions, trials, employee disciplinary hearings, mediations, prehearing conferences, and administrative hearings; develop related policies and procedures. **E**
- Appear before a variety of federal, State and local legislative bodies to represent the District's interests and present the District's position on a wide variety of issues; provide required information to various agencies as requested and appropriate. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving District policies, programs, and projects. **E**
- Respond to filings, subpoenas, regulatory inquiries, and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other documents; assist administration in the drafting of rules, regulations, settlements, contracts, resolutions, agreements, legal forms, and other documents. **E**
- Analyze proposed and existing legislative bills and subsequent amendments relating to public education and District activities and operations; report recommendations to District administration; draft legislation and prepare amendments to proposed and existing legislation. **E**
- Discuss legal needs with the Superintendent of Schools, Board of Education, District administrators and other staff; evaluate a wide variety of legal issues and recommend retainment of outside counsel as needed. **E**

- Direct and manage the delivery of legal services provided by the District or private counsel retained by the District including the preparation of pleadings, briefs, litigation, negotiation between parties, conduct of trial, necessary court appearances, and appellate arguments. *E*
- Serve as a resource and communicate with administrators, District personnel and outside agencies to coordinate activities, resolve issues, and exchange information; advise administration of unusual trends or issues and recommend appropriate action. *E*
- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; research, compile data and prepare detailed reports regarding assigned activities. *E*
- Develop and prepare assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Represent the District and participate in a variety of meetings, conferences and trainings; attend Board of Education meetings; serve on assigned committees; conduct presentations as requested. *E*
- Develop and conduct staff development in-service training workshops for District personnel related to assigned activities. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *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 General Counsel plans, organizes, directs and provides professional legal services and counsel to the District in in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds. An incumbent will direct and manage the delivery of the District's legal services and represent the District in a wide variety of legal proceedings including public meetings, resolution sessions, mediations, trials, prehearing conferences, and administrative hearings

EMPLOYMENT STANDARDS

Knowledge of:

Legal concepts, terminology, principles and procedures.

Rules of evidence and conduct of court proceedings.

Applicable laws, codes, rules and regulations related to assigned activities including California Education, Government, and Labor Codes, and Elementary and Secondary Education Act (ESEA).

State Bar of California Rules of Professional Conduct.

Methods and procedures required to provide legal services to administration and a governing body of a public agency.

Methods and practices of legal research.

Alternative Dispute Resolution (ADR) processes.
District organization, operations, policies and objectives.
Record-keeping and report preparation techniques.
Budget preparation and control.
Principles of administration, supervision and training.
Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of professional duties involved in providing a full range of legal services related to public education and District activities and operations.
Represent the District in a variety of legal proceedings and hearings.
Compose legal memoranda, briefs, reports, correspondence and other documents.
Research legal issues and prepare sound legal opinions.
Develop administrative policies, procedures, rules, and regulations related to public education.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Review existing and pending legislation related to public education and District activities and operations.
Model communications and interactions which respect individuals from varying cultural and socioeconomic backgrounds.
Analyze situations accurately and adopt an effective course of action.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Maintain current knowledge of laws, codes, rules, and regulations governing public education and District activities and operations.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Develop and prepare budgets.
Monitor and control expenditures.
Supervise and evaluate the performance of assigned staff.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training

Juris Doctorate degree from an accredited law school.

Experience

Ten years of experience practicing law including experience providing legal counsel to school districts, educational institutions, or similar public agencies.

Experience working with K-12 school districts in California is preferred.

Experience involving the supervision of professional and administrative support staff 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

Active membership and good standing in the State Bar of California throughout employment in this classification.

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.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: