

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

Regular Meeting
June 3, 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 May 20, 2021 1-5
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 Administrative Secretary – BL Spanish 6-7
2. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services 8-9
3. **RATIFY** job announcement bulletin for Chief Communications and Community Engagement Officer 10-11
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 12-13
5. **RATIFY** job announcement bulletin for Instructional Aide – Deaf/Hard of Hearing 14-15
6. **RATIFY** job announcement bulletin for Laborer 16-17
7. **RATIFY** job announcement bulletin for School/Community Liason – BL Spanish 18-19
8. **RATIFY** job announcement bulletin for Student Store Lead 20-21
9. **APPROVE** the certification of Building Maintenance Worker Driver eligibility list 21-0078-0880 established 05/10/2021 22
10. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW12-5258 established 03/30/2021 22

11.	APPROVE the certification of Child Care Worker eligibility list 21-CCW12-5258 established 05/04/2021	22
12.	APPROVE the certification of Fleet Maintenance Manager eligibility list 21-0105-0516 established 05/28/2021	22
13.	APPROVE the certification of Human Resources Assistant – Temporary Only eligibility list 21-0119-3350 established 05/24/2021	22
14.	APPROVE the certification of Recreation Aide eligibility list 21-0124-5255 established 05/25/2021	22
15.	APPROVE the certification of Recreation Aide eligibility list 21-0125-5255 established 06/01/2021	22
16.	APPROVE the certification of School Safety Officer eligibility list 21-0116-5014 established 06/02/2021	23
III.	OLD BUSINESS None	
IV.	NEW BUSINESS	
1.	APPROVE the Creation of a Classification – Program and Policy Development Advisor	24-28
2.	APPROVE the Revision of Classifications – Educational Research Analyst I and Strategic Data Project Analyst	29-38
3.	ANNOUNCE Personnel Commission staff for years of service	
4.	ANNOUNCE the Personnel Commission Employee of the Year	
V.	OTHER ITEMS None	
VI.	NEXT REGULAR MEETING June 17, 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

May 20, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, May 20, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Terence Ulaszewski
Sheryl Bender
Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

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

GUESTS TELEPHONICALLY PRESENT

David Zaid, Assistant Superintendent, Human Resources Services; Steve Rockenbach, Director of Employee Relations and Ethics; Julia Plascencia, CSEA Labor Relations Representative; 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; Classified Employee E00161406.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 8, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, welcomed the Commissioners to Classified School Employees Week which recognizes the contributions of classified employees. Mr. Kato informed the Commissioners he recently made a presentation regarding the operations and activities of the Personnel Commission for Human Resources Services staff as part of a pilot leadership program. Mr. Kato introduced Julia Plascencia, the new CSEA Labor Relations Representative.

Greggory Robinson, Personnel Analyst, reported that Ashleigh Fernando recently promoted to the vacant Human Resources Technician position. Mr. Robinson shared that there are 55 recruitments are in various stages of the examination process. Mr. Robinson mentioned that recent in-person performance examinations included the plumber, painter, and electrician classifications. Mr. Robinson reported that Covid-19 procedures and protocols are in place for in-person testing.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the unit is continuing to send out eligibility lists, as well as processing and fingerprinting new employees. Mr. Rios Jr. thanked staff for their continued efforts to fill vacancies.

Susan Leaming, Personnel Analyst, reported that the School Safety job study is now in the employee feedback stage. Ms. Leaming also informed the Commissioners that on May 17, 2021 the Board of Education approved a resolution which designated the classification of Chief Communications and Community Engagement Officer as Senior Management.

Mr. Kato recognized the efforts of the members of the Classified Employees Celebration committee and all of Personnel Commission staff for their help this week. Over 3000 tote gift bags were designed, printed, and ordered by Ashleigh Fernando, Human Resources Technician. All items that went into the gift bags were donated by Schools First Credit Union, Long Beach Federal Credit Union, Office Depot, and Long Beach Medical Center Memorial Care. The Confidential and Supervising Secretaries Association (CASSA) and Association of Long Beach Educational Managers (ALBEM) also provided reference materials for the gift bags. Mr. Kato thanked Executive Staff and others for their efforts distributing the bags to the sites. The bags were distributed to sites in a three day period. Mr. Kato explained that in lieu of the annual announcement of the Classified Employee of the Year, the Classified Hero program encouraged each site to submit a Classified Hero Recognition Form. Each department was also encouraged to submit a group photo to recognize their classified employees. Mr. Kato thanked Gary Marshall, Multimedia Technology Supervisor, for his help creating the Classified Employee Celebration video. Mr. Kato thanked Commissioner Bender and all those in the video for making it special. Mr. Kato also mentioned that we will recognize Personnel Commission staff at the next meeting.

Mr. Ulaszewski shared that this year's efforts for classified employees in lieu of the pandemic was very successful. Mr. Ulaszewski thanked the team involved with the accomplishment of preparing and distributing the bags to classified employees. Mr. Ulaszewski mentioned that this event gives recognition to employees who may not receive recognition every day. Mr. Ulaszewski shared that the people we are hiring today are our legacy at Personnel Commission and Human Resource Services as they will be teaching and supporting the students for the next twenty to thirty years. Mr.

Ulaszewski also thanked all of the classified employees for their hard work and dedication to the students and District.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
3. **RATIFY** job announcement bulletin for Contract Analyst
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
7. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
8. **RATIFY** job announcement bulletin for Head Start Instructional Aide – Bilingual Spanish
9. **RATIFY** job announcement bulletin for Management Analyst
10. **APPROVE** the certification of Building Maintenance Worker eligibility list 21-0077-0625 established 05/10/2021
11. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0107-0139 established 05/10/2021
12. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0112-0139 established 05/11/2021
13. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 21-0049-0176 established 05/12/2021
14. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 20-0162-0176 established 05/12/2021
15. **APPROVE** the certification of Grounds Equipment Operator II / Driver eligibility list 21-0050-5031 established 05/12/2021
16. **APPROVE** the certification of Grounds Equipment Operator II / Driver eligibility list 20-0163-5031 established 05/12/2021
17. **APPROVE** the certification of Heavy Truck/Bus/Automotive Mechanic eligibility list 21-0082-3310 established 05/07/2021
18. **APPROVE** the certification of HVAC Technician eligibility list 20-0108-5103 established 05/19/2021

19. **APPROVE** the certification of HVAC Technician eligibility list 20-0146-5103 established 05/19/2021
20. **APPROVE** the certification of Instructional Aide-Special eligibility list 21-0081-0448 established 04/30/2021
21. **APPROVE** the certification of Instructional Aide-Special eligibility list 21-0087-0448 established 05/17/2021
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0080-5068 established 05/17/2021
23. **APPROVE** the certification of Purchasing & Contracts Director eligibility list 21-0106-0767 established 05/19/2021
24. **APPROVE** the certification of Recreation Aide eligibility list 21-0115-5255 established 05/11/2021
25. **APPROVE** the certification of Recreation Aide eligibility list 21-0123-5255 established 05/18/2021
26. **APPROVE** the certification of Systems Analyst - Oracle eligibility list 21-0076-5279 established 05/18/2021

Following discussion regarding eligibility lists, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to pull consent agenda item 1, ratify items 2-9, and approve items 10-26 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the recommendation to remove from eligibility list ID 17108171

New Business Item 1 was moved into closed session.

OTHER ITEMS

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 3, 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 1. Review and take action on the Hearing Officer's Report Regarding the Demotion of a Classified Employee E00161406

The Personnel Commission retired into closed session at 8:49 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:47 a.m. and the following reportable actions were taken.

1. Review and take action on the Hearing Officer's Report Regarding the Demotion of a Classified Employee E00161406

The Commission reviewed the Hearing Officer's report and unanimously voted to sustain the Hearing Officer's recommendation to uphold the Board of Education's action to demote classified employee E00161406. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.E.

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

2. **APPROVE** the recommendation to remove from eligibility list ID 17108171

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 17108171 from the current eligibility list and allow the applicant to reapply after a 90 day period.

<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 9:48 a.m.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SECRETARY – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, June 08, 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 the direction of an assigned Director or administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and evaluate assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is 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) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) Positions in the Administrative Secretary – Bilingual 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. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

Promo Exam 21-0141-5140 AF

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:

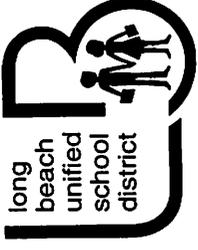
- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll 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.

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 also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools 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 third 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.

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

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

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites throughout the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR – FISCAL SERVICES

\$100,755 – \$118,289 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 Assistant Director – Fiscal Services. Under the direction of the Executive Director – Fiscal Services, assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

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

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field. Four years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly preferred.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license. May be required to travel from on location to another.

WORKING ENVIRONMENT

The working environment is in an office setting as well as driving a vehicle to conduct work.

PHYSICAL DEMANDS

The physical demands for this position require the dexterity of hands and fingers to operate a computer keyboard, hearing and speaking to exchange information and deliver presentations, sitting for extended periods of time and seeing to read a variety of materials.

SALARY AND BENEFITS

The annual salary for Assistant Director – Fiscal Services is \$100,755 to \$118,289, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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.

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. - 4:30 p.m.

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

DEADLINE: Open Continuous Eligibility list is being created to fill current and future vacancies, as they occur.

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
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

ABOUT OUR DISTRICT



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

CHIEF COMMUNICATIONS AND COMMUNITY ENGAGEMENT OFFICER

\$159,411 - \$187,200 Annually

A handwritten signature in black ink, appearing to read 'Gregory', is written over a set of three horizontal lines.

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 also is a five-time finalist for the prize.

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The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

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

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites throughout the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

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 Chief Communications and Community Engagement Officer. Under the direction of the Superintendent of Schools or designee, serve as a principal advisor and provide visionary and proactive leadership in the development, implementation and direction of the District's internal and external communications, marketing and media relations, and community engagement programs and services; work collaboratively with District administration and key stakeholders to establish and guide the vision of the Office of Communications and Community Engagement; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Chief Communications and Community Engagement Officer.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public relations, journalism, communications, marketing or a related field. A Master's degree in one of these disciplines is highly desirable.

Additionally, candidates will have seven years of management experience in a school district, institution of higher education, or public agency involving administration of a comprehensive communication program including internal and external communications, marketing and media relations, and community engagement.

Experience communicating effectively, both orally and in writing, in Spanish is highly desirable.

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The annual salary for Chief Communications and Community Engagement Officer is \$159,411 to \$187,200, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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.

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:

Application Deadline: 4:30 p.m., Wednesday, June 16, 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
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

ELEMENTARY SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Tuesday, June 08, 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 position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is 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) 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.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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

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

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

SALARY RANGE HOURLY:

START: \$24.53
6 MONTHS: \$25.87
1 ½ YEARS: \$27.29
2 ½ YEARS: \$28.80

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

Promo Exam 21-0140-3345 AF

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

INSTRUCTIONAL AIDE-DEAF/HARD OF HEARING

FINAL FILING DATE:

4:30 p.m., Thursday, June 10, 2021

JOB INFORMATION:

Permanent 10 month position. Position is 75% FTE.
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; 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.

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to total communication as used in this class such as, American Sign Language or Signing Exact English. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Six months of experience using total communication, preferably working with children.

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.

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:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

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 location to another.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0142-3271 AA

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

LABORER

FINAL FILING DATE:

4:30 p.m., Monday, June 21, 2021

JOB INFORMATION:

There is a permanent 100% FTE (8 hours per day) 12 month vacancy located at Transportation. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of the eighth grade.

EXPERIENCE:

Six months experience in general labor requiring physical work.

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:

(1) May be required to travel from one location to another. (2) 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. (3) 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. (4) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

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:	\$20.72
6 MONTHS:	\$21.86
1 ½ YEARS:	\$23.06
2 ½ YEARS:	\$24.33
3 ½ YEARS:	\$25.67

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0147-0204 AF

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

SCHOOL/COMMUNITY LIAISON- BL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, June 17, 2021

JOB INFORMATION:

Permanent 10 month positions. Positions are Full-Time 100% FTE and Part-Time 30% FTE. The current vacancies are located at Hamilton Middle School and Millikan High School. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and educational needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

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 use of a personal automobile and the possession of a valid California Class C driver's license. (2) Positions also require proof of current and appropriate auto insurance coverage at time of appointment. (3) 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. (4) 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

SALARY RANGE HOURLY:

START: \$18.09
6 MONTHS: \$19.08
1 ½ YEARS: \$20.13
2 ½ YEARS: \$21.25
3 ½ YEARS: \$22.42

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual 21-0146-5178 ALT

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 case by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

STUDENT STORE LEAD

FINAL FILING DATE:

4:30 p.m., Tuesday, June 15, 2021

JOB INFORMATION:

Permanent 10 month position. Position is an 80% FTE (6 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under direct supervision, organize, oversee and lead the purchasing, inventory, storage, sales and daily operations of a student store; maintain student store facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff and student workers; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College level course work in retail management, accounting or leadership/supervision is highly preferred.

EXPERIENCE:

Two years of retail sales experience involving cashiering and related record-keeping and some experience in a lead or supervisory capacity.

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

SPECIAL REQUIREMENTS:

(1) A valid Certified Food Protection Manager certificate issued by an authorized agency at time of appointment. (2) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (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: \$19.62
6 MONTHS: \$20.70
1 ½ YEARS: \$21.84
2 ½ YEARS: \$23.04
3 ½ YEARS: \$24.31

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0144-5182 AF

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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- ❖ **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: 22-23

Date: June 3, 2021

Reason for Consideration: Approval

BUILDING MAINTENANCE WORKER DRIVER

DUAL

21-0078-0880

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

Total Applications Received: 38

No. Passed: 6 No. Failed: 8

Total Invited to Exam: 21

No. Withdrew: 7 No. Screened Out: 17

CHILD CARE WORKER

OPEN

21-CCW12-5258

List Valid: 03/30/2021-09/30/2021

Total Applications Received: 23

No. Passed: 18 No. Failed: 0

Total Invited to Exam: 18

No. Withdrew: 0 No. Screened Out: 5

CHILD CARE WORKER

OPEN

21-CCW12-5258

List Valid: 05/04/2021-11/04/2021

Total Applications Received: 10

No. Passed: 9 No. Failed: 0

Total Invited to Exam: 9

No. Withdrew: 0 No. Screened Out: 1

FLEET MAINTENANCE MANAGER

DUAL

21-0105-0516

List Valid: 05/28/2021-05/28/2022

Total Applications Received: 7

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 6

**HUMAN RESOURCES ASSISTANT -
TEMPORARY ONLY**

DUAL CONTINUOUS

21-0119-3350

List Valid: 05/24/2021-05/24/2022

Total Applications Received: 37

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 12

No. Withdrew: 4 No. Screened Out: 25

RECREATION AIDE

OPEN CONTINUOUS

21-0124-5255

List Valid: 05/25/2021-05/25/2022

Total Applications Received: 3

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE

OPEN CONTINUOUS

21-0125-5255

List Valid: 06/01/2021-06/01/2022

Total Applications Received: 6

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 2

SCHOOL SAFETY OFFICER

OPEN CONTINUOUS 21-0116-5014

List Valid: 06/02/2021-12/02/2021

Total Applications Received: 12

No. Passed: 3

No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 1

No. Screened Out: 7

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 3, 2021

PERSONNEL COMMISSION



May 21, 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 Program and Policy Development Advisor at the classified director level. Staff worked with the Chief Business and Financial Officer to develop the new classification of Program and Policy Development Advisor and identify the essential duties of the class.

Salary Placement

For salary comparison purposes, the top ten largest school districts in California were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with two agencies to support a compensation recommendation. The survey median of the two agencies is \$12,724 per month. This median is closest to LBUSD's salary range 55 (M2) with a maximum step of \$12,587 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 Program and Policy Development Advisor
2. Allocate the class of Program and Policy Development Advisor to salary range 55 (M2)

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 55 (M2)
DRAFT

PROGRAM AND POLICY DEVELOPMENT 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 Program and Policy Development 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 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.

DATE

PERSONNEL COMMISSION



May 21, 2021

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

Background and Findings

The Assistant Superintendent, Research and School Improvement recently reviewed the Educational Research Analyst I (salary range 38 M2) and Strategic Data Project Analyst (salary range 41 M2) classification specifications while initiating recruitment activities and worked with staff to make revisions.

Proposed changes to the class specifications include updates to the duty statements, knowledge, abilities, and education and training sections.

The Assistant Superintendent, Research and School Improvement has reviewed and approved the proposed classification specifications.

Copies of the revised descriptions are attached showing proposed deletions to the descriptions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specifications of:

- Educational Research Analyst I
- Strategic Data Project Analyst

Prepared by:

A handwritten signature in black ink, appearing to be "S. Leaming", written in a cursive style.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "K. Kato", written in a cursive style.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3301
Salary Range: 38 (M2)

EDUCATIONAL RESEARCH ANALYST I

JOB SUMMARY

Under direction, perform a variety of logistical, technical, analytical and internal user support related to the maintenance and implementation of the District's student information systems, assessment platforms and other student data management systems; coordinate and provide technical assistance and training to District staff; plan, organize, design and conduct educational evaluation studies; analyze and report study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; conduct psychometric studies for the District's assessment program; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, design and conduct studies and produce recurring administrative reports such as the California Basic Educational Data Survey (CBEDS), enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. E
- Analyze and produce annual reports on assessment and State and federal reporting the testing programs indicating summary statistics scores and disaggregated distributions for specified student groups; analyze validity and reliability for performance assessments. E
- Analyze, interpret and summarize data to produce special reports for program evaluations, grants applications or and public information. E
- Verify the accuracy and maintenance of data in various student information systems; provide appropriate and accurate information for State and federal reporting requirement. E
- Provide logistical, technical and analytical support for the implementation and maintenance of student information, data and assessment systems. E
- Perform a wide variety of technical data processing, reporting and data analysis work. E
- Analyze, interpret and summarize data to produce reports related to State and local accountability measures, evaluations, surveys, grants and public information requests. E
- Design, organize and manage the distribution of surveys, related trainings and communications. E
- Assess, evaluate, and create enact processes and computer applications to streamline and increase departmental efficiency and data quality. E

- ~~Design data collection instruments appropriate to the program or subject matter being studied or surveyed and select appropriate scaling techniques. *E*~~
- ~~Prepare reports with explanations and interpretations of data in tabular, graphical and/or narrative form. *E*~~
- ~~Keep current in research design and statistical methodologies in education, psychology and the social sciences. *E*~~
- ~~Assist with the development and validation of standards based assessments and reporting strategies. *E*~~
- ~~Estimate time and resources for the conduct of studies, surveys and production of reports; set up schedules of these activities. *E*~~
- Communicate with administrators, District staff, vendors and outside agencies to exchange information, coordinate activities and resolve issues and concerns. *E*
- Attend a variety of meetings and trainings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities; conduct in-service trainings on the uses and purposes of research studies and program evaluation. *E*
- Design, organize and maintain training materials including training modules, videos and manuals. *E*
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a computer and utilize a variety of computer program assigned software to input and retrieve data and manipulate data for statistical analyses and generating reports. *E*
- Plan, direct, train and evaluate the work of assigned staff. *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 OF THE CLASS

An incumbent in this classification designs, analyzes and reports the findings of the District's assessment program, surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with data bases in the manipulation and extraction of data.

An Educational Research Analyst I performs the more routine design, analysis and preparation of reports of findings for District assessment programs; conducts surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with databases in the manipulation and extraction of data using computer software packages.

An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing similar automated database tools. An

incumbent in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, under a lesser degree of direction and supervision.

EMPLOYMENT STANDARDS

Knowledge of:

Computer systems including software and database management, student information systems and assessment platforms.

Processes and procedures related to local, State and federal accountability and reporting.

Support and maintenance of student information, data and assessment systems.

Collection, organization and presentation of data compiled from multiple sources.

Structured Query Language (SQL).

Microsoft SQL Server Reporting Services and similar database and reporting tools.

Principles and practices of supervision and training.

Operation of a computer and assigned office productivity software.

Correct English usage, grammar, spelling, and vocabulary.

Interpersonal skill using tact, patience and courtesy.

Telephone techniques and etiquette.

Educational research design and program evaluation.

Descriptive and inferential statistics including regression and HLM.

Psychometrics including reliability, generalizability, IRT and factor analysis or structural equation modeling.

Strategies for test equating.

Scaling and other survey analysis techniques.

Sampling theory and variations of random sampling.

Computer systems including hardware, programming, software and data base management.

Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Ability to:

Plan, coordinate and manage the implementation of State and federal reporting systems.

Extract and upload various data to/from data sources.

Verify and certify the accuracy of data.

Query Microsoft SQL Server and/or Oracle databases.

Design and write reports, create data visualizations using a variety of software packages.

Analyze issues, create plans of action and reach solutions.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Read and interpret complex technical information.

Compose a variety of documents.

Communicate effectively both orally and in writing.

Train, supervise and evaluate the performance of assigned staff.

~~Analyze, interpret, evaluate and summarize data to produce reports.~~

~~Design and conduct educational research studies and surveys.~~

~~Develop operational definitions for research questions and resources.~~

~~Apply specific statistical techniques correctly.~~

Prepare reports using tabular, graphical and narrative forms.

Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Calculate measurement errors for commonly used statistics.

Use computer on-line retrieval systems.

Operate a variety of office equipment ~~including a such as telephone, copier and~~ computer and assigned software.

Establish and maintain effective collaborative working relationships with others.

~~Conduct in-service on assessment and program evaluation.~~

Adapt to changing priorities and work assignments.

Education and Training:

Graduation from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

Experience:

Two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

A master's or doctorate degree may substitute for one year of the required experience.

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

WORKING ENVIRONMENT:

Office environment.

Constant interruptions.

Changing priorities.

PHYSICAL DEMANDS

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

Seeing to read a variety of materials.

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

Sitting for extended periods of time.

Lifting and carrying office supplies and equipment weighing up to 15 pounds.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (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.

04/02/1996

Revised: 3/2/2000

Revised: 3/28/2013

Revised: 1/19/2017

Revised:



STRATEGIC DATA PROJECT ANALYST

JOB SUMMARY

Under administrative direction, use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education; 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.

- Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education. **E**
- Lead analytic, policy-oriented projects that impact decisions regarding students, teachers and District policy; present to stakeholders regarding how to apply and use data to influence key decisions. **E**
- Design and implement data tools and infrastructure needed to support implementation of initiatives across the District; prepare the District to effectively use data across schools and departments and to address organizational concerns. **E**
- Conduct testing to provide evidence of District implementation as a proof point for the effective use of data to influence key decisions in education. **E**
- Design and implement new data collection processes as needed; design and implement new and practical measures aligned to the key activities and outcomes District initiatives. **E**
- Provide data files and prepare related presentations and reports for grant participants and key partners. **E**
- Analyze student and teacher performance data to measure success; design and implement solutions to raise achievement. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information. **E**
- Provide technical expertise and information to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action and best practices. **E**
- Operate a variety of office equipment including a computer and assigned software; oversee and maintain a variety of records and files related to assigned activities. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff. **E**
- Attend and participate in a variety of meetings, conferences and trainings; develop and conduct presentations and workshops. **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

Strategic Data Project Analysts are education professionals with the analytic expertise and organizational skills to inform policy and grow collective knowledge regarding strategic analytics. A Strategic Data Project Analyst uses analytics to effect change and influence strategic management and policy decisions in K–12 education. Positions in this classification are typically funded through grants.

EMPLOYMENT STANDARDS

Knowledge of:

Qualitative and quantitative data collection and analysis.

Data systems.

Project management techniques.

School district organization and organizational relationships.

Research methods and report writing techniques.

Data visualization best practices.

Microsoft Excel data analysis and visualization processes.

Record-keeping techniques.

Public speaking techniques.

Oral and written communication skills.

Operation of a computer and assigned software.

Statistical Package for the Social Sciences (SPSS) or similar statistical analysis software.

Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Interpersonal skills using tact, patience and courtesy.

Ability to:

Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education.

Develop and design measurement tools.

Communicate complex research findings to diverse audiences.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Adapt to changing priorities and work assignments.

Work on multiple projects simultaneously.

Work within a team environment.

Prepare and deliver effective oral presentations.

Prepare comprehensive reports.

Establish and maintain records and files.

Plan and organize work.

Operate a computer and assigned software.

Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS), Statistical Package for the Social Sciences (SPSS), R Programming and/or Google/Microsoft data analysis/presentation programs. -

Maintain confidentiality of sensitive and privileged information.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Education and Training:

Master's degree in education, mathematics, developmental psychology or a related field. A Ph.D. is highly preferred.

~~Eligibility as a Data Fellow candidate through the Center for Education Policy Research at Harvard University is highly preferred.~~

Experience:

Two years of professional experience in qualitative and quantitative data analysis, research design and data-driven decision making with an emphasis in educational research.

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 a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office and school site environment.

Driving a vehicle to conduct work.

Occasional evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Sitting 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 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: Sept 19, 2013

Revised: 1/19/2017

Revised: