

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

Regular Meeting
May 6, 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 April 22, 2021 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Human Resources Assistant Temporary Only 5-6
2. **RATIFY** job announcement bulletin for Plant Supervisor-Avalon 7-8
3. **RATIFY** job announcement bulletin for School Safety Officer 9-10
4. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant 11-12
5. **APPROVE** the certification of Campus Security Officer eligibility list 21-0012-5011 established 05/07/2021 13
6. **APPROVE** the certification of Fleet Maintenance Manager eligibility list 21-0069-0516 established 05/07/2021 13
7. **APPROVE** the certification of Recreation Aide eligibility list 21-109-5255 established 04/29/2021 13
8. **APPROVE** the certification of Recreation Aide eligibility list 21-0114-5255 established 05/03/2021 13
9. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 21-0096-5257 established 05/06/2021 13

- III. OLD BUSINESS
 - None
- IV. NEW BUSINESS
 - 1. **OPEN** the public hearing on the 2021-2022 proposed Personnel Commission Budget 14-17
 - 2. **CLOSE** the public hearing on the 2021-2022 Peronnel Commission Budget
 - 3. **ADOPT** the 2021-2022 Personnel Commission Budget
 - 4. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week 18
 - 5. **APPROVE** the Creation of a Classification – Chief Communications and Community Engagement Officer 19-24
 - 6. **APPROVE** the Revision of a Classification – Management Analyst 25-32
 - 7. **APPROVE** the recommendation to remove from eligibility list ID 21488322 33-65
 - 8. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

V. OTHER ITEMS
None

VI. NEXT REGULAR MEETING
May 20, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

- VII. CLOSED SESSION
 - 1. Receive and take action to distribute Hearing Officer's report on Employee E 00161406 to Employee and the District 66-85
 - 2. 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

April 22, 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, April 22, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

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

GUESTS TELEPHONICALLY PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

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

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that plans are progressing to recognize classified employees during Classified School Employee Week in May.

Greggory Robinson, Personnel Analyst, reported 52 recruitments are in various stages of the examination process with 26 accepting applications, four in exam development, nine in scoring, and 13 that are in testing. Mr. Robinson mentioned that while online testing continues, in-person testing at the Personnel Commission offices has also resumed, providing additional flexibility to move more applicants through the testing process.

Dale Culton, Certification Services Manager, informed the Commissioners that recent hires included 31 probationary employees, 11 promotional candidates, 26 substitutes, and one provisional candidate. Mr. Culton mentioned that on March 17, 2021 the Board of Education approved the abolishment of 14 positions and the reduction of one. Mr. Culton explained that while several individuals will be laid off, the majority of the affected employees have accepted placement in other positions and will not be affected negatively by the layoff.

Susan Leaming, Personnel Analyst, provided an update to the Commission on the progress of the School Safety job family study. Ms. Leaming reported that the first virtual CalPERS retirement workshop will be held this afternoon and thanked Aisha Alex, Human Resources Assistant, for her assistance sending correspondence and assisting employees to sign up for the workshop.

Mr. Kato shared that students have returned to the Cubberley interim site located on the Monroe campus and it is nice to have students back on the site.

Commissioner Ulaszewski commented that having students on site is a direct reminder that the Commission's work is to recruit and develop classified employees which will lead this generation of students.

Commissioner Bender shared Commissioner Ulaszewski's sentiments and stated how nice it must be for staff to see students out of their windows.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
2. **RATIFY** job announcement bulletin for Custodian-Substitute Only
3. **RATIFY** job announcement bulletin for Plant Supervisor I
4. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 21-0060-0755 established 04/19/2021
5. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 21-0058-0756 established 04/19/2021
6. **APPROVE** the certification of Recreation Aide eligibility list 21-0103-5255 established 04/13/2021
7. **APPROVE** the certification of Recreation Aide eligibility list 21-0104-5255 established 04/21/2021

8. **APPROVE** the certification of Senior Accounting Assistant eligibility list 21-0061-0760 established 04/20/2021
9. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 21-0059-0762 established 04/20/2021
10. **APPROVE** the certification of Staffing Analyst-Human Resource Services eligibility list 21-0045-5195 established 04/23/2021

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1-3 and approve items 4-10 on the Consent Agenda.

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

OLD BUSINESS None

- NEW BUSINESS
1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget for 2021-2022

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

<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** meeting dates for Personnel Commission 2021-2022

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

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

OTHER ITEMS

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 6, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:27 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:10 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES ASSISTANT – TEMPORARY ONLY

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

THIS IS FOR TEMPORARY WORK ONLY.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant-Schools is required.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) 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: \$19.62

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous Exam 21-0119-3350 JA

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

ON CATALINA ISLAND

PLANT SUPERVISOR-AVALON

FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.67 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

CURRENT VACANCY IS A 100% FTE (8 hours per day), 12 MONTH POSITION AND IS LOCATED AT AVALON SCHOOL. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at the Avalon school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of custodial experience and two years of general building maintenance experience including carpentry, painting, plumbing and electrical work.

Experience in a lead or supervisory capacity is highly desirable.

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

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Plant Supervisor-Avalon.

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

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

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

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Continuous 5081 AA

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion within one year from the date of appointment to the position is required.

Associate of Arts degree, or equivalent (60 units), with a major in administration of justice, business, or public administration is desirable.

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). **A copy must be attached to your application.**

*Note: If you have had a three year or longer break in service, you are required by P.O.S.T. to complete the P.O.S.T. Requalification Course. **Proof of completion of requalification must be attached to your application.**

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist or Gang Intervention Specialist in the Long Beach Unified School District. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C Driver's License is required at the 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 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) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. (6) May be required to travel from one school location to another.

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

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SALARY RANGE HOURLY:

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

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

APPLICATION:

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SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5014 JA

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, May 13, 2021

JOB INFORMATION:

The current vacancy is a 10-month position, 75% FTE, located at Special Education.

JOB SUMMARY:

Under the supervision of a credentialed Speech-Language Specialist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

OR

Proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

EXPERIENCE:

Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.

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

SPECIAL REQUIREMENTS:

(1) Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification. (2) Possession of a valid California class C driver's license at the time of appointment and the use of a personal automobile. (3) Positions in the Speech-Language Pathology Assistant - 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. (4) May be required to travel from one school location to another.

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

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: \$24.38
6 MONTHS: \$25.72
1 ½ YEARS: \$27.14
2 ½ YEARS: \$28.62
3 ½ YEARS: \$30.20

PHYSICAL DEMANDS:

Hearing and speaking to exchange information. Dexterity of hands and fingers to operate adaptive equipment and a computer. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling, crouching to work with students.

Reaching overhead and above the shoulders to reach supplies. Pushing students in wheelchairs and carts with supplies. Lifting and carrying therapy equipment and supplies. Walking.

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:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0117-5024 AA

LBUSD employees, please see reverse side for important information. 11

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

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

Guidelines:

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

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

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: 13

Date: May 6, 2021

Reason for Consideration: Approval

CAMPUS SECURITY OFFICER

DUAL

21-0012-5011

List Valid: 05/7/2021-05/07/2022

Total Applications Received: 44

No. Passed: 7 No. Failed: 5

Total Invited to Exam: 19

No. Withdrew: 7 No. Screened Out: 25

FLEET MAINTENANCE MANAGER

DUAL

21-0069-0516

List Valid: 05/7/2021-05/07/2022

Total Applications Received: 54

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 1 No. Screened Out: 51

RECREATION AIDE

OPEN CONTINUOUS

21-109-5255

List Valid: 04/29/2021-04/29/2022

Total Applications Received: 7

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE

OPEN CONTINUOUS

21-0114-5255

List Valid: 05/03/2021-05/03/2022

Total Applications Received: 6

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS

21-0096-5257

List Valid: 05/06/2021-05/06/2022

Total Applications Received: 25

No. Passed: 19 No. Failed: 1

Total Invited to Exam: 25

No. Withdrew: 0 No. Screened Out: 5

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 6, 2021

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget for 2020-2021 Public Hearing PAGES: 14-17

Date: May 6, 2021

Reason for Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2021-2022 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

PERSONNEL COMMISSION



COMMISSIONERS
SHERYL BENDER
TERENCE ULASZEWSKI
LINDA J. VAUGHAN

May 6, 2021

EXECUTIVE OFFICER
KENNETH E. KATO

To: Personnel Commissioners
From: Kenneth Kato, Executive Officer
Subject: Proposed 2021-2022 Personnel Commission Budget

The 2021-2022 proposed budget includes changes to address routine increases in operating expenses, including salary step advancements and career increments for staff.

The budget for staffing includes current staff step increases, career increments, and benefit costs resulting in a net increase for staff funding of approximately 3.2%.

There are no changes in the budgetary amounts for general supplies. There are increases in our contracted services as we are now integrating the online interview and testing services of Sparkhire and eSkill as part of our contracted services. The budget also includes increases for our applicant tracking system (NEOGOV) and our substitute management system (AESOP). The various vendors have notified staff of the increases for the upcoming fiscal year and the adjustments have been included in the final budget recommendation. Additional funding is also being allocated to replace our primary copier as our lease expires in December of 2021.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for fiscal year 2021-2022 in the amount of \$2,246,162.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2021-2022
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Long Beach Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

880 Locust Avenue, Long Beach, CA 90813

(Place)

on May 6, 2021 at 8:15 o'clock A M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 6, 2021

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2021-2022**

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2019-2020 Actual*	2020-2021 Actual or Estimated*	2021-2022 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,050.00	\$ 3,450.00	\$ 3,900.00
Director	194,289.00	192,366.00	192,366.00
Secretaries, Clerks	587,249.00	572,450.00	638,046.00
Other	429,975.00	429,782.00	444,103.00
3000 Employee Benefits	691,181.00	744,694.00	855,683.00
Subtotal	1,905,744.00	1,942,742.00	2,134,098.00
4000 Supplies and Equipment Replacement	24,660.00	16,500.00	19,600.00
5000 Operating Expenses	71,482.00	83,100.00	92,464.00
6000 Equipment	0.00	0.00	0.00
Subtotal	96,142.00	99,600.00	112,064.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 2,001,886.00	\$ 2,042,342.00	\$ 2,246,162.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding
Classified School Employee Week

PAGE: 18

Date: May 6, 2021

Reason for Consideration: Approval

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 17-21, 2021 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Sheryl Bender
Chairperson

Terence Ulaszewski
Vice-Chairperson

Linda J. Vaughan
Member

PERSONNEL COMMISSION



April 27, 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 Chief Communications and Community Engagement Officer. Staff worked with the Chief Business and Financial Officer to develop the new classification of Chief Communications and Community Engagement Officer 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 six agencies to support a compensation recommendation. The survey median of the six agencies is \$16,068 per month. This median is closest to LBUSD's salary range 64 (M2) with a maximum step of \$16,069 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 Chief Communications and Community Engagement Officer
2. Allocate the class of Chief Communications and Community Engagement Officer to salary range 64 (M2)

Prepared by:

A handwritten signature in black ink, appearing to read "S. Leaming", written over a white background.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K. Kato", written over a white background.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 64 (M2)

CHIEF COMMUNICATIONS AND COMMUNITY ENGAGEMENT OFFICER

JOB SUMMARY

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.

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 the District's internal and external communications, marketing and media relations, and community engagement programs and services; assure District communications are in alignment with the mission, vision, and values of the Board of Education and Superintendent of Schools. **E**
- Serve as a public relations and community engagement strategist and principal advisor to the Superintendent of Schools regarding District initiatives, goals and priorities with a focus on forward-looking messaging and strategic communications planning. **E**
- Plan and direct comprehensive marketing and media processes including press releases, media relations, community outreach, social media, websites and other outlets; create daily media coverage and enhance the understanding, transparency, awareness and support of the District's strategic goals, operations and programs. **E**
- Serve as chief spokesperson for the District; coordinate press conferences and the release of information to the media and the public; advocate for District positions and initiatives; issue or direct the issuance of official statements on behalf of the District. **E**
- Direct a vision-focused, service-oriented, cohesive team of professionals across all aspects of media, internal and external communications, community outreach, web design, public relations, and marketing. **E**
- Coordinate and implement the District's crisis communication plan; respond to situations as they occur; assure a responsive, coordinated effort is communicated internally and externally to the media and stakeholders. **E**

- Develop and provide strategic leadership to a visionary and proactive community engagement program promoting public education and functions and services of the District utilizing business, philanthropic and community resources. *E*
- Enhance community engagement and support for public education and the District in collaboration with the Superintendent of Schools, District administration and the Board of Education. *E*
- Research and implement innovative approaches for the development of culturally sensitive and results-driven outreach and communication strategies designed to meet the diverse needs and concerns of the District's families and communities. *E*
- Identify and develop effective communication strategies related to community and stakeholder issues and concerns; interact with varied stakeholder groups and represent the Superintendent of Schools and District administration at a variety of community functions and other events. *E*
- Oversee, implement and direct a marketing program that enhances the District's image in the eye of the public, elected officials, and corporate community; develop and maintain brand image, positioning and messaging for the District. *E*
- Oversee and direct the development of a variety of opinion polls; solicit feedback from stakeholders through formal and informal means; analyze survey and feedback results and recommend appropriate public relations and marketing strategies. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Promote the development of staff to assure the perpetuation of a professional work force; provide for planned development of successors for department positions; encourage staff participation in educational and training programs. *E*
- Develop and prepare departmental 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 District 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 regarding assigned activities. *E*
- Attend and participate in a variety of meetings, conferences and trainings; serve on assigned committees; conduct presentations as requested. *E*
- Operate 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 Chief Communications and Community Engagement Officer provides 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. An incumbent serves as an advisor to the Superintendent of Schools, District administration, and the Board of Education regarding strategic communications planning and assures communications are in alignment with the mission, vision and values of the District.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, methods, techniques and strategies of preparing and disseminating communications and media for a large public sector organization.
Development, implementation and direction of internal and external communications, marketing and media relations, and community engagement programs and services.
Comprehensive marketing and media processes including press releases, media relations, community outreach, social media, and websites.
Strategic planning and project management techniques.
Issues and challenges facing large, diverse, urban school districts.
Contemporary public education trends and issues.
Structure and operations of public schools.
Diverse needs and concerns of individuals from varying socioeconomic and cultural backgrounds.
Evaluation, survey research and planning methodologies.
Principles and practices of administration, leadership, supervision and training.
Fiscal accountability and budget preparation and control.
Applicable laws, codes, rules and regulations related to assigned activities.
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 and implement a comprehensive internal and external communications program including marketing, media relations, and community engagement programs and services.
Oversee and guide complex and sensitive communications processes resulting in strong community engagement.
Cultivate and sustain strategic partnerships including community-based organizations, government agencies and the public sector.
Develop communications for a variety of diverse constituencies including parents, staff, and the public.
Work independently in a variety of situations requiring extensive contact with public leaders, media representatives, community members and special interest groups.
Serve as the chief spokesperson for the District and work proactively with the media to establish influential and productive working relationships.
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.

Accept and carry out responsibility for direction, control and planning.

Develop and implement long-term strategic plans and goals.

Analyze situations accurately and adopt an effective course of action.

Supervise and evaluate the performance of assigned personnel.

Maintain confidentiality of sensitive and privileged information.

Evaluation, survey research and planning methodologies.

Develop and monitor 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 relations, journalism, communications, marketing or a related field. A Master's degree in one of these disciplines is highly desirable.

Experience:

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 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.

PCA:

PERSONNEL COMMISSION



April 23, 2021

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

Background and Findings

The Business Services Administrator and Chief Business and Financial Officer recently reviewed the Administrative Analyst (salary range 44 M2) classification specification while initiating recruitment activities and worked with staff to make revisions. The class was established in 1960 and the specification was last modified in 2004 when physical demands were added.

Specifically, the title was modernized to Management Analyst, a title now commonly utilized at other public agencies and standardized duty statements were added throughout the classification specification. In addition, the Special Requirements were modified to add the use of a personal automobile and possession of a valid California Class C driver's license.

The Business Services Administrator and Chief Business and Financial Officer have reviewed and approved the modifications.

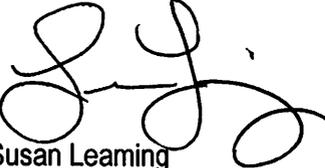
Since revisions to the specification were extensive, attached is draft copy of the revised class specification and a copy of the current class specification for review.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Management Analyst, and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 44 (M2)

MANAGEMENT ANALYST

JOB SUMMARY

Under administrative direction, drive the improvement of services through complex studies related to business processes, organization structure, work load, work flow and distribution, personnel utilization, facilities planning and analysis, budget analysis, and physical layout necessary to implement service improvements; develop and recommend changes to existing business processes; provide support to change management plans and processes; 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.

- Collaborate with management employees to develop or modify District policies and procedures for conducting effective administrative or budgetary analyses; develop and recommend changes to existing business processes. **E**
- Utilize data analytics to assess business processes conformance with established performance requirements; deliver detailed recommendations to District administration and a variety of stakeholders; provide support to change management plans and processes. **E**
- Develop and conduct research and statistical studies and prepare complex reports relative to policies, organization structure, facility requirements, budget allocations, work load, equipment purchases and use, and office space and layout. **E**
- Analyze business processes and systems for integration with technology and make recommendations on the use of technology programs to improve operational efficiency and overall services; provide training to staff on the use of data and various technology platforms. **E**
- Prepare organizational, departmental and work flow charts; prepare or assist in compiling and writing a variety of periodic and special reports. **E**
- Survey private firms and public jurisdictions to determine their procedures and methods for solving various issues. **E**
- Observe deviations from established standards in operating methods and employee performance and analyze and write reports recommending corrective measures. **E**
- Collaborate with District personnel and representatives of other public jurisdictions and private firms in regards to research projects, studies, and related issues. **E**
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials; maintain confidentiality of sensitive and privileged information. **E**

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Participate in the development of annual budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues and concerns. *E*
- Attend and participate in a variety of meetings related to assigned activities; serve on assigned committees; prepare and deliver oral presentations as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a 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

A Management Analyst drives the improvement of services by developing and conducting complex studies related to business processes, organization structure, work load, work flow and distribution, personnel utilization, facilities planning and analysis, budget analysis, and physical layout. The work is performed under the administrative direction of the Chief Business and Financial Officer, with wide latitude for the exercise of independent judgment and initiative in planning and conducting studies.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of management, administration, organization, and business relationships.

Office layout, work simplification, research techniques, statistics and statistical procedures.

Budgetary procedures and methods.

Accounting, data processing, and public personnel procedures and practices.

Research methods and report writing techniques.

Writing skills to prepare clear and concise written reports.

Analytical and problem solving techniques.

Principles and practices of change management.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervision and training.

Record-keeping techniques.

Public speaking techniques.

Mathematical computations.

Oral and written communication skills.

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

Ability to:

Plan, organize, and conduct investigations and research studies and to analyze data, methods, and procedures.

Utilize modern data processing procedures, including online systems.

Compile, organize, and present data in graphic, pictorial, tabular, written, and oral forms.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

Budget preparation and control.

Analyze situations accurately and adopt an effective course of action.

Make generalizations, evaluations or decisions without immediate supervision.

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

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train, supervise and evaluate the performance of assigned staff.

Meet schedules and timelines.

Plan, prioritize and organize work.

Work independently with little direction.

Prepare and deliver oral presentations.

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, industrial engineering, industrial relations or a closely related field.

Experience:

Three years of experience involving analysis of organizational efficiency, cross-functional business units, personnel, budget, administration, or related subjects.

A master's degree in public administration, business administration, organizational management, industrial engineering, industrial relations or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 6/27/1960
Revised: 8/2/1973
Revised: 11/18/1976
Revised: 10/18/1984
Revised: 3/25/2004
Revised:



PERSONNEL COMMISSION

Class Code: 0072
Salary Range: 44 (M2)

ADMINISTRATIVE ANALYST

JOB SUMMARY

Under administrative direction, to conduct complex and varied studies related to organization structure, work simplification, work load, flow and distribution; manpower utilization, facilities planning and analysis, budget analysis, physical layout, equipment and forms; and to do related work as required.

EXAMPLES OF DUTIES

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

- Work with other management employees to develop or change district policies and procedures for conducting effective administrative or budgetary analyses. *E*
- Conduct research and statistical studies and write reports relative to policies, organization structure, facility requirements, budget allocations, work load, equipment, and office layout. *E*
- Prepare organization and work flow charts. *E*
- Prepare or assist in compiling and writing a variety of periodic and special reports. *E*
- Survey private firms and public jurisdictions to determine their procedures and methods for solving various problems. *E*
- Develop, compare, compile, and verify statistical information and present data in graphic, pictorial, tabular, written, and oral form. *E*
- May observe deviations from established standards in operating methods and employee performance and analyze and write reports on corrective measures. *E*
- Confer with district personnel and representatives of other public jurisdictions and private firms in regard to research projects, studies, and related problems. *E*

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

DISTINGUISHING CHARACTERISTICS

An Administrative Analyst makes complex and varied administrative and budgetary analyses. The work is performed under the administrative direction of the Business Manager, with wide latitude for the exercise of independent judgment and initiative in planning and conducting studies.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of management, administration, organization, and relationships.
Office layout, work simplification, research techniques, statistics and statistical procedures.
Budgetary procedures and methods.
Accounting, data processing, and public personnel procedures and practices.

Ability to:

Plan, organize, and conduct investigations and research studies and to analyze data, methods, and procedures.
Utilize modern data processing procedures, including on-line systems; write reports.
Compile, organize, and present data in graphic, pictorial, tabular, written, and oral forms.
Establish and maintain effective relationships with others.
Analyze effectively.

Education and Training:

Graduation from a recognized four-year college with a degree in public administration, business administration, industrial engineering, industrial relations, educational administration, or a related field.

Experience:

Three years in an administrative or staff position involving administrative analysis or organization efficiency, personnel, budget, administration, or related problems.

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

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

Revised 10/18/84

Rev 3/25/04

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 21488322 PAGES: 33-65

Date: May 6, 2021

Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action to distribute Hearing Officer's report on Employee E 00161406 to the Employee and the District PAGE: 66-85

Date: May 6, 2021 Reason for Consideration: Action

In accordance with the Personnel Commission Rule 11.6.D, staff submits the attached hearing officer's report on Employee E 00161406. It is recommended that Commission act to direct staff to distribute the report to the Employee and District.

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