

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
April 11, 2019

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** Minutes of the Regular Meeting of March 28, 2019 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Intermediate Office Assistant 5-6
2. **RATIFY** job announcement bulletin for Intermediate Office Assistant-Bilingual Spanish 5-6
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant Schools 7-8
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant Schools-Bilingual Spanish 7-8
5. **APPROVE** the certification of Assistant Director-Fiscal Services eligibility list 19-0071-5136 established 4/02/2019 9-10
6. **APPROVE** the certification of Business Services Director eligibility list 19-0102-5263 established 4/02/2019 9-10

- | | |
|--|------|
| 7. APPROVE the certification of Child Care Worker eligibility list 19-0089-5258 established 4/02/2019 | 9-10 |
| 8. APPROVE the certification of Instructional Aide-Deaf/Hard of Hearing eligibility list 19-0110-3271 established 4/02/2019 | 9-10 |
| 9. APPROVE the certification of Kids' Club Assistant eligibility list 19-0100-0694 established 4/03/2019 | 9-10 |
| 10. APPROVE the certification of Kids' Club Lead Assistant eligibility list 19-0101-0515 established 4/03/2019 | 9-10 |
| 11. APPROVE the certification of Kids' Club Supervisor I eligibility list 19-0091-3266 established 3/21/2019 | 9-10 |
| 12. APPROVE the certification of Kids' Club Supervisor II eligibility list 19-0092-3267 established 3/21/2019 | 9-10 |
| 13. APPROVE the certification of Kids' Club Supervisor III eligibility list 19-0093-3268 established 3/21/2019 | 9-10 |
| 14. APPROVE the certification of Maintenance Director eligibility list 19-0103-0083 established 4/02/2019 | 9-10 |
| 15. APPROVE the certification of Operations Director eligibility list 19-0104-0229 established 4/02/2019 | 9-10 |
| 16. APPROVE the certification of Nutrition Services Worker eligibility list 19-0094-5068 established 3/28/2019 | 9-10 |

III. OLD BUSINESS
None

IV. NEW BUSINESS

- | | |
|---|-------|
| 1. OPEN the public hearing on the 2019-2020 proposed Personnel Commission Budget | 11-13 |
| 2. CLOSE the public hearing on the 2019-2020 Personnel Commission Budget | |
| 3. ADOPT the 2019-2020 Personnel Commission Budget | |
| 4. APPROVE the revision of a classification Reprographics Technician | 14-18 |

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES

Regular Meeting

March 28, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 28, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Senior Administrative Secretary (retired); Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Anne Follett, Human Resource Technician; Aaron Dominguez, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice President - Unit B; Ramona Burton, Campus Security Officer.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of March 14, 2019.

<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

Ramona Burton, Campus Security Officer. Ms. Burton shared concerns over an issue with another employee.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that the annual kickoff meeting was held to prepare for the Classified Employee Celebration at the Teachers Resource Center (TRC) on Friday, May 24.

Mr. Kato introduced the Personnel Commission's new Senior Administrative Secretary, Pamela Brackman.

Mr. Kato reported that he attended the recent District Community Advisory Committee meeting (DCAC). School sites designate one parent representative to attend and discuss academic standards and educational opportunities for students.

Mr. Kato attended the Board of Education workshop on March 27 and provided an overview of the workshop presentations to the Commission.

Mr. Kato reported that at their March 27 meeting, the Board of Education approved over 100 layoffs for the Head Start program. The layoffs were approved in the event the program's five (5) year cycle grant funding is not renewed.

Gregg Robinson, Associate Personnel Analyst, reported that there are currently twenty-nine recruitments in various stages of testing. Mr. Robinson reported that a new Human Resources Technician will be starting on April 8 and the Technician will focus on Nutrition Services recruitments. Marilyn Balmer, retired Personnel Analyst, has also been assisting in Recruitment and Testing activities.

Mary Cates, Human Resources Supervisor, informed the Commission that 1,031 applications were submitted on-time for the School Enrichment and Learning program (SEAL). Employees may still submit paper applications after the March 15 deadline but those will be marked as late.

Dale Culton, Certification Services Manager, reported that he participated in a SEAL kickoff meeting with Mr. Kato and other District administrators on Thursday, March 21 to discuss summer employment timelines and procedures. Mr. Culton announced that Mary Cates, Human Resource Supervisor, will be retiring the end of June.

Mr. Kato informed the Commission that Susan Leaming, Personnel Analyst, was conducting focus groups today with Instructional Aide – Specials at a school site. Mr. Kato mentioned he attended two focus groups at Tucker Administrative Offices and the meetings went well as the employees seemed to enjoy participating and discussing their jobs.

Mr. Kato recognized Connie Ballew, acting Senior Administrative Secretary (retired), for her work and efforts to assist the Commission. Ms. Ballew thanked Commission staff and mentioned how much she enjoyed working at the Commission.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-7.

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

1. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
3. **RAFIFY** job announcement bulletin for District Security Officer
4. **RAFIFY** job announcement bulletin for Custodian
5. **APPROVE** the certification of Pool Operator eligibility list 18-0098-5241 established 3/15/2019
6. **APPROVE** the certification of School Safety Supervisor eligibility list 19-0070-5016 established 3/27/2019
7. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-019-0448 established 3/20/2019

OLD BUSINESS

None

NEW BUSINESS

1. **DISCUSS** a Public Hearing date for proposed Personnel Commission Budget for 2019-2020

Following discussion, the Public Hearing date for the proposed Personnel Commission Budget for 2019-2020 was scheduled on Thursday, April 11, 2019 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood. A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion 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 2019-2020

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the meeting dates as scheduled and they will make adjustments during the year as needed. Mr. Kato clarified that the July 4, 2019 and January 2, 2020 meetings will be removed from the meeting dates and may be rescheduled if needed.

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

3. **APPROVE** the following:

Abolish the classification of Student Store Assistant

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

4. **APPEAL** of disqualified candidate 2889496

The Commission moved New Business item 4 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 11, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:42 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:55 a.m and the following action was taken:

A motion was made by Mr. Ulaszewski and seconded by Ms. Bender and the motion carried with a unanimous vote of those present to approve the recommendation allowing disqualified candidate 2889496 to retest in one year.

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

ADJOURNMENT

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, April 18, 2019

Applications will be accepted online only from: Friday, April 12, 2019 to Thursday, April 18, 2019

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant or School Support Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

- (1) Positions in the Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) May be required to travel from one school location to another.
- (4) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START:	\$18.72
6 MONTHS:	\$19.76
1 ½ YEARS:	\$20.84
2 ½ YEARS:	\$21.98
3 ½ YEARS:	\$23.19

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0121-0673 ALT
Dual Exam 19-0122-5050 ALT

LBUSD employees, please see reverse side for
important information.

Marilyn Balmer

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT-SCHOOLS INTERMEDIATE OFFICE ASSISTANT-SCHOOLS – BILINGUAL SPANISH

FINAL FILING DATE:

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JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant or School Support Assistant with the Long Beach Unified School District.

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0123-3354 ALT
Dual Exam 19-0124-5052 ALT

LBUSD employees, please see reverse side for important information.

Marilyn Balmer

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Personnel Commission

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9-10

Date: April 11, 2019

Reason for
Consideration: Approval

ASSISTANT DIRECTOR-FISCAL SERVICES

OPEN EXAMINATION

19-0071-5136

List Valid: 4/11/19-4/11/20

Total Applications Received: 23

No. Passed: 2

No. Failed: 7

Total Invited to Exam: 13

No. Withdrew: 4

No. Screened Out: 10

BUSINESS SERVICES DIRECTOR

OPEN

19-0102-5263

List Valid: 4/10/19-4/10/20

Total Applications Received: 20

No. Passed: 8

No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 1

No. Screened Out: 9

CHILD CARE WORKER

OPEN/CONTINUOUS

19-0089-5258

List Valid: 4/10/19-4/10/20

Total Applications Received: 9

No. Passed: 5

No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 1

No. Screened Out: 3

INSTRUCTIONAL AIDE-DEAF/HARD OF HEARING

OPEN/CONTINUOUS

19-0110-3271

List Valid: 4/11/19-4/11/20

Total Applications Received: 19

No. Passed: 5

No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 1

No. Screened Out: 13

KIDS' CLUB ASSISTANT

OPEN/CONTINUOUS

19-0100-0694

List Valid: 4/12/19-4/12/20

Total Applications Received: 61

No. Passed: 13

No. Failed: 9

Total Invited to Exam: 40

No. Withdrew: 18

No. Screened Out: 21

KIDS' CLUB LEAD ASSISTANT

OPEN/CONTINUOUS

19-0101-0515

List Valid: 4/12/19-4/12/20

Total Applications Received: 34

No. Passed: 5

No. Failed: 9

Total Invited to Exam: 17

No. Withdrew: 3

No. Screened Out: 17

KIDS' CLUB SUPERVISOR I

List Valid: 4/01/19-4/01/20

Total Applications Received: 47

No. Passed: 9 No. Failed: 11

OPEN/CONTINUOUS**19-0091-3266**

Total Invited to Exam: 26

No. Withdrew: 6

No. Screened Out: 21

KIDS' CLUB SUPERVISOR II

List Valid: 4/01/19-4/01/20

Total Applications Received: 21

No. Passed: 6 No. Failed: 1

OPEN/CONTINUOUS**19-0092-3267**

Total Invited to Exam: 13

No. Withdrew: 6

No. Screened Out: 8

KIDS' CLUB SUPERVISOR III

List Valid: 4/01/19-4/01/20

Total Applications Received: 23

No. Passed: 6 No. Failed: 0

OPEN/CONTINUOUS**19-0093-3268**

Total Invited to Exam: 8

No. Withdrew: 2

No. Screened Out: 15

MAINTENANCE DIRECTOR

List Valid: 4/10/19-4/10/20

Total Applications Received: 24

No. Passed: 4 No. Failed: 1

OPEN/CONTINUOUS**19-0103-0083**

Total Invited to Exam: 8

No. Withdrew: 3

No. Screened Out: 16

OPERATIONS DIRECTOR

List Valid: 4/10/19-4/10/20

Total Applications Received: 27

No. Passed: 4 No. Failed: 5

OPEN/CONTINUOUS**19-0104-0229**

Total Invited to Exam: 10

No. Withdrew: 1

No. Screened Out: 17

NUTRITION SERVICES WORKER

List Valid: 4/05/19-4/05/20

Total Applications Received: 96

No. Passed: 32 No. Failed: 16

OPEN/CONTINUOUS**19-0094-5068**

Total Invited to Exam: 79

No. Withdrew: 31

No. Screened Out: 17

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget for 2019-2020 Public Hearing PAGES: 11-13

Date: April 11, 2019

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 2019-2020 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

PERSONNEL COMMISSION



April 11, 2019

COMMISSIONERS
SHERYL BENDER
TERENCE ULASZEWSKI
LINDA J. VAUGHAN

EXECUTIVE OFFICER
KENNETH E. KATO

To: Personnel Commissioners

From: Kenneth Kato, Executive Officer *KK*

Subject: Proposed 2019-20 Personnel Commission Budget

The 2019-20 proposed budget includes changes to address routine increases in operating expenses, including salary step advancements for staff, and to absorb a negotiated raise.

The budget for staffing includes an anticipated 2% increase in District salary rates for all classified base salaries for the 2019-20 school year. In addition to current staff step increases, there are also increases in benefit costs. The various actions resulted in a net increase for staff funding of approximately 8.0%.

There are no changes in the budgetary amounts for general supplies. However, there have been increases in our contracted services, including increases for our applicant tracking system (NEOGOV) and our substitute tracking 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.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for Fiscal Year 2019-20 in the amount of \$2,104,766.

Annual Financial and Budget Report
Fiscal Year 2019-2020

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2017-2018 Actual*	2018-2019 Actual or Estimated*	2019-2020 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 2,150.00	\$ 3,900.00	\$ 3,900.00
Director	184,596.00	194,289.00	192,366.00
Secretaries, Clerks	579,555.00	619,277.00	624,837.00
Other	443,970.00	416,070.00	431,165.00
3000 Employee Benefits	649,079.00	625,276.00	754,299.00
Subtotal	1,859,350.00	1,858,812.00	2,006,567.00
4000 Supplies and Equipment Replacement	21,711.00	17,974.00	19,600.00
5000 Operating Expenses	66,264.00	71,857.00	78,599.00
6000 Equipment			
Subtotal	87,975.00	89,831.00	98,199.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 1,947,325.00	\$ 1,948,643.00	\$ 2,104,766.00

* 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



April 3, 2019

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

Background and Findings

The Purchasing and Contracts Director and Reprographics Supervisor recently reviewed the class specification for the Reprographics Technician classification while initiating recruitment activities and worked with Commission Staff to revise the specification. The class specification was last revised in 2008.

Specifically, possession of a driver's license and use of a personal vehicle was added under Special Requirements and a correlating duty statement was added to the Examples of Duties.

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

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Reprographics Technician

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5132
Salary Range: 16 (C1)

REPROGRAPHICS TECHNICIAN

JOB SUMMARY

Under close supervision, perform a variety of technical duties in the operation of high-speed copiers and related reprographic equipment to produce a wide variety of printed materials; maintain records related to work performed; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Perform a variety of technical duties in the operation of high-speed copiers and related reprographic equipment to produce a wide variety of printed materials such as forms, letters, bulletins, envelopes, business cards, agendas and booklets. **E**
- Operate a digital high-speed copier and related bindery and finishing equipment such as an electric cutter, fusion punch, jogger, padder, laminator, shrink wrapper, collator, saddle stitcher, drill punch and binder; determine and set equipment measurements. **E**
- Operate a variety of office equipment including a computer and assigned software; email, receive, log and scan reprographic jobs into computer; process computerized jobs. **E**
- Run jobs and check samples for centering, numerical order, level and clarity of copy; cut, paste, collate, drill, fold, bind, staple and assemble reprographic jobs; package and prepare finished jobs for delivery. **E**
- Maintain equipment in working order; clean, adjust and perform routine maintenance such as removing paper jams, replacing ink and toner, loading paper and adjusting minor malfunctions; contact vendors to arrange for equipment repairs as necessary. **E**
- Receive and review work request forms; determine printing requirements; communicate with school and District staff regarding reprographic needs, job instructions and completion time lines. **E**
- Complete work request forms; assist customers in the planning of reprographic jobs; estimate cost of work orders as requested. **E**
- Answer telephones and greet visitors; respond to inquiries; provide information regarding reprographic services and status of jobs. **E**
- Maintain a variety of records and files related to work performed including material and equipment usage and jobs received and completed; notate monthly equipment meter readings as directed. **E**

- Assist in conducting inventory of paper and print supplies; monitor stock and supply levels; place orders for parts and supplies as directed. *E*
- Attend meetings and trainings as directed; drive a vehicle to conduct work and deliver jobs as needed. *E*
- Train and provide work direction to reprographics support staff and student workers as assigned.
- Perform related duties as assigned.
- ~~Attend meetings and trainings as directed.~~

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 Reprographics Technician performs a variety of technical duties in the operation of high-speed digital copiers and related reprographic equipment to produce a wide variety of printed materials. Incumbents assist in assuring smooth and efficient shop operations and the timely completion and delivery of reprographic jobs. A Reprographics Technician must demonstrate sound interpersonal skills and positive public relations in their contacts with customers.

EMPLOYMENT STANDARDS

Knowledge of:

Operation and maintenance of reprographic machines and related equipment.
 Principles, processes and equipment used in reprographics and high-speed digital copying.
 Operation of a variety of office equipment including a computer and assigned software.
 Inks, chemicals and paper stocks used in reprographics.
 Safety hazards common to a print shop and safe working techniques.
 Record-keeping techniques.
 Basic inventory methods and practices.
 Interpersonal skills using, tact, patience and courtesy.
 Oral and written communication skills.
 Basic math.

Ability to:

Perform a variety of technical duties in the operation of high-speed copiers and related reprographic equipment.
 Operate and maintain a high-speed digital copier and related bindery and finishing equipment.
 Produce quality print jobs according to established production standards.
 Assist customers with planning jobs.
 Adjust and perform routine maintenance to copiers and reprographic equipment.
 Operate a variety of office equipment including a computer and assigned software.
 Understand and follow oral and written instructions.

Meet schedules and time lines.

Maintain records and files.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Add, subtract, multiply and divide accurately.

Education and Training:

Graduation from high school or equivalent.

Experience:

One year of experience in the operation of high-speed digital copiers and related reprographic equipment. Experience in a public agency is 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.

WORKING ENVIRONMENT

Print shop environment.

Noise, dust, heat and fumes from equipment operation.

Working around sharp blades and machinery having moving parts.

Chemicals used in reprographic processes.

Constant interruptions.

PHYSICAL DEMANDS

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

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

Standing for extended periods of time.

Seeing to read a variety of materials and monitor printing operations.

Lifting, carrying, pushing or pulling heavy carts and objects weighing approximately 50 pounds and with assistance up to 100 pounds.

Bending at the waist, kneeling or crouching.

Climbing ladders to reach paper and supplies.

Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 3/6/2008

Revised: