

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

**MEETING AGENDA**

Regular Meeting  
Building B, Room 29  
March 31, 2016

8:15 a.m.

**ADDENDUM  
PAGE NO.**

**I. GENERAL COMMUNICATIONS FUNCTIONS**

1. Call to order – Stacey V. Lewis
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 17, 2016 1 – 3
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 Job Developer 4 – 5
2. **APPROVE** the certification of Building Maintenance Worker 16-0068-0625 eligibility list established March 30, 2016 6
3. **APPROVE** the certification of Executive Director, Facilities Development and Planning 16-0046-5084 eligibility list established March 21, 2016 6
4. **APPROVE** the certification of Intermediate Accounting Assistant 16-0072-0755 eligibility list established March 25, 2016 6
5. **APPROVE** the certification of Intermediate Nutrition Services Worker 16-0076-5058 eligibility list established April 1, 2016 6
6. **APPROVE** the certification of Intermediate Office Assistant – Schools (Catalina Island) 16-0064-3354 eligibility list established March 23, 2016 6
7. **APPROVE** the certification of Kids' Club Assistant 16-0060-0694 eligibility list established March 31, 2016 6
8. **APPROVE** the certification of Purchasing Supervisor 16-0059-5131 eligibility list established April 1, 2016 6

9. **APPROVE** the certification of Senior Accounting Assistant 16-0073-0760  
eligibility list established March 25, 2016 7

10. **APPROVE** the certification of Senior Nutrition Services Worker 16-0075-5071  
eligibility list established April 1, 2016 7

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the abolishment of the following classifications:  
Abolish the classification of Payroll Director  
Abolish the classification of Payroll Supervisor  
Abolish the classification of Position Control Technician  
Abolish the classification of Principal Budget Advisor/Analyst  
Abolish the classification of Financial Auditor/Analyst 8 – 24
2. **APPROVE** the revision and abolishment of the following classifications:  
Revise the classification specification for Accounting Manager  
Reclassify incumbent from Nutrition Services Accounting Manager  
to Accounting Manager  
Abolish the classification of Nutrition Services Accounting Manager 25 - 35
3. **APPROVE** the recommendation to remove from eligibility list ID 26059746 36 - 48
4. **DISCUSS** recruitment bulletin format 49 – 50
5. **DISCUSS** holding Personnel Commission meetings at other LBUSD locations

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

April 14, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel  
Commission and Classified Employment

VIII. ADJOURNMENT

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 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) 1.

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

**MINUTES**

**Regular Meeting**

**March 17, 2016**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, March 17, 2016, at 8:17 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 Stacey V. Lewis.

**ROLL**

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

**Present:**           Stacey V. Lewis  
                          Terence Ulaszewski  
                          Linda Vaughan

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Oralia Leyva, Human Resources Technician; Rebecca Orozco, Human Resources Technician; and Susan Follmuth, Human Resources Technician.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; and Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of March 3, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		
Stacey V. Lewis	X		

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that the Board of Education approved a 5% increase for the California School Employees Association (CSEA) members.

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission that the Board of Education meetings will be moving from Tuesdays to Wednesdays effective August 17, 2016 on a one year pilot. Mr. Kato pulled the Closed Session item "New bulletin formats" to be placed on the agenda at the next meeting for discussion.

Maria Braunstein, Personnel Analyst, expressed her gratitude toward all staff for working as a team and shifting priorities as the Recruitment and Testing unit had some staffing changes. Ms. Braunstein informed the Commission of meetings she and Shristie Nair, Personnel Analyst, have had with subject matter experts for exam development.

Susan Leaming, Personnel Analyst, informed the Commission the Confidential, Supervisory and Management salary schedules have been updated and posted on the Personnel Commission website. Ms. Leaming also updated the Commission on the Child Care and Instructional job family study progress.

Dale Culton, Certification Services Manager, reported 4 reductions and 9 abolishments were approved by the Board of Education on Tuesday, March 15, 2016.

Mary Cates, Human Resources Supervisor, updated the Commission on Extended School Year (ESY)/Summer applications. The deadline for submitting ESY/Summer applications is March 18, 2016 and as of March 16, 722 applications have been submitted. Ms. Cates concluded with informing the Commission applicants with missing information on their ESY/Summer applications will be notified and given 3 dates to come to the Personnel Commission and update their applications with the correct information.

## CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-3,

1. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
2. **RATIFY** job announcement bulletin for Kids' Club Supervisor I, II, and III
3. **APPROVE** the certification of Grounds Equipment Operator II 16-0048-0176 eligibility list established February 24, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

## OLD BUSINESS

None

## NEW BUSINESS

None

## OTHER ITEMS

Commissioner Stacey Lewis requested an agenda item for discussion of the possibility of holding Personnel Commission meetings at other LBUSD locations to give Classified employees more options to attend the meetings.

Commissioner Linda Vaughan announced her retirement from Lynwood Unified School District effective June 14, 2016.

Commissioner Terence Ulaszewski reported his participation at Lowell Elementary School as Principal for the Day. Commissioner Ulaszewski expressed his gratitude towards Principal Dow Lawson, Lowell Elementary School and Judy Seal, Executive Director, Long Beach Education Foundation

for the opportunity. Commissioner Ulaszewski recognized Mike Murray for his years of service to the Long Beach Education Foundation and expressed his best wishes towards his retirement.

The Commission recognized Commissioner Vaughn's birthday and expressed their best wishes.

**NEXT REGULAR  
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for March 31, 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 8:46 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:01 a.m. No reportable actions were taken.

**ADJOURMENT**

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT

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Stacey V. Lewis, Chairperson

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Kenneth Kato, Executive Officer



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## JOB DEVELOPER- 0463

**Final Filing Date: 4:30 p.m., Thursday, March 31, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,436	\$3,625	\$3,824	\$4,036	\$4,258
HOURLY:	\$19.82	\$20.92	\$22.07	\$23.29	\$24.57

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under general supervision, a Job Developer interacts with members of community organizations and potential employers in seeking and securing employment and training opportunities for youth. An incumbent applies a thorough knowledge of job market trends and current training programs available through educational institutions, community organizations and employers; and performs related duties as assigned.

**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.

**MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**EDUCATION & TRAINING:**

Associate's degree including course work in business, social services, human resources, career development or a related field. A bachelor's degree is preferred.  
One year of experience in job search and placement.

**EXPERIENCE:**

One year of experience in career development, job search and placement, work experience programs or school-to-career programs, preferably in a high school setting.

**SPECIAL REQUIREMENTS:**

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER  
LBUSD Employees, please see reverse side for important information

Exam 16-0087-0463 sf(mb)  
Dual Examination

*Maria Brant*

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.*

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LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 6 - 7

Date: March 31, 2016

Reason for  
Consideration: Approval

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**Building Maintenance Worker**

Dual

**16-0068-0625**

List Valid: 3/30/16 – 3/30/17

Total applications received: 102

Total invited to exam: 66

No. Passed: 6

No. Failed: 49

No. Withdrew: 11

No. Screened Out: 36

**Executive Director, Facilities  
Development & Planning**

Dual

**16-0046-5084**

List Valid: 3/21/16 – 3/21/17

Total applications received: 48

Total invited to exam: 12

No. Passed: 7

No. Failed: 3

No. Withdrew: 2

No. Screened Out: 36

**Intermediate Accounting Assistant**

Dual

**16-0072-0755**

List Valid: 3/25/16 – 3/25/17

Total applications received: 122

Total invited to exam: 102

No. Passed: 36

No. Failed: 43

No. Withdrew: 23

No. Screened Out: 20

**Intermediate Nutrition Services  
Worker**

Dual

**16-0076-5058**

List Valid: 4/01/16 – 4/01/17

Total applications received: 151

Total invited to exam: 120

No. Passed: 33

No. Failed: 77

No. Withdrew: 10

No. Screened Out: 31

**Intermediate Office Assistant –  
Schools (Catalina Island)**

Dual

**16-0064-3354**

List Valid: 3/23/16 – 3/23/17

Total applications received: 28

Total invited to exam: 16

No. Passed: 4

No. Failed: 2

No. Withdrew: 10

No. Screened Out: 12

**Kids' Club Assistant**

Dual

**16-0060-0694**

List Valid: 3/31/16 – 3/31/17

Total applications received: 287

Total invited to exam: 103

No. Passed: 17

No. Failed: 28

No. Withdrew: 58

No. Screened Out: 184

**Purchasing Supervisor**

Dual

**16-0059-5131**

List Valid: 4/01/16 – 4/01/17

Total applications received: 57

Total invited to exam: 14

No. Passed: 8

No. Failed: 2

No. Withdrew: 4

No. Screened Out: 43



**Senior Accounting Assistant****Dual****16-0073-0760**

List Valid: 3/25/16 – 3/25/17

Total applications received: 32

Total invited to exam: 25

No. Passed: 13

No. Failed: 12

No. Withdrew: 0

No. Screened Out: 7

**Senior Nutrition Services Worker****Dual****16-0075-5071**

List Valid: 4/01/16 – 4/01/17

Total applications received: 56

Total invited to exam: 45

No. Passed: 11

No. Failed: 30

No. Withdrew: 4

No. Screened Out: 11

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: March 24, 2016



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

**March 23, 2016**

**TO: Personnel Commission**

**FROM: Executive Officer, Personnel Commission and Classified Employment**

**SUBJECT: Abolishment of Classification Specifications**

### **Background and Findings**

Staff spoke with the Financial Services Officer and the Executive Director – Fiscal Services regarding several classifications in the Accounting and Budgeting job family that have not been recently utilized by the District.

The classification of Payroll Director (salary range 55 M2) has been vacant since the last incumbent retired in June 2010. There is no reemployment list in place.

The classification of Payroll Supervisor (salary range 34 S1) has been vacant since the last incumbent promoted in July 2008. There is no reemployment list in place.

The classification of Position Control Technician (salary range 24 C1) has been vacant since the last incumbent retired in November 2013. There is no reemployment list in place.

The classifications of Principal Budget Advisor/Analyst (salary range 46 M2) and Financial Auditor/Analyst (salary range 40 M2) have both been vacant since July 2013. There is one individual on each classification reemployment list. However, both individuals have retired from the District.

The Chief Business and Financial Officer, Financial Services Officer, and Executive Director – Fiscal Services support the abolishment of these classifications.

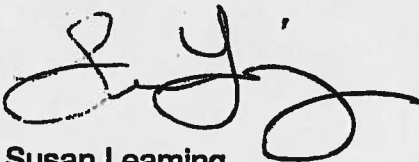
**Recommendations**

**Staff recommends the Personnel Commission:**

**1. Abolish the following classifications:**

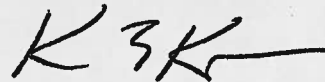
- Payroll Director
- Payroll Supervisor
- Position Control Technician
- Principal Budget Advisor/Analyst
- Financial Auditor/Analyst

**Prepared by:**



**Susan Leaming  
Personnel Analyst**

**Approved and Recommended:**



**Kenneth Kato  
Executive Officer**



## PERSONNEL COMMISSION

**Class Code: 0870**  
**Salary Range: 55 (M2)**

### PAYROLL DIRECTOR

#### JOB SUMMARY

Under administrative direction, plan, organize, coordinate and supervise the payroll activities, functions and personnel of the payroll branch; 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 procedures and practices to ensure the timely preparation and processing of payroll timesheets and records for the issuance of salary warrants to District employees; organize and coordinate the receipt and review of payroll timekeeping records, entry of payroll data into the computerized system, production of salary warrants and the collection and disbursement of withholding taxes. **E**
- Prepare and distribute payroll calendars with timeline dates for each pay period. **E**
- Develop and issue a payroll manual for branch personnel and conduct or direct the training of staff in payroll requirements and procedures. **E**
- Evaluate the District automated payroll system; troubleshoot and resolve discrepancies with data, coding and recording a variety of payroll information; coordinate with information systems personnel the development and implementation of new items such as data fields and data storage and manipulation of data for reports and reference uses. **E**
- Direct the compilation and preparation of other payroll data such as retirement contributions, tax sheltered annuities, garnishments and credit union deductions. **E**
- Calculate and direct staff in effecting authorized changes in salary range allocations, pay rates, cost-of-living or other compensation for certificated, classified and other District personnel. **E**
- Direct the submission of payroll information to the accounting system for posting to salary and employee benefits accounts. **E**
- Develop and evaluate client service provided to site personnel who record employee timesheets and to employees with questions regarding payroll problems and matters. **E**
- Plan and manage the maintenance and storage of payroll records and files. **E**
- Plan and coordinate personnel/payroll functions with the Human Resource Services Branch in order to meet timelines and ensure accuracy of data. **E**

- Interpret and apply State and Federal laws and regulations and District bargaining unit contracts affecting payroll procedures. *E*
- Prepare and distribute mandated reports. *E*
- Evaluate and recommend improvements to the management the District payroll system. *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**

The Payroll Director plans and directs the payroll branch activities and staff performing payroll work. The first priority of the branch is to serve the District workforce by producing accurate pay checks on time. An incumbent oversees the training of payroll personnel, evaluates the interaction between staff performance and the utilization of automated systems and determines the most effective procedures to process payroll data and produce warrants. A Payroll Director is the primary source in information on the laws and regulations governing payroll deductions and procedures and authorized reports on payroll activities. An incumbent has frequent ongoing contact with District employees, administrators and personnel in other jurisdictions (e.g. the Los Angeles County Office of Education).

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Preparation and processing of timekeeping and related payroll records and documents.  
The application of computerized systems for payroll computations and warrant production.

School district organization and objectives.

Collective bargaining agreements.

Board Administrative Regulations and Personnel Commission Rules.

Principles and practices of budgeting for personnel.

Principles and practices of management, supervision, discipline and training.

Accounting principles, procedures and practices.

Applicable sections of the Education Code and other regulations governing payroll activities.

#### **Ability to:**

Direct and supervise assigned payroll functions.

Develop and evaluate payroll functions and recommend modifications and improvements.

Supervise and evaluate the performance of subordinates.

Meet schedules and timeliness

Operate a payroll computing system and personal computer.

Interpret, apply and explain rules, regulations and procedures.

Analyze data and information and prepare reports.  
Direct the maintenance of accurate records and files.  
Interact with skill and tact with employees and the public.  
Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from an accredited college or university with a Bachelor degree, preferably with a major in accounting, financial or business administration or a closely related field is required.

**Experience:**

At least five years of financial experience, preferably in a public agency, involving the administration and management of payroll, accounting or budgeting systems. Such experience should be in an organization with annual budget of no less than \$130 million and a workforce of no less than 2000 employees.

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

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Sitting for extended periods of time.  
Seeing to review and analyze payroll records and reports.  
Hearing and speaking to exchange information related to the payroll function in person or telephonically.

***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.



## PERSONNEL COMMISSION

**Class Code: 0757**  
**Salary Range: 34 (S1)**

### PAYROLL SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, organize, supervise and participate in the timely preparation of the District payrolls; assure the maintenance and accuracy of comprehensive payroll records; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan, organize and supervise assigned personnel performing clerical and technical payroll work. **E**
- Maintain inventory, custody and printing of warrants to be issued; maintain logs and inventory of other payroll supplies and forms. **E**
- Prepare notices and bulletins on changes to the payroll for site employees and payroll personnel. **E**
- Verify attendance and calculate substitute certificated salary increases. **E**
- Maintain the data dictionary of the personnel/payroll system that includes salary, benefits and calendar information. **E**
- Work with Information Services on changes to the automated payroll system; write specifications for transactions such as lump sum payments or retroactive pay; communicate with the Los Angeles County Office of Education and State retirement systems to coordinate changes or new reporting requirements. **E**
- Review and approve issuance of payroll from the revolving cash fund, bank account reconciliation, payroll registers, transmittal letters, voluntary deductions (e.g. tax sheltered annuities), and cash collections. **E**
- Supervise the microfilming of payroll and associated records and verify the content and accuracy of the data. **E**
- Prepare and process tax deposits for each payroll. **E**
- Operate a computer terminal to input data, make calculations and generate reports. **E**
- Prepare and balance W-2s and W-2cs. **E**
- Prepare quarterly reports for state and federal taxing agencies (income taxes, Medicare, OASDHI). **E**
- Prepare a variety of payroll reports including the annual reports and tapes. **E**

- Provide technical expertise, solve a variety of payroll problems and respond to questions or complaints from employees regarding interpretation of laws, rules and District regulations governing payrolls. *E*
- Attend District and County Office meetings and read pertinent information to keep current on payroll transactions and reporting requirements. *E*
- Adjust employee grievances. *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**

A Payroll Supervisor organizes and supervises the day-to-day payroll transactions of a complex and high volume District payroll operation. An incumbent assures that time lines are met for every payroll period, that the work meets mandated standards and is accurate. A Payroll Supervisor applies a comprehensive knowledge of the laws and regulations and District practices on payroll requirements and reporting payroll information. An incumbent is also knowledgeable of computerized payroll systems for the purpose of extracting data and inputting data. An incumbent is required to maintain the security and personally sensitive payroll information and must demonstrate strong interpersonal skills in contacts with district employees.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Automated and manual personnel/payroll methods and systems.  
Policies and procedures involved in the preparation, verification, maintenance and processing of District payrolls.  
Principles of accounting and financial record keeping.  
District and County Office of Education payroll procedures.  
Applicable sections of tax codes, State Teachers Retirement System and Public Employees Retirement System.  
Principles and practices of supervision and training.  
Applicable sections of the Education Code and District bargaining unit contracts.  
District organization, operations and objectives.

#### **Ability to:**

Meet schedules and timelines.  
Plan, organize and supervise the work of others.  
Interpret, explain, and apply procedures and regulations pertaining to payroll procedures and policies.  
Train and evaluate the performance of assigned personnel.  
Make computations quickly and accurately.  
Prepare reports obtaining data from more than one source or data base file.



Maintain and supervise the maintenance of financial, payroll and related records.  
Operate modern office equipment such as computer terminal, personal computer and multi-line telephone.  
Establish and maintain effective relationships with others.

**Education and Training:**

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and business administration or a closely related field.

**Experience:**

Five years of full-time financial or payroll experience including experience with automated payroll systems.

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

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Sitting for extended periods of time.  
Seeing to review payroll records and reports.  
Hearing and speaking to exchange information about the payroll function in person or telephonically.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 06/26/97 BOE 01/20/98



## PERSONNEL COMMISSION

**Class Code: 0758**  
**Salary Range: 24 (C1)**

### POSITION CONTROL TECHNICIAN

#### JOB SUMMARY

Under general supervision, review and monitor District staffing requests for compliance with authorized budget allocations; process authorized staffing requests in accordance with budget procedures and practices; 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.*

- Receive and review requests to establish new or fill existing vacant positions; check staffing allocations to ensure positions are authorized and funds are available. *E*
- Make budget adjustments and calculate revised salary and benefit costs to position allocations as changes in positions are effected such as reclassifications, change in time base or assignment and compensation; coordinate these actions with site personnel and administrative branches; make position budget adjustments for staffing of specially funded positions not requiring the conventional allocation criteria such as grants or other special programs. *E*
- Assign position control numbers; create and maintain position control records and logs; advise others on change of position budget and account codes in accordance with accounting manual requirements. *E*
- Provide information to and confer with District administrators on staffing formulas and budgeting of positions; explain the rationale(s) for staff allocations based on quota bulletins and related budget requirements. *E*
- Provide in-service to administrative staff at sites on the procedures and applications of budgeting and allocating positions. *E*
- Assist in the development of forms and procedures for position allocation and budget administration. *E*
- Attend interdepartmental meetings to provide information on position control matters. *E*
- Prepare position allocation and control reports and other related reports as requested. *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**

The Position Control Technician reviews and processes requests to establish or make changes in position allocations in the certificated and classified service. Difficult or unconventional requests and cases requiring a management decision are referred to higher-level budget personnel for resolution. The incumbent is in continuous contact with personnel at the sites and in special programs to assist them with the establishment and funding of positions throughout the budget development and administration cycle.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

School District organization, operations and objectives.  
Record keeping principles and organization.  
Accounting principles and practices.  
California School Accounting Manual.  
Computer software applications including spreadsheets.  
Fiscal arithmetic.  
Computerized on-line accounting systems, personal computer and keyboard.  
Modern office practices, procedures and equipment including personal computer, keyboard and multi-line telephone.  
Certificated and classified salary schedules.

**Ability to:**

Make arithmetic calculations and layout data on tables and lists.  
Perform complex technical and clerical work including salary adjustments and benefits costs and generate reports.  
Monitor, adjust and reconcile position funds in assigned accounts.  
Maintain accurate records and compare numbers and detect errors efficiently.  
Communicate effectively both orally and in writing.  
Work independently with little supervision.  
Advise on budget procedures, personnel situations and staffing allocation requirements.  
Understand and carry out oral and written instructions.  
Establish and maintain effective working relationships with others.  
Operate modern office equipment including personal computer and keyboard and multi-line telephone.

**Education and Training:**

Equivalent to graduation from high school. Additional college level course work in accounting or financial record keeping is desirable.

**Experience:**

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

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

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS**

Seeing to read, review and assure accuracy of budget documents and financial statements and reports.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or telephonically.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 06/26/97 BOE 01/20/98



## PERSONNEL COMMISSION

**Class Code: 0765**  
**Salary Range: 46 (M2)**

### PRINCIPAL BUDGET ADVISOR/ANALYST

#### JOB SUMMARY

Under general direction, participate in the planning and organizing of district budget development and administration; direct and supervise assigned personnel in the performance of ongoing budget functions; conduct complex financial analyses and prepare financial reports; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan and direct the Budget Branch staff in the budget preparation process; administer and supervise appropriations once the budget becomes operational. *E*
- Develop and monitor financial management systems and procedures required for revenue and expenditure revision, position control and attendance accounting. *E*
- Prepare intermediate and long-range projections of revenues and appropriations for executive management. *E*
- Conduct analyses and make recommendations on identified budget problems or developments. *E*
- Review budget expenditure plans and prepare alternative recommendations to keep expenditures within planned amounts. *E*
- Analyze legislative proposals and related regulations and guidelines regarding educational funding and report the potential impact on the District. *E*
- Prepare or direct the preparation of studies and a variety of reports to State and Federal agencies. *E*
- Maintain ongoing contact with District administrators and managers to advise and assist in the management of site and program budgets. *E*
- Conduct training on features of budget preparation and administration for Budget Branch staff and District site personnel. *E*
- Make presentations before groups. *E*
- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. *E*
- Authorize approvals of a variety of financial transactions in the absence of the Director. *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**

A Principal Budget Advisor/Analyst performs and directs Budget Branch staff in the performance of developing, implementing, revising and controlling the District budget and, in the absence of the Director, authorizes the approval of a variety of financial and budget transactions. An incumbent also assists and participates in other management decision-making and advising responsibilities. An incumbent performs the more complex duties of comprehensive financial planning and administration for the District budget.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Budget control and revenue projections.

Fiscal and budgeting principles and practices.

Generally accepted accounting principles, practices and procedures and related regulations.

Financial analysis and projection techniques, and financial reporting procedures.

The application of electronic data processing to financial transactions including on-line applications.

Principles of supervision and training.

Organization and work flow management.

Modern office practices and procedures.

**Ability to:**

Prepare, revise, implement and control complex budget components and processes.

Manage and direct assigned functions relating to fiscal control and analysis.

Conduct studies, analyze complex statistical and financial data and prepare clear, concise oral and written reports.

Develop, control and monitor budgets and accounts.

Maintain or direct the maintenance of financial and statistical records.

Train and motivate staff.

Operate computerized financial management systems.

Meet schedules and timelines.

Operate office equipment such as personal computer, keyboard and multi-line telephone.

Make presentations before groups.

Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from an accredited college or university with a Bachelors degree in accounting, financial management, business administration or a closely related field.

**Experience:**

At least three years of financial planning/administration experience, preferably in a public agency, requiring the preparation and analysis of financial plans. Such experience should be in an organization with an annual budget approximating \$75 million.

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

**WORKING ENVIRONMENT**

Office environment.

Occasional travel to sites or professional meetings.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.

Seeing to review and analyze financial records and reports.

Hearing and speaking to exchange information related to the budget function in person or telephonically.

***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 1/8/98



## PERSONNEL COMMISSION

**Class Code: 0862**  
**Salary Range: 40 (M2)**

### FINANCIAL AUDITOR/ANALYST

#### JOB SUMMARY

Under direction, conduct studies, analyses and audits of financial operations and transactions and related administrative systems; develop and monitor the implementation of financial internal control procedures; 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.*

- Analyze and verify financial operating statements, records and procedures including cash, bank statements, collections, disbursements, accounts payable and other assets and liabilities. *E*
- Review payroll timekeeping reports at school sites and District offices to determine accuracy of data. *E*
- Organize and document findings of studies and prepare recommendations for implementation of new procedures and systems. *E*
- Confer with school administrators and other managers on the conduct and purpose of audits and desired results; may install and train personnel in new procedures and applications. *E*
- Audit school enrollment and attendance records and record keeping methods; identify discrepancies, recommend improvements and assist school personnel in taking corrective action. *E*
- Inspect entries in journals and ledgers and trial balances to determine if accepted accounting procedures were followed in recording transactions. *E*
- Prepare reports concerning findings and make recommendations on operations and transactions. *E*
- Research or inquire into possible irregularities in District activities, which may have a financial impact. *E*
- Work with audit teams members on the development of accounting standards and the application of standards to District accounting operations and programs to include the revision of accounting instructions and manuals. *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**

The Financial Auditor/Analyst conducts comprehensive analyses and studies of financial and related administrative systems to identify discrepancies, lack of compliance, inefficiencies or irregularities. The incumbent also assists accounting and other personnel in taking corrective action in accounting and financial recording and reporting systems. The incumbent often works as a member of an audit team in conducting studies and audits of District financial and administrative operations.

**EMPLOYMENT STANDARDS****Knowledge of:**

Generally accepted professional level accounting and auditing principles, practices and procedures.

Preparation, maintenance and verification of accounting records.

Preparation of financial statements and comprehensive accounting reports.

District organization, operations and policies.

The application of electronic data processing to financial transactions including on-line applications.

**Ability to:**

Perform examinations of District financial and administrative internal controls.

Advise and assist District personnel on accounting, financial reporting and compliance with regulations.

Plan and organize work.

Prepare clear and concise reports.

Maintain accurate financial and statistical records.

Compare numbers and detect errors.

Maintain confidentiality of audit records and findings.

Meet schedules and timelines.

Operate office equipment such as personal computer, calculator and multi-line telephone.

Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from an accredited four year college or university with a bachelors degree in accounting or business administration or a closely related field.

**Experience:**

At least three years of professional financial or accounting experience, preferably in a public agency, involving analysis of accounting systems and writing reports.

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

**WORKING ENVIRONMENT**

Office environment; visits to school sites.

There will be occasions for an incumbent to work an irregular schedule such as evenings and weekends as directed.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.

Seeing to review and analyze financial or other records and reports.

Hearing and speaking to exchange information in person or telephonically.

Agility sufficient to perform professional examining of records and materials which may include bending, kneeling, stooping, climbing a ladder and lifting and carrying up to 40 pounds.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

DATE: 11/97



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

March 24, 2016

**TO: Personnel Commission**

**FROM: Executive Officer, Personnel Commission and Classified Employment**

**SUBJECT: Revision and Abolishment of Classification Specifications**

### **Background and Findings**

The Financial Services Officer recently reviewed the Accounting Manager and Nutrition Services Accounting Manager classifications at salary range 42 M2 while initiating recruitment activities.

An Accounting Manager plans, organizes and manages the accounting activities of the Accounting unit within Fiscal Services. The Nutrition Services Accounting Manager plans, organizes and manages the accounting activities of the Nutrition Services Branch. A review of the duties, knowledge, abilities, education and experience demonstrate that the classifications are similar in scope, employment examinations are similarly constructed, and a recruitment would yield a similar pool of applicants.

The Nutrition Services Accounting Manager was created with the intent to attract candidates with prior Nutrition Services accounting experience. However, during actual recruitments, the internal pool of applicants and other possible recruitment sources were significantly limited. Combining the classifications should expand the applicant pool for future vacancies in both Accounting and Nutrition Services.

The Accounting Manager was last revised in 1998. The class description has been updated and statements have been added to reflect that incumbents would be assigned to either Accounting at the District office or Nutrition Services.

The Accounting Manager classification is vacant. The Nutrition Services Accounting Manager has a single incumbent. Due to the merging of the classifications, seniority in the classification of Nutrition Services Accounting Manager will be merged into the classification of Accounting Manager.

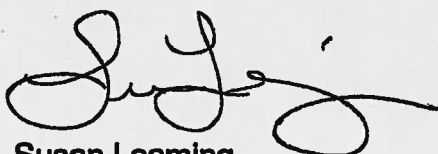
The Financial Services Officer has reviewed and approved the revised Accounting Manager classification. Attached is a copy of the revised specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

**Recommendations**

**Staff recommends the Personnel Commission:**

- 1. Adopt the revised classification specification for Accounting Manager**
- 2. Reclassify Renee Hobbensiefken, Nutrition Services Accounting Manager, to the class of Accounting Manager**
- 3. Abolish the classification of Nutrition Services Accounting Manager**

**Prepared by:**



**Susan Leaming  
Personnel Analyst**

**Approved and Recommended:**



**Kenneth Kato  
Executive Officer**

**PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## PERSONNEL COMMISSION

**Class Code: 0346**  
**Salary Range: 42 (M2)**

### ACCOUNTING MANAGER

#### JOB SUMMARY

Under general direction, plan, organize and manage the accounting and financial reporting activities of direct an Accounting Branch Section unit within Fiscal Services or Nutrition Services; oversee and perform professional-level accounting and financial analyses; difficult accounting and auditing work; 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.*

- Plan, organize and manage the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services; assure compliance with applicable laws, codes, rules and regulations. E
- Supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E
- Oversee and participate in the preparation and maintenance of auditable fiscal records and files; compile data and prepare detailed accounting reports and records. E
- Review grant expenditure reports prepared by staff for accuracy and compliance for grants such as Title I, Special Education, After School programs, Child Development programs, National School Lunch Program and Child and Adult Care Food Program. E
- Review reimbursements from grants for cash flow purposes. E
- Maintain Chart of Accounts in accordance with Generally Accepted Accounting Principles (GAAP), California School Accounting Manual and other established standards. E
- Review and code requisitions and maintenance requests for services; prepare journal entries; monitor accounts receivable and cash distribution. E
- Prepare for and manage the year-end closing process; coordinate year-end external audit of the financial records. E
- Develop, review and submit the Nutrition Services preliminary annual budget; prepare Nutrition Services budget forecasting revenue, expense reports and expense transfers. E
- Analyze, develop and implement accounting systems and procedures; advise

administration of unusual trends or issues and recommend appropriate corrective action. *E*

- Communicate with administrators, staff, outside agencies, auditors and vendors to coordinate activities, resolve issues and exchange information. *E*
- Write bulletins, accounting manuals, letters and other correspondence. *E*
- Operate a variety of office equipment including a computer and assigned software systems; drive a vehicle to conduct work as assigned by the position. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field; conduct presentations as requested. *E*
- ~~Work with other management employees to develop or change policies and procedures relating to accounting systems and services. *E*~~
- ~~Plan and direct the work of employees assigned to an Accounting Branch Section. *E*~~
- ~~Direct and may perform the maintenance of accounting records. *E*~~
- ~~Compile, organize and analyze accounting data. *E*~~
- ~~Prepare accounting, audit and other financial reports. *E*~~
- ~~Write bulletins, accounting manuals, letters and other correspondence. *E*~~
- ~~Communicate with district administrators, representative of outside organizations, and district employees. *E*~~
- ~~Implement and interpret laws, rules, and regulations. *E*~~
- ~~Train staff members assigned to the section. *E*~~
- ~~Analyze and evaluate accounting problems and procedures. *E*~~
- ~~Develop and improve accounting systems and procedures. *E*~~
- ~~Direct the district disbursement of funds. *E*~~

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

### **DISTINGUISHING CHARACTERISTICS**

An Accounting Manager plans, organizes and manages the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services. Incumbents supervise the performance of professional, technical and clerical staff. An Accounting Manager performs professional-level accounting and financial analyses and is responsible for the compilation and submission of a wide variety of reports and records in compliance with the California Education Code and federal accounting procedure requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, procedures and practices of governmental accounting including budgeting and fiscal control.

Preparation of financial statements and comprehensive accounting reports.

Financial and statistical record-keeping techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

Generally Accepted Accounting Principles (GAAP) and auditing principles, practices and procedures.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software systems.

Governmental accounting principles, practices and procedures, including auditing and budgeting.

Modern data processing systems and procedures.

Administrative analysis techniques.

Laws, rules, and regulations of governmental accounting, budgeting, and related business management functions.

General principles of supervision and training.

**Ability to:**

Oversee and perform professional-level accounting and financial analyses. Perform professional level accounting following generally accepted principles and practices for accounting and auditing.

Supervise and evaluate the performance of assigned staff.

Analyze, interpret and prepare financial statements, forecasts and reports.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Compile data and prepare detailed reports and records.

Write rules, regulations, procedures, and manuals.

Analyze problems and functions to develop an effective course of action.

Establish accounting systems and procedures.

Classify fiscal documents and transactions.

Operate a computer and assigned software systems.

Organize, plan and direct the work of others.

Interpret laws, rules and regulations.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Write rules, regulations, procedures, and manuals.

Analyze problems and functions to develop an effective course of action.

Organize, motivate, and direct the activities of assigned staff.

**Education and Training:**



Bachelor's degree in accounting, business administration, finance or a closely related field. Graduation from a recognized college or university, including or supplemented by at least 15 units of upper division undergraduate college course work in accounting, or closely related field is required.

**Experience:**

At least threeThree years of professional-level accounting experience including some experience in a lead or supervisory capacity. Governmental accounting experience is preferred.

~~years of professional accounting or auditing work, preferable in a governmental agency or environment is required.~~

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 assigned to Nutrition Services require the use of a personal automobile and possession of a valid California Class C driver's license.

**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.

Bending at the waist, kneeling or crouching to retrieve and file materials.

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 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: 12/10/1997

Revised: 3/25/2004

Revised:



## PERSONNEL COMMISSION

**Class Code: 5162**  
**Salary Range: 42 (M2)**

### **NUTRITION SERVICES ACCOUNTING MANAGER**

#### **JOB SUMMARY**

Under general direction, plan, organize and manage the accounting and financial reporting activities of the Nutrition Services Branch; perform professional-level accounting and financial analyses; train and supervise 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.*

- Plan, organize and manage the accounting and financial reporting activities of the Nutrition Services Branch; assure compliance with applicable laws, codes, rules and regulations. *E*
- Perform professional-level accounting and financial analyses; review and distribute financial statements; develop and distribute profit and loss statements. *E*
- Supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Oversee and perform the preparation and maintenance of auditable fiscal records and files; compile data and prepare detailed reports and records in compliance with applicable laws, codes, rules and regulations. *E*
- Schedule submission of claims for programs such as the National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP); review reimbursements. *E*
- Maintain Nutrition Services Chart of Accounts in accordance with generally accepted accounting principles (GAAP) and other established standards; review and code requisitions and maintenance requests for services; prepare journal entries; monitor accounts receivable and cash distribution. *E*
- Perform year-end closing activities and prepare related reports; compute expenses, and direct and indirect costs; prepare and submit closing trial balance; record physical inventory journal entry; reconcile inventory stock reports and student credit availability report. *E*
- Develop, review and submit the Nutrition Services preliminary annual budget; prepare budget forecasting revenue and expense reports; prepare expense transfers. *E*
- Monitor, authorize and control expenditures in accordance with established procedures; prepare and track open purchase orders and contracts for services, equipment and materials. *E*

- Develop and implement Nutrition Service accounting policies, procedures and standards; advise the Nutrition Services Director of unusual trends or problems and recommend appropriate corrective actions. *E*
- Serve as a liaison between Nutrition Services and the District's Fiscal Services branch, communicate with administrators, personnel, outside agencies, auditors and vendors to coordinate activities, resolve issues and exchange information. *E*
- Operate a variety of office equipment including a computer and assigned software systems; drive a vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field; conduct presentations as requested. *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**

The Nutrition Services Accounting Manager plans, organizes and manages the accounting and financial reporting activities of the Nutrition Services Branch and performs professional-level accounting and financial analyses requiring a thorough knowledge of governmental accounting procedures and practices specific to Nutrition Services programs. The incumbent is responsible for the compilation and submission of a wide variety of accurate reports and records which meet California Education Code and federal accounting procedure requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, procedures and practices of school governmental accounting including budgeting and fiscal control.

Applicable laws, codes, rules and regulations related to assigned activities including the California Education Code.

Generally accepted accounting principles (GAAP) and auditing principles, practices and procedures.

Budget control and revenue projections.

Preparation, review and control of assigned accounts.

Development, administration and methods of projecting and reporting financial data.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software systems.

**Ability to:**

Plan, organize and manage the accounting and financial reporting activities of the Nutrition Services Branch.

Oversee and perform professional-level accounting work in the preparation, maintenance and review of Nutrition Services financial records, accounts and reports.

Supervise and evaluate the performance of assigned staff.

Analyze, interpret and prepare financial statements, forecasts and reports.

Communicate effectively both orally and in writing.

Perform audits and analyze audit reports.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software systems.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Participate in or direct the maintenance of a variety of reports and files related to assigned activities.

Analyze situations accurately and adopt an effective course of action.

Prepare and deliver oral presentations.

**Education and Training:**

Bachelor's degree in accounting, business administration, finance or a closely related field.

**Experience:**

Three years of professional-level accounting experience in a public or private organization including one year in a supervisory or management position. Experience working with Nutrition Services program accounting in a school district is highly preferred.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Bending at the waist, kneeling or crouching to retrieve and file materials.  
Sitting for extended periods of time.  
Seeing to read a variety of 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 year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**DATE: 5/12/2011**

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 36 - 48**

**Date: March 31, 2016**

**Reason for  
Consideration: Restricted Action**

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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 not responded. If the eligible 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.



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### NUTRITION SERVICES WORKER-5068

#### FINAL FILING DATE:

4:30 p.m., Thursday, January 07, 2016

#### JOB INFORMATION:

The eligibility lists are being created to fill future vacancies as they occur.

#### JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS:

#### TRAINING:

Equivalent to completion of eighth grade.

#### EXPERIENCE:

Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment. Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered.

#### SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required.
- (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
- (3) Some Incumbents in this class may be required to wear protective clothing, gear or equipment as required by law.
- (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**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: \$13.20  
6 MONTHS: \$13.93  
1 ½ YEARS: \$14.69  
2 ½ YEARS: \$15.50  
3 ½ YEARS: \$16.36

#### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

#### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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.** Attendance will be at the applicant's expense. 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/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER  
Exam 16-0023-5068 Open OL

LBUSD Employees, please see reverse side for important information.





# CLASSIFIED EMPLOYMENT OPPORTUNITY

## PERSONNEL COMMISSION

4400 Ladoga Ave, Lakewood, CA 90713

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

Phone: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

## Nutrition Services Worker-5068

FINAL FILING DATE: 4:30 p.m., Thursday, January 8, 2016

### Salary Range Hourly:

START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
\$13.20	\$13.93	\$14.69	\$15.50	\$16.36

### Job Summary:

Under general supervision, A Building Maintenance Worker performs work in connection with the repair and maintenance of school district properties or equipment. Incumbents may assist carpenters, painters, plumbers, electricians or other mechanics; perform more simple kinds of repair and maintenance work, and perform related duties as assigned.

### Job Information:

The eligibility lists are being created to fill future vacancies as they occur.

### Minimum Qualifications:

**Training:** Equivalent to completion of eighth grade.

**Experience:** Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment. Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered.

**Special Requirements:** (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

### Application:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### Selection Procedure:

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**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.