

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
April 14, 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 31, 2016 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 Staffing Analyst – Human Resources 5 – 6
2. **RATIFY** job announcement bulletin for Student Evaluation Technician 7 – 8
3. **APPROVE** the certification of Administrator K-16, Collaborations & External Programs 16-0067-3338 eligibility list established April 11, 2016 9
4. **APPROVE** the certification of Grounds Service Manager 16-0081-5156 eligibility list established April 5, 2016 9
5. **APPROVE** the certification of Staff Secretary 16-0070-3364 eligibility list established April 14, 2016 9
6. **APPROVE** the certification of Staff Secretary Bilingual (Spanish) 16-0071-5085 eligibility list established April 14, 2016 9
7. **APPROVE** the certification of HVAC Technician 16-0082-5103 eligibility list established April 18, 2016 9

III. OLD BUSINESS

IV. NEW BUSINESS

1. **DISCUSS** a Public Hearing date for Proposed Personnel Commission Budget for 2016-2017 10
2. **APPROVE** the creation, allocation and designation of the following:
Create the classification of District Security Officer
Allocate the classification of District Security Officer to salary range 24 (C1)
Designate the classification of District Security Officer as a police class in accordance with California Education Code 45301 11-17

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

April 28, 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 31, 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 31, 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
Absent: Linda Vaughan

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Adriana Araujo, Staff Secretary; Oralia Leyva, 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 Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of March 17, 2016.

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

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission of display boards being added to the Personnel Commission office. He expressed his gratitude to Dale Culton, Certification Services Manager, for bringing forth an initiative to engage school sites to submit student work products for display at the Personnel Commission. Mr. Kato also recognized the Maintenance department for their diligence.

Shristie Nair, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 22 recruitments in various stages of the process. Dale Culton, Certification Services Manager, reported to the Commission 40%

of Classified employees are currently receiving career increments. Mr. Culton updated the Commission on Extended School Year (ESY)/Summer applications. He announced an extension for employees to update their applications on Friday, April 8, 2016.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-10.

1. **RATIFY** job announcement bulletin for Job Developer
2. **APPROVE** the certification of Building Maintenance Worker 16-0068-0625 eligibility list established March 30, 2016
3. **APPROVE** the certification of Executive Director, Facilities Development and Planning 16-0046-5084 eligibility list established March 21, 2016
4. **APPROVE** the certification of Intermediate Accounting Assistant 16-0072-0755 eligibility list established March 25, 2016.
5. **APPROVE** the certification of Intermediate Nutrition Services Worker 16-0076-5058 eligibility list established April 1, 2016
6. **APPROVE** the certification of Intermediate Office Assistant – Schools (Catalina Island) 16-0064-3354 eligibility list established March 23, 2016
7. **APPROVE** the certification of Kids' Club Assistant 16-0060-0694 eligibility list established March 31, 2016
8. **APPROVE** the certification of Purchasing Supervisor 16-0059-5131 eligibility list established April 1, 2016
9. **APPROVE** the certification of Senior Accounting Assistant 16-0073-0760 eligibility list established March 25, 2016
10. **APPROVE** the certification of Senior Nutrition Services Worker 16-0075-5071 eligibility list established April 1, 2016

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

OLD BUSINESS

None

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the abolishment of the following classifications:
 Payroll Director
 Payroll Supervisor
 Position Control Technician
 Principal Budget Advisor/Analyst
 Financial Auditor/Analyst

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

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the revision and abolishment of the following classifications:
 Revise the classification specification for Accounting Manager
 Reclassify the incumbent:

From: Nutrition Services Accounting Manager
 To: Accounting Manager

Abolish the classification of Nutrition Services Accounting Manager

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

The Commission moved item 3 of New Business to Closed Session.

3. **APPROVE** the recommendation to remove from eligibility list
 ID 26059746

The Commission moved item 4 of New Business to April 28, 2016 meeting for discussion.

4. **DISCUSS** recruitment bulletin format

The Commission held a discussion regarding item 5 of New Business and postponed it for discussion in future meetings.

5. **DISCUSS** holding Personnel Commission meetings at other LBUSD locations

OTHER ITEMS

Dale Culton, Certification Services Manager, expressed his gratitude to neighbor Mr. Glass for his support to the Personnel Commission and Child Development Center.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for April 14, 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 8:58 a.m. to discuss New Business item 3.

OPEN SESSION

The Personnel Commission returned to open session at 9:43 a.m. The following reportable actions were taken:

3. The Commission acted to sustain staff's recommendation to remove candidate 26059746 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam.

They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:45 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 2,200 Head Start pupils in 25 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

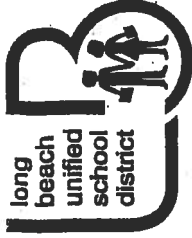
The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated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

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

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

Promotional Exam 16-0091-5195 SF



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**STAFFING ANALYST –
HUMAN RESOURCE SERVICES**

**\$79,126 - \$92,895
ANNUAL SALARY**

JOIN OUR WINNING TEAM

Are you an energetic self-starter who is technologically savvy and thrives in a fast paced work environment where positive outcomes and customer satisfaction are highly valued and important? Do you have a strong background in the critical areas of human resources, such as employee recruitment, applicant tracking and selection? If so, we invite you to join our management team as a Staffing Analyst. As a Staffing Analyst, you will interact with all levels of District personnel, the general public, other public agencies and professional organizations.

Under general direction, perform highly responsible and professional administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise assigned staff, and perform related duties as assigned.

THE IDEAL CANDIDATE

The successful candidate for this position will have a bachelor's degree in public, business or human resources administration, education or a closely related field.

Additionally, a successful candidate will have at least three years of experience involving certificated personnel activities such as recruitment, applicant tracking and staffing including one year at a management or supervisory level. Experience in a California public school setting is preferred.

A master's degree in public, business or human resources administration, or a closely related field may be substituted for one year of the required experience.

Any other combinations 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.

Applicants must provide proof of completion of teacher interview protocol training prior to appointment in this classification.

SALARY AND BENEFITS

The annual salary for Staffing Analyst is \$79,126 to \$92,895, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

Our process will consist of a rated screening of your application for related education and training, work experience, and an evaluation of responses on a supplemental application. Only the highest rated candidates in the application screening process, whose background, skills, and experience most closely match those that we are seeking will be invited to continue in the selection process. This process will include a technical exercise and a qualifications appraisal oral interview. Candidates who pass both parts of the examination process will be placed on an eligibility list in order of their relative merit as determined by these competitive examinations. Those who place among the top three ranks on the eligibility list will be invited to a hiring interview.

HOW TO APPLY

The employment application and supplemental application can be found on our website. All applications must be submitted online via www.lbschools.net/Departments/Personnel Commission/. A resume will not substitute for the required application materials. Applications must be submitted no later than:

4:30 p.m. Thursday, April 14, 2016

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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



Classified Employment Opportunity

APPLY TO:

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/

STUDENT EVALUATION TECHNICIAN - 0399

TEMPORARY FALL POSITIONS ONLY

Application Period: March 28, 2016 – June 10, 2016

Final Filing Date: 4:30 p.m., Friday, June 10, 2016.

HOURLY SALARY: \$20.83

JOB INFORMATION:

This recruitment is for CELDT Student Evaluation Technicians with the Long Beach Unified School District. Assignments are in temporary part-time positions working from September 1, 2016 – October 25, 2016. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled late-August to early-September.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Departments/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, administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension. Incumbents translate written materials and serve as interpreters for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings. Student Evaluation Technicians are typically assigned to the PALMS (Program Assistance for Language Minority Students) or Special Education office and drive a personal vehicle to visit multiple sites. Incumbents will possess excellent oral communication skills and display sensitivity to those encountered during the course of work and perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

TRAINING:

Graduation from high school and training or coursework in normal/abnormal psychology, language acquisition, education or child growth and development.

EXPERIENCE:

Some experience in the process and procedure of test administration, scoring, or related evaluation techniques used to measure, rank or rate the results in terms of student academic achievement and level or personnel employment testing.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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 EO/AAE OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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

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

Guidelines:

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

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

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

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: April 14, 2016

**Reason for
Consideration:** Approval

**Adminsitrator K-16, Collaborations
& External Programs**

Dual

16-0067-3338

List Valid: 4/11/16 – 4/11/17

Total applications received: 44

Total invited to exam: 6

No. Passed: 3

No. Failed: 2

No. Withdrew: 1

No. Screened Out: 38

Grounds Service Manager

Promotional

16-0081-5156

List Valid: 4/05/16 – 4/05/17

Total applications received: 8

Total invited to exam: 7

No. Passed: 4

No. Failed: 3

No. Withdrew: 0

No. Screened Out: 1

Staff Secretary

Dual

16-0070-3364

List Valid: 4/14/16 – 4/14/17

Total applications received: 193

Total invited to exam: 147

No. Passed: 46

No. Failed: 75

No. Withdrew: 26

No. Screened Out: 46

Staff Secretary Bilingual (Spanish)

Dual

16-0071-5085

List Valid: 4/14/16 – 4/14/17

Total applications received: 109

Total invited to exam: 76

No. Passed: 19

No. Failed: 39

No. Withdrew: 18

No. Screened Out: 33

HVAC Technician

Dual

16-0082-5103

List Valid: 4/18/16 – 4/18/17

Total applications received: 21

Total invited to exam: 13

No. Passed: 2

No. Failed: 10

No. Withdrew: 1

No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato **DATE:** April 7, 2016

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Establish a Public Hearing date for Proposed
Personnel Commission Budget for 2016-2017

PAGE: 10

Date: April 14, 2016

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 set the Public Hearing date for the Proposed Personnel Commission Budget for 2016-2017 on Thursday, April 28, 2016 at 8:15a.m. at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 7, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification

Background and Findings

The recruitment and retention of School Safety Officers (salary range 31 C1), requiring Peace Officer Standards and Training (P.O.S.T) certification, has historically been challenging and resulted in a continuous struggle to maintain minimum staffing levels. The District is in direct competition with local law enforcement agencies and school districts for qualified applicants.

Staff received a request from the Chief of School Safety and Emergency Preparedness to create a new police classification, requiring California Penal Code (PC) 832 Arrest and Firearms certification instead of the P.O.S.T certification. PC 832 meets the minimum standards for peace officers in California.

Incumbents in the new classification will work in the evenings and on weekends and holidays where interaction with students will be limited. The emphasis of the assignments would be protection of District property and calls for service. This will allow the P.O.S.T certified School Safety Officers to provide field coverage during the school day, issuing citations and focusing on student and school site issues.

Salary Placement

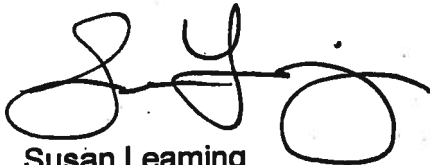
Staff conducted a compensation study of the proposed class of District Security Officer. In total, Staff found similarity between three other districts that also have two different levels of police classes, one requiring P.O.S.T and one PC 832. The survey median of the three agencies is \$5,012. This median is closest to LBUSD's salary range 24 (C1) with a maximum step of \$4,982 per month (including the recent 5% salary increase). Therefore, staff believes placement at range 24 (C1) is appropriate.

Recommendations

Staff recommends the Personnel Commission:

- 1. Create the classification of District Security Officer**
- 2. Allocate the classification of District Security Officer to salary range 24 (C1)**
- 3. Designate the classification of District Security Officer as a police class in accordance with California Education Code 45301**

Prepared by:



**Susan Leaming
Personnel Analyst**

Approved and Recommended:



**Kenneth Kato
Executive Officer**



PERSONNEL COMMISSION

Class Code:
Salary Range: 24 (C1)
DRAFT

DISTRICT SECURITY OFFICER

JOB SUMMARY

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; 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.

- Patrol and monitor District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire and theft; respond to emergency situations and non-emergency dispatcher calls for service. **E**
- Enforce laws and regulations; initiate contact with individuals on District grounds or surrounding property to assure visitor authorization; detain suspects and call for assistance of local law enforcement when arrest is required. **E**
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation; respond to fire and burglar alarms; summon and communicate with police and fire departments. **E**
- Check properties and grounds for fire hazards and combustible materials; extinguish small fires. **E**
- Check buildings and grounds for leaks or malfunctions with plumbing, electrical, heating or other equipment; shut off valves and other malfunctioning equipment; report damaged equipment and safety hazards. **E**
- Prevent illegal parking, tampering with vehicles and loitering in District parking lots; assist with traffic and crowd control at sporting and special events as assigned. **E**
- Prepare and maintain a variety of records and reports related to incidents, issues, hazards and other assigned activities. **E**
- Communicate with District staff and a variety of outside agencies to receive and exchange information, resolve issues and coordinate activities. **E**
- Operate a District vehicle; observe legal and defensive safe driving practices; operate a variety of security and safety equipment including fire extinguishers, handcuffs, and a two-way radio, observing unit designators. **E**

District Security Officer - Continued

Page 2

- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. *E*
- Attend and participate in hearings and trials of suspects as summoned.
- May assist school site personnel with the on-campus supervision of students as needed.
- May serve as a dispatcher in the school safety communications center as needed to assure adequate coverage.

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 District Security Officer, in uniform and armed, is on patrol responding to emergency situations and monitors District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire and theft. Incumbents in the classification have limited interaction with students and staff, do not issue citations, and must have completed the 832 Arrest and Firearms Course as mandated in the California Penal Code. Incumbents in this class do not require Peace Officer Standards and Training (P.O.S.T) certification.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, procedures and practices of effective law enforcement and security.
California Penal Code, Education Code, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters.
Patrol and security methods and procedures.
Standard broadcasting procedures of a police radio system
Handgun use and safety measures.
Policies and procedures of local law-enforcement and emergency agencies.
Security measures and devices.
Techniques of group and crowd control.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Operation and maintenance of safety and security equipment.
First aid and CPR.

Ability to:

Learn policies of the District's school safety and emergency preparedness program and the geographical layout of the District.

Learn District security and fire alarm systems.

Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.

Detect and report fire and safety hazards.

Qualify to use a handgun.

Observe and retain names, faces, and details of events or occurrences.

Exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on District property.

Keep complete and accurate records and prepare clear and concise reports.

Operate safety and security equipment including a two-way radio.

Communicate effectively both orally and in writing.

Understand and carry out oral and written instructions.

Operate a vehicle observing legal and defensive driving practices.

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

Administer first aid and CPR.

Education and Training:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

Experience:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, School Safety Communications Operator or Gang Intervention Specialist in the Long Beach Unified School District.

SPECIAL REQUIREMENTS

Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification.

Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment.

Possession of a valid California Class C Driver's License is required at the time of appointment.

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.

Incumbents in this classification must possess within six months of employment and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.

WORKING ENVIRONMENT

Office and school site environment.

Outdoors and indoors.

Areas adjacent to school sites.

Community streets and roads.

Adverse seasonal weather conditions.

Driving a District vehicle to conduct work.

Exposure to dissatisfied or abusive individuals, confrontations, fights and use of hand weapons.

Emergency call out.

PHYSICAL DEMANDS

Visual field and depth and color.

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

Seeing to read, prepare and proofread documents and perform assigned duties.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment.

Lifting objects weighing up to 50 pounds.

Agility and strength to make apprehensions and to protect self from attack.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: