

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

**MEETING AGENDA**

**Regular Meeting  
Building B, Room 29  
May 26, 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 May 12, 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 Food Production Utility Worker 4-5
2. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician 6-7
3. **RATIFY** job announcement bulletin for Nutrition Services Manager 8-9
4. **RATIFY** job announcement bulletin for School Safety/Security Specialist 10-11
5. **RATIFY** job announcement bulletin for Senior Food Production Utility Worker 12-13
6. **RATIFY** job announcement bulletin for Senior Systems Analyst 14-15
7. **APPROVE** the certification of Accounting Manager  
16-0098-0346 eligibility list established May 27, 2016 16
8. **APPROVE** the certification of Instructional Aide-Special  
16-0083-0448 eligibility list established May 13, 2016 16
9. **APPROVE** the certification of Job Developer  
16-0087-0463 eligibility list established May 27, 2016 16

- 10. **APPROVE** the certification of Kids Club Supervisor I  
16-0087-3266 eligibility list established May 20, 2016 16
- 11. **APPROVE** the certification of Kids Club Supervisor II  
16-0088-3627 eligibility list established May 20, 2016 16
- 12. **APPROVE** the certification of Kids Club Supervisor III  
16-0089-3268 eligibility list established May 20, 2016 16
- III. OLD BUSINESS
- IV. NEW BUSINESS
  - 1. **APPROVE** the following:  
Create the classification of Technology Field Operations Manager  
Allocate the classification of Technology Field Operations Manager to  
salary range 46 17-22
  - 2. Annual Election of Officers per P.C. Rule 2.6
  - 3. **DISCUSS** the Classified Employee Celebration
  - 4. **DISCUSS** the Personnel Commission Employee of the Year
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING
  - June 9, 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**

**May 12, 2016**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, May 12, 2016, at 8:14 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 Linda Vaughan.

**ROLL**

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

Present: Linda Vaughan  
Terence Ulaszewski

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; and Adrienne Rambo, CSEA Vice President – Unit A.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of April 28, 2016.

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

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, updated the Commission of his completion of the Leadership Long Beach Executive Series and expressed a sincere thank you to the Commissioners for the opportunity. Mr. Kato announced that the District will be holding a Science Fair on May 14, 2016 at Cabrillo High School. Mr. Kato also reported that the annual Classified Employee Celebration is on Thursday, May 26, 2016. Each year, a Classified Employee of the Year along with a Personnel Commission Employee of the Year is selected.

Dale Culton, Certification Services Manager, updated the Commission on the start of summer school assignments and placement.

Mary Cates, Human Resources Supervisor reported that Judith Lopez, Human Resources Technician, attended an AESOP report writing seminar in Irvine on May 4, 2016. Ms. Cates informed the Commission that she and Ms. Lopez attended an Elementary Office Supervisors meeting at TRC and presented on VA LTE evaluation forms in which both positive and negative feedback should be provided. Ms. Cates will be presenting at the high school office supervisors meeting on May 25, 2016.

Kenneth Kato, Executive Officer, gave a brief update on Recruitment and Testing activities.

Valeeta Pharr, CSEA Chapter 2 President, requested clarification on extra Groundskeeper assignments in summer. Mr. Kato responded that there will be no extra Groundskeeper assignments this summer.

#### 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 1-4; Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve items 5-6.

1. **RATIFY** job announcement bulletin for Warehouse Manager
2. **RATIFY** job announcement bulletin for Warehouse Supervisor
3. **APPROVE** the certification of Kids' Club Lead Assistant  
16-0090-0515 eligibility list established May 6, 2016
4. **APPROVE** the certification of Nutrition Services Supervisor II  
Avalon 16-0085-5065 eligibility list established May 3, 2016
5. **APPROVE** the certification of Purchasing and Contracts Director  
16-0095-0767 eligibility list established May 10, 2016
6. **APPROVE** the certification of Staffing Analyst-HRS  
16-0091-5195 eligibility list established May 10, 2016

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

#### OLD BUSINESS

NONE

## NEW BUSINESS

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

1. **APPROVE** the following:

Adoption of Resolution Regarding Classified Employee Week

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

The Commission moved items 2-3 of New Business to Closed Session.

2. **APPROVE** the recommendation to remove from eligibility list  
ID 14168795

3. **APPROVE** the recommendation to remove from eligibility list  
ID 26755960

## OTHER ITEMS

Commissioner Ulaszewski noted that future agendas will be accepted via electronic delivery and mail delivery.

## NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for May 26, 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 8:30 a.m. to discuss New Business items 2-3.

## OPEN SESSION

The Personnel Commission returned to open session at 9:13 a.m. The following reportable actions were taken:

2. The Commission acted to sustain staff's recommendation to remove candidate 14168795 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but will allow the candidate to reapply after 1 year following proof of completion of the candidate's probationary sentence.
3. The Commission acted to sustain staff's recommendation to remove candidate 26755960 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but will allow the candidate to reapply after 1 calendar year following proof of expungement or rehabilitation of the candidate's conviction.

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

## ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m. with the consent of the members.



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### FOOD PRODUCTION UTILITY WORKER

#### FINAL FILING DATE:

4:30 p.m., Friday, May 27, 2016

Applications Accepted: May 13, 2016 – May 27, 2016

#### JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Nutrition Center.

#### JOB SUMMARY:

Incumbents in this classification perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center. Incumbents are expected to bring custodial experience into the job and learn the complex cleaning and sanitation requirements of the Nutrition Center in a timely manner. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment, cleaning, and assisting with maintenance of cafeteria equipment. Incumbents may be assigned to school site during periods of renovation and construction. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures; and other related duties as assigned.

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Coursework or on the job training in large scale kitchen sanitation methods or equipment operation is desirable.

#### EXPERIENCE:

One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or 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) Incumbents may be required to travel from one school location to another.
- (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: \$18.68  
6 MONTHS: \$19.71  
1 ½ YEARS: \$20.79  
2 ½ YEARS: \$21.93  
3 ½ YEARS: \$23.14

#### APPLICATION:

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

#### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0106-0477 SF

LBUSD employees, please see reverse side for  
important information.



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

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

**Guidelines:**

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

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

#### FINAL FILING DATE:

4:30 p.m., Friday, May 27, 2016

#### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the Payroll Department.

#### JOB SUMMARY:

Under general supervision, payroll assignments are moderately complex and require accuracy and attention to detail. An incumbent generally works on assigned parts of the certificated or classified payrolls for employees on traditional, year-round and twelve-month calendars. The first priority is for the Intermediate Payroll Accounting Technician is to ensure that the employees' paychecks are correct and paid on time. Increasingly, an incumbent reviews and corrects computer edit reports produced after data is entered from payroll timesheets and time cards. An Intermediate Payroll Accounting Technician applies relevant knowledge of District, Federal and State rules and regulations, Personnel Commission and Board of Education administrative rules, and bargaining unit contracts in processing payroll transactions and completing forms and documents. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contacts with district employees; and perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

##### EXPERIENCE:

Two years of full-time financial record keeping work, preferably including 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.

##### SPECIAL REQUIREMENTS:

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:	\$20.27
6 MONTHS:	\$21.37
1 ½ YEARS:	\$22.56
2 ½ YEARS:	\$23.79
3 ½ YEARS:	\$25.10

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

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**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

Dual Exam 16-0105-0756 OL

LBUSD employees, please see reverse side for important information.



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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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*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.*

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.



## An Exciting Career Opportunity Awaits You At

# LONG BEACH UNIFIED SCHOOL DISTRICT

## NUTRITION SERVICES MANAGER

**\$83,532 - \$98,076  
ANNUAL SALARY**

Dual Exam 16-0408-5061 SF

### **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Manager. Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications, choose Nutrition Services, then select Nutrition Services Manager.

### **THE IDEAL CANDIDATE**

Successful candidate will have a bachelor's degree in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

Additionally, successful candidate will have at least two years of experience at a supervisory or management level in an institutional food service organization. Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

### **SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license 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 must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

### **SALARY AND BENEFITS**

The annual salary for Staffing Analyst is \$83,532 to \$98,076, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

### **OUR QUALIFYING PROCESS**

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

### **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m. Friday, June 3, 2016

Applications accepted: May 13, 2016 -- June 3, 2016

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### SCHOOL SAFETY/SECURITY SPECIALIST

#### FINAL FILING DATE:

4:30 p.m., Friday, June 10, 2016

Applications Accepted: May 20, 2016 – June 10, 2016

#### JOB INFORMATION:

Permanent 10 months flex position. Position is a 100% FTE (8 hours per day). The current vacancy is located at School Safety.

#### JOB SUMMARY:

Under general supervision, survey and patrol District sites and other locations to prevent unruly and disruptive student behavior or damage to equipment or property; promote a safe and secure environment and advise students of appropriate standards of behavior; pick up and transport truant students; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Equivalent to graduation from high school. College level-courses in psychology, administration of justice, ethnic studies and child development are highly desirable.

##### EXPERIENCE:

Two years of full-time experience working with youth in a structured, institutional environment. Work with at risk youth is desirable.

Or

At least one year as a Campus Security Officer in the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's license is required at the time of appointment. (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) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (4) Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected. (5) Some incumbents may be required work adjustable work schedules that will include evening and weekend assignments. (6) American Red Cross standard first aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period. (7) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or 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: \$20.81  
6 MONTHS: \$21.96  
1 ½ YEARS: \$23.17  
2 ½ YEARS: \$24.45  
3 ½ YEARS: \$25.80

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

#### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713

Office: (562) 435-5708

24 hour job hotline: (562) 491-JOBS

[www.lbschools.net/Departments/](http://www.lbschools.net/Departments/Personnel_Commission/)

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0112-5015 RO

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

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

**Guidelines:**

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

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### SENIOR FOOD PRODUCTION UTILITY WORKER

#### FINAL FILING DATE:

4:30 p.m., Friday, May 27, 2016

Applications Accepted: May 13, 2016 – May 27, 2016

#### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Nutrition Center.

#### JOB SUMMARY:

Under general supervision, the Senior Food Production Utility Worker serves as a lead over a small Food Production Utility Worker crew at the Nutrition Center, schedules daily run sheets and provides work direction and guidance to assigned staff. Incumbents in this classification perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center and perform touch-up painting work as needed. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment, cleaning, and assisting with maintenance of cafeteria equipment. Incumbents may be assigned to school site during periods of renovation and construction. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures; and other related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

##### EXPERIENCE:

Two years of experience performing custodial work involving specialized sanitation and cleaning requirements in a large commercial setting. Experience serving in a lead or supervisory capacity is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or 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) Incumbents may be required to travel from one school location to another.
- (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

#### SALARY RANGE HOURLY:

START: \$20.27  
6 MONTHS: \$21.37  
1 ½ YEARS: \$22.56  
2 ½ YEARS: \$23.79  
3 ½ YEARS: \$25.10

#### APPLICATION:

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

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

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**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR SYSTEMS ANALYST

### FINAL FILING DATE:

4:30 p.m., Friday, June 3, 2016

Applications Accepted: May 13, 2016 – June 3, 2016

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

### JOB SUMMARY:

Under general direction, analyze work procedures of application systems and coordinate the work of project groups engaged in analyzing, designing, accessing and implementing the District's student information and business software application systems; serve as the database administrator for a major District-wide application system such as the payroll or financial system; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

#### EXPERIENCE:

Four years of experience in web applications systems and database development, programming, testing, modification and administration. Experience in a lead or supervisory capacity is highly desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of 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 pay the union an agency fee.

**Working Environment:** Office environment; Extended viewing of a computer monitor, Driving a vehicle to conduct work; Occasional evening or variable hours.

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

**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: \$41.03  
6 MONTHS: \$43.27  
1 ½ YEARS: \$45.66  
2 ½ YEARS: \$48.17  
3 ½ YEARS: \$50.82

### APPLICATION:

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

### SELECTION PROCEDURE:

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Dual Exam 16-0111-5120 SF

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*Maria Braunstein*

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

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16

Date: May 26, 2016

Reason for  
Consideration: Approval

<b>Accounting Manager</b> List Valid: 5/27/16 – 05/27/17 Total applications received: 22 No. Passed: 13      No. Failed: 0	<b>Dual</b>  Total invited to exam: 14 No. Withdrew: 1	<b>16-0098-0346</b>   No. Screened Out: 8
<b>Instructional Aide-Special</b> List Valid: 5/13/16 – 05/13/17 Total applications received: 140 No. Passed: 33      No. Failed: 3	<b>Open</b>  Total invited to exam: 75 No. Withdrew: 39	<b>16-0083-0448</b>   No. Screened Out: 65
<b>Job Developer</b> List Valid: 5/27/16 – 5/27/17 Total applications received: 81 No. Passed: 10      No. Failed: 6	<b>Dual</b>  Total invited to exam: 23 No. Withdrew: 7	<b>16-0087-0463</b>   No. Screened Out: 58
<b>Kids Club Supervisor I</b> List Valid: 5/20/16 – 5/20/17 Total applications received: 38 No. Passed: 7      No. Failed: 7	<b>Dual</b>  Total invited to exam: 23 No. Withdrew: 9	<b>16-0087-3266</b>   No. Screened Out: 15
<b>Kids Club Supervisor II</b> List Valid: 5/20/16 – 5/20/17 Total applications received: 30 No. Passed: 5      No. Failed: 4	<b>Dual</b>  Total invited to exam: 10 No. Withdrew: 1	<b>16-0088-3627</b>   No. Screened Out: 20
<b>Kids Club Supervisor III</b> List Valid: 5/20/16 – 5/20/17 Total applications received: 12 No. Passed: 5      No. Failed: 4	<b>Dual</b>  Total invited to exam: 1 No. Withdrew: 3	<b>16-0089-3268</b>   No. Screened Out: 7
<b>Speech Language Path Assistant</b> List Valid: 5/26/16 – 5/26/17 Total applications received: 23 No. Passed: 5      No. Failed: 1	<b>Dual</b>  Total invited to exam: 10 No. Withdrew: 4	<b>16-0056-5024</b>   No. Screened Out: 13

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 20, 2016



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

**May 18, 2016**

**TO: Personnel Commission**

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

**SUBJECT: Creation of a Classification**

### **Background and Findings**

In January 2015 the supervision of the Electronics and Telecommunications shops and personnel was shifted from Maintenance to Technology and Information Services. Currently the Computer Support shop is supervised by a Computer Support Supervisor (salary range 42 S1) and the Telecommunication shop is supervised by a Telecommunications Supervisor (salary range 38 S1). The Electronics shop staff are supervised by an Electrician Manager (salary range 42 M2).

As a result of the reorganization, Technology and Information Services is requesting creation of a new management classification to oversee the Electronics, Telecommunications and Computer Support shops.

Incumbents in the proposed classification of Technology Field Operations Manager will plan, organize and manage the District's technology support field operations including installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP telecommunications and systems such as fire, clock, bell and security systems.

### **Salary Placement**

Staff conducted a compensation study of the proposed class of Technology Field Operations Manager. Local agencies typically used for salary surveys were surveyed for compensation comparison. However, the results of the survey did not provide a clear guideline for salary placement and instead staff looked at internal relationships with existing classifications.

The *Rules and Regulations of the Classified Service* §10.8 states that, "Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums."

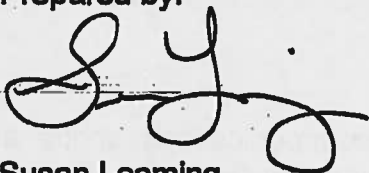
The highest classification in the hierarchy that the proposed classification would serve in a supervisory role over is the classification of Computer Support Supervisor at salary range 42 (S1). Therefore, in the absence of market data dictating a higher rate, staff is recommending placement of the Technology Field Operations Manager at salary range 46 (M2), providing a minimum of four salary ranges above the highest-level subordinate.

**Recommendations**

Staff recommends the Personnel Commission:


1. Create the classification of Technology Field Operations Manager
2. Allocate the classification of Technology Field Operations Manager to salary range 46 (M2)

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer





## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 46 M2**  
**DRAFT**

### **TECHNOLOGY FIELD OPERATIONS MANAGER**

#### **JOB SUMMARY**

Under administrative direction; plan, organize and manage the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP) telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; 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 District's technology support field operations to meet user needs and District technology goals; assure high-quality customer service is provided to end users and compliance with applicable laws, codes rules and regulations. *E*
- Oversee and manage the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP) telecommunications, and systems such as fire, clock, bell, and security systems. *E*
- Communicate with administrators, vendors, service providers and other outside organizations to coordinate activities, prioritize and schedule work, resolve issues and exchange information. *E*
- Estimate and order materials, labor, equipment for technology support activities and projects; assure projects, service tickets and requests for service are completed in a timely and cost effective manner; communicate with the Help-Desk regarding daily service tickets and user needs. *E*
- Develop and implement practices and procedures that improve efficiencies and customer service for end users; monitor and evaluate the efficiency of service delivery methods. *E*
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; oversee and assure proper coordination of activities. *E*
- Prepare specifications for contractor projects; conduct site visits to assure District standards and specifications are met and work is completed in a timely manner. *E*

- Evaluate the effectiveness of existing technology equipment; provide recommendations concerning the purchase of new equipment and enhancing existing equipment to achieve user instructional/administrative goals; assure compliance with established District objectives and resources. *E*
- Prepare and maintain a variety of records, files and reports related to field operations and other assigned activities. *E*
- Participate in the preparation of Request for Proposals (RFP's); evaluate and make recommendations regarding vendor proposals. *E*
- Develop assigned budgets for inclusion in departmental budget; monitor expenditures and recommend modifications to cover expenses; propose and implement cost reduction measures. *E*
- Participate in the formulation and development of departmental policies, procedures and programs; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Operate a computer and assigned software; operate other office equipment as assigned. *E*
- Drive a District-issued or personal vehicle to various sites to conduct work; respond to after-hours emergency calls and coordinate response. *E*
- Attend and participate in meetings, conferences and seminars related to technology to maintain current knowledge of technological advances in the field. *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 Technology Field Operations Manager plans, organizes and manages the District's technology support field operations that includes the Electronics, Telecommunications and Computer Support units, with a focus on providing quality customer service to end users and fostering a culture of responsiveness to client needs. An incumbent provides operational leadership and coordinates activities to assure optimal operational performance, fiscal responsibility and to meet the District's instructional and administrative technology goals.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Installation, maintenance and repair of computers and peripherals, digital audio/visual equipment and systems, Voice-over-IP (VoIP) telecommunications, or systems such as fire, clock, bell and security systems in a networked environment.

Principles and practices of providing quality customer service.

Principles and practices of supervision and training.

Project management techniques.

Organization and work flow management.

Record-keeping and report preparation techniques.

Applicable laws, codes, regulations, policies and procedures.  
Budgeting practices regarding monitoring and control.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Operation of a computer and assigned software.

**Ability to:**

Develop and implement practices and procedures that improve efficiencies and customer service for end users.  
Assure quality customer service to end users and foster a culture of responsiveness to client needs.  
Establish and maintain effective controls over financial, material and labor resources.  
Develop and monitor budgets.  
Supervise and evaluate the performance of assigned personnel.  
Work independently with little direction.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Understand and resolve issues, complaints or problems.  
Build consensus and apply problem-solving techniques in a constructive manner.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work. Monitor and control expenditures.  
Maintain current knowledge of technological advances in the field.  
Assure compliance with applicable laws, codes, rules and regulations.  
Prepare and maintain records and prepare narrative reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in computer science, information technology, business administration or a closely related field.

**Experience:**

Four years of supervisory or management experience involving installation, maintenance and repair in one or more of the following areas:

Computers and peripherals  
Digital audio/visual equipment and systems  
Voice-over-IP (VoIP) telecommunications  
Systems such as fire, clock, bell and security systems in a networked environment

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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

**SPECIAL REQUIREMENTS**

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

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

**WORKING ENVIRONMENT**

Offices and school sites.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.  
Coordinate after hours emergency response.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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