

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Ave.  
Lakewood, California 90713  
REGULAR MEETING AGENDA

Regular Meeting  
February 24, 2022

8:15 a.m.

ADDENDUM  
PAGE NO.

- I. GENERAL COMMUNICATION FUNCTIONS
  1. Call to order
  2. Renewal of Pledge of Allegiance to the Flag of the United States of America
  3. Roll
  4. **APPROVE** the Minutes of the Regular Meeting of February 10, 2022 1-5
  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 Site Specialist – Business Partnerships 6-7
  2. **APPROVE** the certification of Custodian eligibility list 22-0079-0139 established 02/24/2022 8
  3. **APPROVE** the certification of Human Resources Technician eligibility list 22-0121-3352 established 02/22/2022 8
  4. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0181-0448 established 02/25/2022 8
  5. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0131-5068 established 02/23/2022 8
  6. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0157-5068 established 02/23/2022 8
  7. **APPROVE** the certification of Purchasing Manager eligibility list 22-0140-5297 established 02/22/2022 8

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the extension of Administrative Secretary 21-0057-3339 eligibility list established 03/04/2021 9
2. **APPROVE** the Abolishment of a Classification – Executive Director, Equity, Access, and College & Career Readiness 10-14
3. **APPROVE** the Revision of a Classification – Water/Boiler Treatment Specialist 15-19

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

March 10, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

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 Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES  
Regular Meeting

February 10, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, February 10, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr.; Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; and Andrea Armas, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of January 27, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported the Personnel Commission Annual Report packet was submitted to the Board of Education members. Mr. Kato explained the packet included an introductory letter, a booklet of the PowerPoint presentation, a corresponding brochure of the data, and the written report. Mr. Kato mentioned that he and Dale Culton, Certification Services Manager, attended the principals meeting on January 28, 2022, to discuss the new classified layoff procedures. Mr. Kato shared the meeting was informative and will ensure timely submission of the necessary information for the classified layoff process.

At 8:25 a.m., Commissioner Vaughan arrived.

Jesus Rios Jr., Associate Personnel Analyst, reported that there are 71 recruitments in progress and 13 pending. Mr. Rios explained that recruitments are ongoing and encompass many different classifications for school sites and central offices. Mr. Rios recognized staff for their work on recruitments, screening applications, and making sure items progress forward.

Dale Culton, Certification Services Manager, thanked Anne Follett, Employment Services Supervisor (Acting), for her work during his absence. Mr. Culton shared a complimentary letter regarding Silaue Taeleifi, Human Resources Technician, and her excellent customer service skills.

Susan Leaming, Personnel Analyst, shared the CPR sessions for the Buffum school site staff have been rescheduled to February 23, 2022, and two more CPR sessions are being held on March 14, 2022, at the Teacher Resource Center. Ms. Leaming explained that the Personnel Commission employment web page was recently converted by NEOGOV to their career pages format, and the site was now updated with the District logo and graphics.

Mr. Kato recognized and expressed appreciation to Lydia Smith, Human Resources Technician (Acting); Anne Follett, Employment Services Supervisor (Acting); and Jesus Rios Jr., Associate Personnel Analyst for going above and beyond their normal job duties.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide - Bilingual Spanish
3. **RATIFY** job announcement bulletin for Instructional Aide – Special
4. **RATIFY** job announcement bulletin for Maintenance Team Lead
5. **RATIFY** job announcement bulletin for Plant Utilities Operator
6. **RATIFY** job announcement bulletin for Site Specialist – Business Partnerships (Revised)
7. **APPROVE** the certification of Building Maintenance Worker (Revised) eligibility list 22-0054-0625 established 01/27/2022
8. **APPROVE** the certification of Building Maintenance Worker/Driver (Revised) eligibility list 22-0055-0880 established 01/27/2022
9. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0102-1610 established 02/11/2022

10. **APPROVE** the certification of Health Assistant eligibility list 22-0056-5170 established 02/01/2022
11. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0166-0448 established 02/04/2022`
12. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0039-0673 established 02/07/2022
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0130-5068 established 02/03/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 22-0158-5255 established 02/02/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 22-0182-5255 established 02/07/2022
16. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0160-5261 established 02/08/2022
17. **APPROVE** the certification of Senior Accounting Assistant eligibility list 22-0075-0760 established 02/07/2022
18. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0165-5214 established 01/31/2022
19. **APPROVE** the certification of Student Data System Specialist eligibility list 22-0046-5164 established 02/09/2022
20. **APPROVE** the certification of Warehouse Materials Processor eligibility list 22-0103-0712 established 02/07/2022

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify item 1-6 and approve items 7-20 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification – Webmaster

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

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

2. **APPROVE** the Revision of a Classification– Grounds Service Manager

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

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

3. **APPROVE** the Revision of Classifications – Custodial Services Inspector and Area Custodial Manager

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

4. **APPROVE** the Revision of Classifications – Senior Executive Secretary (C) and Executive Secretary (C)

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 24, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:49 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:50 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SITE SPECIALIST – BUSINESS PARTNERSHIPS

### FINAL FILING DATE:

4:30 p.m., Tuesday, February 22, 2022

### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, collaborate with students, families, District staff and community business partners to develop and establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; promote career awareness and internship opportunities with students and families; develop, implement, and participate in career readiness events and activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING

Associate's degree including coursework in education, counseling, career development or a related field. A bachelor's degree is desired.

#### EXPERIENCE:

Two years of experience in career development, job or internship search and placement, or school-to-career programs, preferably in a high school setting.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required 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) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

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

Dual 22-0175-5298 AF

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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 8-9

Date: February 24, 2022

Reason for Consideration: Approval

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**CUSTODIAN**

**DUAL**

**22-0079-0139**

List Valid: 02/24/2022-02/24/2023  
Total Applications Received: 145  
No. Passed: 29                      No. Failed: 28

Total Invited to Exam: 80  
No. Withdrew: 23                      No. Screened Out: 65

**HUMAN RESOURCES TECHNICIAN**

**DUAL**

**22-0121-3352**

List Valid: 02/22/2022-02/22/2023  
Total Applications Received: 98  
No. Passed: 9                      No. Failed: 17

Total Invited to Exam: 35  
No. Withdrew: 9                      No. Screened Out: 63

**INSTRUCTIONAL AIDE - SPECIAL**

**OPEN CONTINUOUS**

**22-0181-0448**

List Valid: 02/25/2022-02/25/2023  
Total Applications Received: 23  
No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 7  
No. Withdrew: 0                      No. Screened Out: 16

**NUTRITION SERVICES WORKER**

**OPEN**

**22-0131-5068**

List Valid: 02/23/2022-08/23/2023  
Total Applications Received: 23  
No. Passed: 6                      No. Failed: 4

Total Invited to Exam: 17  
No. Withdrew: 7                      No. Screened Out: 6

**NUTRITION SERVICES WORKER**

**OPEN**

**22-0157-5068**

List Valid: 02/23/2022-08/23/2023  
Total Applications Received: 25  
No. Passed: 7                      No. Failed: 1

Total Invited to Exam: 15  
No. Withdrew: 7                      No. Screened Out: 10

**PURCHASING MANAGER**

**PROMOTIONAL**

**22-0140-5297**

List Valid: 02/22/2022-02/22/2023  
Total Applications Received: 4  
No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 4  
No. Withdrew: 0                      No. Screened Out: 0

**EXTENSION OF ELIGIBILITY LIST**

**ADMINISTRATIVE SECRETARY**

**DUAL**

**21-0057-3339**

Extended list expiration date: 09/04/2022

Extended List Period: 6 months

Total applicants on list: 33

No. of current eligible: 29

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT:     Kenneth Kato     DATE: FEBRUARY 24, 2022

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# PERSONNEL COMMISSION

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February 7, 2022

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

## Background and Findings

The single incumbent classification of Executive Director, Equity, Access, and College & Career Readiness (salary range 58 M2) was created in 2017 and is currently vacant. In the spring of 2021, the Office of Equity, Access, and College & Career Readiness was reorganized and functions were reassigned to other departments. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Superintendent of Schools supports the abolishment of the classification.

## Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Executive Director, Equity, Access, and College & Career Readiness

Prepared by:

A handwritten signature in blue ink, appearing to read "S. Leaming".

Susan Leaming  
Personnel Analyst

Approved and Recommended:

A handwritten signature in blue ink, appearing to read "K. Kato".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5238**  
**Salary Range: 58 M2**

### **EXECUTIVE DIRECTOR, EQUITY, ACCESS, AND COLLEGE & CAREER READINESS**

#### **JOB SUMMARY**

Under administrative direction, plan, organize, control and direct the activities, operations and programs of the Office of Equity, Access and College & Career Readiness (EACCR) including Strategic Planning, State and Federal Program Support, College and Career Readiness, Parent University, Expanded Learning Programs and College Student Aides; supervise and evaluate the performance of 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.*

- **Oversee and direct District services and resources provided to schools and families to deliver equal educational access to all students in compliance with applicable laws, codes, rules and regulations. *E***
- **Oversee the monitoring of District planning and programs supported by State and federal categorical funds; direct the allocation of funds and assure compliance of expenditure requests for specially funded programs and grants. *E***
- **Coordinate and direct the comprehensive Consolidated Application for Funds for Educational Programs and related categorical program budgets; serve as the District contact with the State Department of Education for included programs. *E***
- **Coordinate and direct efforts to develop, prepare and submit applications, amendments and revisions for specially funded programs and grants; provide technical support to schools and departments to assure District goals are met. *E***
- **Negotiate with public and private agencies to assure adequate and continued sponsorship of specially funded programs; define scope of specially funded programs to funding agencies as requested. *E***
- **Direct the development of the Strategic Plan, Local Control and Accountability Plan (LCAP) and other District-wide planning initiatives. *E***
- **Coordinate Long Beach College Promise activities in collaboration with higher education partners regarding higher education opportunities for all students. *E***
- **Oversee and direct the delivery of high-quality parent services to promote family education and involvement. *E***
- **Serve as a resource and communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues, and exchange information. *E***

## **Executive Director, Equity, Access and College & Career Readiness – Cont. Page 2**

- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and direct the implementation of policies, procedures and standards; establish priorities; advise District administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of laws and regulations governing specially funded programs and grants; serve on advisory committees; conduct presentations as requested. *E*
- Operate office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Executive Director, Equity, Access and College & Career Readiness (EACCR) will oversee and direct services and resources provided to schools and families to assure all students have equal access to educational opportunities. The Office of Equity, Access and College & Career Readiness is responsible for monitoring school planning and programs supported by State and federal categorical funds. EACCR conducts ongoing program review of sites receiving additional funding outside the general budget to assure program quality and effectiveness.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Public and higher education concerns, issues and legislation.  
Strategic planning and project management techniques.  
Concepts, principles, kinds, and practices of grant development.  
Fiscal management of grant-funded programs.  
State, federal and private funding sources.  
Advanced quantitative analytical techniques.  
Technology systems for planning, budgeting, communications and data analyses.  
Budget preparation and control.  
Principles of administration, supervision and training.  
Applicable laws, codes and regulations.

## **Executive Director, Equity, Access and College & Career Readiness – Cont. Page 3**

Public speaking techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

Oversee and direct services and resources provided to schools and families to assure all students have equal access to educational opportunities.  
Plan, organize, direct and oversee grant-funded programs and related fiscal operations.  
Assure proper allocation of funds within State and federal guidelines.  
Coordinate and direct efforts to develop, prepare and submit applications, amendments and revisions for specially funded programs and grants.  
Direct the development of the Strategic Plan, Local Control and Accountability Plan (LCAP) and other District-wide planning initiatives.  
Manage extensive partnerships and collaborative projects with higher education institutions, public agencies, nonprofit organizations, foundations and corporations.  
Conduct sophisticated data analyses and use findings to develop action plans, programs and systems of support.  
Develop and prepare budgets.  
Monitor and control expenditures.  
Develop and implement policies, procedures and standards.  
Accept and carry out responsibility for direction, control and planning.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Supervise and evaluate the performance of assigned personnel.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Direct the establishment and maintenance of records and files.  
Prepare and deliver oral presentations.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

### **Education and Training:**

Master's degree in public or business administration, public policy or education.

### **Experience:**

Six years of equity, access, and college and career readiness program implementation experience involving data analytics, strategic planning, and change management. Experience within a public education setting is preferred.

## **Executive Director, Equity, Access and College & Career Readiness – Cont. Page 4**

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

### **SPECIAL REQUIREMENTS**

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

### **WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

### **PHYSICAL DEMANDS**

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

### ***AMERICANS WITH DISABILITIES ACT***

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

### **APPOINTMENT**

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

DATE: 3/16/2017



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# PERSONNEL COMMISSION

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February 15, 2022

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

## Background and Findings

The Business Services Administrator requested the classification of Water/Boiler Treatment Specialist be revised in anticipation of upcoming recruitment activities. The classification of Water/Boiler Treatment Specialist was created in 2001 and has never been revised.

Specifically, duties and special requirements related to the testing and treatment of swimming pool water were added as incumbents in these positions are expected to conduct school site pool testing and treatment activities when school site staff are unavailable or on an emergency or rotational basis.

A statement was also added to the special requirements of the description regarding the use of protective clothing, gear and equipment.

The Business Services Administrator has reviewed and approved the revisions to the classification description.

A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strike throughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Water/Boiler Treatment Specialist

Prepared by:

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

Susan Leaming  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3299  
Salary Range: 27 (C2)

### WATER/BOILER TREATMENT SPECIALIST

#### JOB SUMMARY

Under general supervision, ~~to~~ inspect and maintain boilers and cooling towers and related auxiliary equipment at District sites; ~~to~~ instruct custodial and other site personnel in the safe operation and maintenance of boilers and cooling towers at District sites; conduct daily testing and treatment of pool water; conduct daily inspections of pools of pool water and related equipment at assigned sites; and ~~to~~ perform related duties as required.

#### EXAMPLES OF DUTIES

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

- Use reagents to make water analysis of hot water and steam boilers, cooling towers and chiller units to measure for corrosive and/or other dissolved substances; take or direct corrective action with chemical additives to maintain water standards and temperatures within prescribed ranges. **E**
- Inspect boiler rooms, pool equipment rooms, cooling towers and chiller unit areas for hazards, safety, cleanliness and auxiliary equipment that may require repair or replacement; note conditions in need of corrective action and notify site personnel. **E**
- Train custodian supervisors and other site personnel in the safe operation and maintenance of boilers and provide training in the correct and safe method of adding chemical treatment to boilers and cooling towers. **E**
- Operate boilers and cooling towers and auxiliary equipment; clean, test and repair boilers, cooling towers, pool equipment, chillers and related pipes, safety controls, valves, filters and strainers. **E**
- Conduct daily inspections of pool water for proper chemical balances, bacteria levels and pH; conduct chemical tests of water; apply chemicals as appropriate to maintain proper pH and chemistry levels; assure safety of pool water; test temperature of heated pool water. **E**
- Order, receive, store and deliver chemicals to sites for treatment of pools, boiler, cooling tower and chiller units; order reagents used for water analysis. **E**
- Identify need for repair or replacement of parts on boilers and cooling towers; requisition parts and materials; as needed, work with contractors who are performing the work. **E**
- Maintain daily records related to pool water tests and assigned activities; Rrecord chemical treatments and servicing of equipment in logs; make reports on deficiencies of maintenance and operation of equipment and corrective action required; make follow-up reports as needed. **E**
- Operate a District vehicle to pick up supplies and materials and travel from site to site. **E**

- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

A Water/Boiler Treatment Specialist is assigned the inspection and repair of and reporting on water and steam boilers and cooling towers throughout the District and testing of pool water at assigned sites for proper chemical balance, chlorine content, bacteria counts and pH values of pool water samples. An incumbent trains custodial personnel at District plant sites in the safe operation and maintenance of the equipment and does follow-up inspections and corrective actions of identified deficiencies. Also, an incumbent may participate in the annual cleaning and repair of this equipment. An incumbent applies a thorough knowledge of boilers, cooling towers, chiller units and related parts and auxiliary equipment such as sump pumps, air compressors, traps, valves and controllers.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices used in the operation of water and steam boilers and cooling towers and auxiliary equipment.

Building codes applicable to the operation of boilers and auxiliary equipment.

Operations of automatic low-pressure boilers, control pumps, motors and related equipment.

Safety precautions involved in boiler operation.

Procedures for testing boiler and cooling tower water for undesirable qualities.

Chemicals used in water treatment for pool water, boilers and cooling tower.

Proper chemistry, bacteria levels and pH of swimming pool water.

Record keeping.

#### **Ability to:**

Operate and maintain automatic low-pressure boilers, cooling towers and chiller units and related equipment.

Perform water analysis and treatment of pool water, boilers, cooling towers and related equipment.

Maintain proper chemistry, bacteria levels and pH of swimming pool water.

Use safely hand and power tools for building operating equipment.

Operate materials handling equipment.

Read and understand manufacturer manuals and brochures.

Read blueprints and drawings.

Keep operation records.

Analyze building equipment problems to determine preventive actions.

Inspect contract repair work.

Prepare reports as needed.

Train others in the operation and maintenance of boilers and cooling towers.



Operate a vehicle observing legal and defensive driving practices.  
Establish and maintain effective working relationships with others.

**Education and Training:**

~~Equivalent to graduation from high school.~~Graduation from high school or equivalent.

**Experience:**

Three years operating and maintaining automatic low-pressure boilers and auxiliary equipment. Experience in the maintenance of public swimming pools is desirable.

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**

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.

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 and maintain a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification within six months of hire. Initial and renewal certification training for employees is at the District's expense.

Incumbents must obtain and maintain a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate within six months of hire. Initial and renewal certification training for employees is at the District's expense.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, cleaning chemicals, disinfection materials, and biologic materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

~~Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.~~

**WORKING ENVIRONMENT**

- Outside in inclement weather.
- ;-iInside in high temperatures of boiler rooms.
- ;-eCooling towers.

- ;-eExposure to fumes and dust.
- ;-eExposure to chemicals used for pool water and boiler treatment.
- ;-dDrive a dDistrict vehicle from site to site.
- May include evening, weekend and varied hours.

**PHYSICAL DEMANDS**

See well enough to read gauges, thermometers, sight glasses, floats, steam and water leaks.

- ;-dDistinguish different colors when testing water and chemicals.
- ;-hHear well enough to detect steam and air leaks.
- ;-sStooping, crawling, kneeling, pushing, bending and walking, climbing ladders and step stools.
- ;-dDexterity of fingers and hands to operate hand and power tools and equipment.
- ;-sStrength to push or pull objects up to 50 pounds.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA: 3/2001  
Revised: