



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

JUNE 26, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. PRELIMINARY

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

Stacey Lewis, Chairperson
Linda Vaughan, Vice-Chairperson
Terry Ulaszewski, Member

Present _____
Present _____
Present _____

2.3 Introduction of Guests

3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

4. REPORT FROM THE EXECUTIVE OFFICER

5. HEARINGS

None

6. MINUTES

6.1 Approval of Minutes for June 12, 2014

Action

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Classification/Restructure Recommendations per
Education Code 45246

Action

7.2 Revision to the Rules and Regulations of the
Classified Service, Chapter XIII, XIV & XV
(Second Reading)

Action

7.3 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.11

Restricted Action

7.4 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

Restricted Action

7.5 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

Restricted Action

8. BULLETINS AND TESTING ACTIONS

8.1 Bulletins – Per Personnel Commission Rule 4.3.B Action

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on July 10, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

11. CLOSED SESSION

11.1 Performance Evaluation of the Executive Officer
Personnel Commission and Classified Employment

11.2 Recommendation to Remove from Eligibility List

11.3 Appeal of Disqualified Applicant

12. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for June 12, 2014

PAGES: 6.1.1 – 6.1.3

Date: June 26, 2014

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Vice-Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:20 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Susan Brister, Human Resources Technician
Paula Smith, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Viola Mae Bledsoe, Instructional Aide- Special; Kasey Noble, Receptionist.

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Executive Officer McMahon asked the Personnel Commission Division heads to give a brief update of their units activities. Each manager/supervisor gave a brief report on the current activities of their units.

Dr. McMahon acknowledged staff's hard work in filling Instructional Aide-Special vacancies and substitute assignments.

MINUTES

MINUTES

The Commission approved the minutes of the May 29, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Vaughan seconded the motion. The motion carried. The vote was unanimous with all members present participating in the vote.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

ABOLISHMENT OF CLASSIFICATIONS

ABOLISHMENT OF CLASSIFICATIONS

Intermediate Office Assistant – BL Khmer
Intermediate Office Assistant/Schools – BL Khmer
Senior Office Assistant – BL Khmer
Senior Office Assistant/Schools – BL Khmer

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the classification recommendations. The motion carried. The vote was unanimous with members present participating in the vote.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness."

Commissioner Ulaszewski made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter XIII, XIV and XV. Vice-Chairperson Vaughan seconded the motion. A second reading and action is scheduled for June 26, 2014.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion. The motion carried. The vote was unanimous with all members present participating in the vote.

Chief Business and Financial Officer	Dual	14-0113-0689
Custodian	Dual	14-0116-0139
Energy Conservation Specialist	Dual	14-0115-5175
Human Resources Assistant	Dual	14-0114-3350
Translator-Interpreter - BL Spanish	Promotional	14-0100-5079

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion. The motion carried.

The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved.

Nutrition Services Worker **Open** **14-0103-5068**
List Valid: 06/13/14 – 06/13/15
Total applications received: 102 Total invited to exam: 86
No. Passed: 36 No. Failed: 12 No. Withdrew: 38 No. Screened Out: 16

EXTEND ELIGIBILITY LIST

School Safety Communications Operator **Dual 13-0082-5013**
Extended list expiration date: 6/19/15 Extend list period: 1 year
Total eligibles on list: 12
No. of Current Eligibles: 8 No. of waivers or removals: 4

OTHER ITEMS

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 10, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:40 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 7.1.1 – 7.1.28

Date: June 26, 2014

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendations for the consideration of the Commission.

PAGE

CREATE A NEW CLASSIFICATION

2

Custodial Services Inspector

ALLOCATE NEW CLASSIFICATION

Custodial Services Inspector
Salary Range 30 (S1)

ABOLISHMENT OF CLASSIFICATIONS

9

Environmental Health and Safety Manager

Environmental Health and Safety Supervisor

Tool Sharpener

RECLASSIFICATION REQUEST

24

Senior Office Assistant (C)



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

May 22, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classification

Background and Findings

Commission Staff was asked to assist in the Operations management reorganization by creating a new classification of "Custodial Services Inspector" and recommend appropriate salary placement. Currently the structure at Operations consists of a vacant Operations Director, a vacant Assistant Director and five Area Custodial Managers. The new structure will be streamlined to include a Director, two Area Custodial Managers (until December 2014 when one will retire), and two new Custodial Services Inspector positions. Plant Supervisors will now report directly to their site Principal instead of an Area Custodial Manager.

The primary responsibility of the Custodial Services Inspector class will be focusing on coordinating custodial personnel training programs. Incumbents will provide assistance to custodial supervisors and site administration by observing and participating in custodial employee performance evaluations, and recommending transfers and disciplinary actions. In addition, the Custodial Services Inspector will continually visit school sites to evaluate custodial services and provide recommendations for improvements.

Salary Placement

For salary comparison purposes, local school districts typically used for job family salary surveys were surveyed for compensation comparison however, the results of the survey did not provide a clear guideline for salary placement. Smaller agencies are structured differently, typically with a Director of MOT (Maintenance, Operations and Transportation) and many of their District-level supervisors have responsibility for other areas such as grounds, hazardous waste programs or facilities use permits. Los Angeles and San Diego Unified are so much larger in scope that similar classifications within their management/supervisor hierarchy are paid at levels far exceeding LBUSD's existing Area Custodial Managers and even Operations

Director classifications. Therefore staff looked instead to internal relationships within our existing custodial hierarchy and other existing maintenance classifications required to "inspect sites" as a primary duty.

The classification of Area Custodial Manager is at salary range 42 (M2) and requires graduation from high school. The classification of Construction Inspector is a journey-level class at salary range 38 (C2). The classifications of Energy Conservation Specialist and Environmental Health and Safety Technician, both at salary range 31 (C2), ask for a bachelors and an associates respectively, with equivalency given for additional years of directly related experience. The Environmental Health and Safety Technician states that certificates or licenses handling or working with hazardous materials or chemicals is desirable. The Pest Control Technician, also at salary range 31 (C2), requires possession of a valid California State Structural Pest Control License, Branch 2 (general pest) and Branch 3 (termite).

The Custodial Services Inspector will provide assistance to site administrators in regards to the performance reviews of their site custodial staff including the Plant Supervisor. This includes observing and participating in presentations of employee performance evaluations and providing performance improvement guidance to employees.

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 custodial hierarchy that the proposed classification would serve in a supervisory role over is the classification of Plant Supervisor – High School at salary range 26 (S1). Therefore, in the absence of market data dictating a higher rate, staff is recommending placement of the Custodial Services Inspector at salary range 30 (S1), providing a minimum of four salary ranges above the highest-level subordinate.

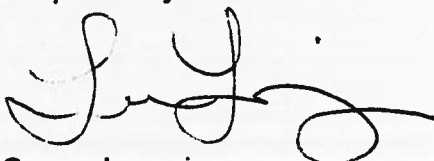
Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Custodial Services Inspector
2. Allocate the classification of Custodial Services Inspector to 30 S1.

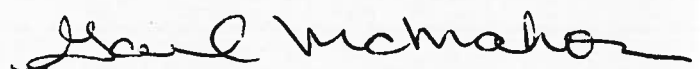
Attached is a copy of the proposed classification.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer

PERSONNEL COMMISSION CORE VALUES

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



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 30 (S1)

CUSTODIAL SERVICES INSPECTOR

JOB SUMMARY

Under general direction, plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; assist in assuring smooth and efficient delivery of District-wide custodial services; 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, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; assure effectiveness of training programs and smooth and efficient delivery of District-wide custodial services. **E**
- Develop and conduct new employee orientation sessions and in-service trainings on a wide variety of topics including health and safety laws, supervisory skills, methods of cleaning, proper use and maintenance of custodial equipment, and ordering and storing supplies. **E**
- Research and recommend external trainers, consultants and service providers; assure external training opportunities meet established standards; research and recommend training materials, videos, and other training resources. **E**
- Update presentations, operating procedure manuals and training materials in response to changing laws, policies and procedures; participate in developing departmental procedures and organizational plans related to assigned activities. **E**
- Conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; prepare recommendations for improvements; take immediate corrective action regarding health and safety hazards; follow up to assure procedures are being followed. **E**
- Conduct on-site training and serve as a resource to custodial supervisors, site administration and staff; identify and resolve operational or personnel issues at sites; observe and participate in presentations of employee performance evaluations; provide performance improvement guidance to employees. **E**
- Review site work schedules and custodial bid runs for equity and conformance to established standards; develop standard operating procedures for custodial staff. **E**

- Continuously survey existing custodial services for safety, service costs and areas in need of improvement; advise departmental administration of areas in need of improvement. *E*
- Communicate with site staff, administrators, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve issues and concerns regarding custodial policies and procedures. *E*
- Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare and maintain a variety of records and reports related to personnel, training programs, safety inspections and other assigned activities; research and compile information for special projects as directed. *E*
- Remain on call and coordinate response for emergency custodial needs; perform emergency shut off for major utility services; operate emergency generators as necessary. *E*
- Coordinate and oversee the thorough cleaning and restoration of district facilities during periods when students are not on campus. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*
- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. *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 Custodial Services Inspector plans, develops and oversees a wide variety of internal and external training programs for new and current custodial personnel. Incumbents travel extensively to school sites to evaluate custodial services and provide recommendations for improvements.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and supervision.

District organization, operations, policies and objectives.

Health and safety regulations.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Public speaking techniques.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic math.
Operation of a computer and assigned software.
Inventory methods and practices.
Proper lifting techniques.

Ability to:

Plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel.
Assure District facilities are maintained in a clean, orderly and secure condition.
Operate and demonstrate the use of custodial equipment and supplies.
Read, interpret and work from sketches and drawings.
Analyze custodial training needs and develop appropriate training programs.
Conduct effective training sessions for groups of employees.
Prepare and deliver oral presentations.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Write clear, concise instructions and reports.
Train, supervise and evaluate the performance of assigned staff.
Observe and follow health and safety regulations.
Review and modify work procedures and schedules.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Drive a District vehicle to conduct work.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Work independently with little direction.
Plan and organize work.

Education and Training:

Graduation from high school. College-level coursework or additional training in custodial services, management, organizational training or a related field is preferred.

Experience:

Five years of experience in the cleaning of institutional or commercial facilities, preferably in a public school environment including two years in a supervisory capacity involving custodial staff training.

OR

Two years of experience as a Plant Supervisor – High School in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

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.

There is a continuing requirement for night work, working weekends or holidays, and to be on call.

WORKING ENVIRONMENT

Office and school site environment.
Indoor and outdoor work environment.
Driving a District vehicle to conduct work.
Exposure to cleaning chemicals and fumes.
Evening, weekend and varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Walking to inspect facilities.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy equipment and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and custodial equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
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 six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

June 19, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of Classifications

Background and Findings

The classification of Environmental Health and Safety Supervisor (salary range 38 S1) was created in 1989 and has been vacant since the last incumbent retired in June, 2009.

The classification of Environmental Health and Safety Manager (salary range 42 M2) was created in 1989 and has been vacant since the last incumbent resigned in August, 2012.

Staff spoke with the Business Services Administrator who supports the abolishment of the classifications and does not anticipate a need for them in the future. No staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classifications of Environmental Health and Safety Supervisor and Environmental Health and Safety Manager

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.
Executive Officer

PERSONNEL COMMISSION CORE VALUES

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



ENVIRONMENTAL HEALTH AND SAFETY MANAGER

JOB SUMMARY

Under general direction, plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous materials handling and student and employee safety; serve as the District's Chemical Hygiene Officer, Radiation Safety Officer, Respiratory Protection Administrator and oversee other CAL/OSHA standards as required by the District's Injury, Illness, Prevention Program (IIPP); train, supervise, and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, coordinate, implement and manage the District's Environmental Health and Safety (EHS) programs, including hazardous materials handling, the District's Chemical Hygiene Program and the health and safety of the District's students and employees; assure compliance with applicable laws, codes, rules and regulations. **E**
- Identify conditions which could produce accidents and financial losses and evaluate potential extent of injuries resulting from accidents; develop accident prevention programs and control systems for incorporation into operating policies of the District and the District's Injury, Illness, Prevention Program (IIPP). **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct or direct research studies to identify hazards and evaluate loss producing potential of systems, operations or processes. **E**
- Compile, analyze and interpret numerical data relating to occupational exposure or risk factors concerning occupational health and safety; prepare reports to assist in mitigating occupational exposure or safety risks. **E**
- Coordinate safety activities of unit managers to assure implementation of District-wide safety activities; plan, implement and evaluate safety education programs and related training sessions for District staff. **E**
- Serve as a liaison with outside organizations such as fire departments, mutual aid societies and rescue teams to exchange information and provide mutual assistance. **E**

- Serve as the District's Chemical Hygiene Officer (DHCO); establish and maintain the District's Chemical Hygiene Program (DCHP); assure the proper inventorying, labeling, handling, storage and disposal of laboratory chemicals; write specifications for removal and disposal of hazardous laboratory chemicals. *E*
- Assure incoming hazardous materials are accompanied by a Material Safety Data Sheet (MSDS); oversee hazardous waste shipments to Storage, Treatment and Disposal Facilities (TSDF); sign universal hazardous waste manifests. *E*
- Prepare contract bid specifications; coordinate, schedule and inspect contracted work; confer with contractors to assure satisfactory and timely completion of contracted services. *E*
- Survey sites, buildings, building systems and equipment for EHS concerns and the presence of hazardous materials including asbestos, lead based paint and mold; record findings and submit related reports; recommend mitigation techniques. *E*
- Arrange for air sampling tests before, during and after activities such as asbestos abatement, lead based paint stabilization or mold remediation. *E*
- Investigate complaints of unhealthful or unsafe work conditions; take samples as needed; determine the scope of work necessary to assure the health and safety of students and staff; coordinate appropriate remedial action. *E*
- Oversee the Maintenance Department's IIPP and serve as the Maintenance Respiratory Protection Administrator; coordinate the District's Radiation Safety Program for use with X-Ray Fluorescence Monitors; serve as the District Radiation Safety Officer. *E*
- Work cooperatively with local, State, and federal agencies involved with health and safety conditions at District sites; take appropriate samples for analysis in accordance with EPA and OSHA requirements. *E*
- Estimate and order materials, equipment and supplies needed for hazardous material control and health and safety work; submit disposal tax forms and fees. *E*
- Provide technical expertise and information to District administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual issues and recommend appropriate corrective action. *E*
- Maintain and direct the maintenance of a variety of records and files related to assigned activities including asbestos abatement, hazardous waste disposal, lead-based paint stabilization and MSDS's; inspect site asbestos files to assure compliance with the Asbestos Hazard Emergency Response Act (AHERA). *E*
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. *E*
- Utilize industrial hygiene equipment for EHS testing purposes; wear and maintain Personal Protective Equipment (PPE) as necessary. *E*
- Attend and participate in a variety of meetings, conferences, and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions; serve on assigned committees; prepare and deliver presentations as requested. *E*

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

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification will plan, coordinate, implement and manage the District's Environmental Health and Safety programs, including hazardous material handling and student and employee safety. In addition, an incumbent will serve as the District's Chemical Hygiene Officer and will establish and maintain the District's Chemical Hygiene Program for safe control, handling, storage and disposal of hazardous laboratory chemicals and supplies. An incumbent conducts District safety training and applies a working knowledge of Industrial Hygiene principles related to occupational safety and health.

EMPLOYMENT STANDARDS**Knowledge of:**

Proper methods, materials, tools and equipment used in asbestos abatement.
Methods and procedures related to exposure, handling, storage and disposal of hazardous substances.
Technical aspects of field of specialty.
Indoor air quality and environmental quality standards and best management practices.
Methods of environmental sampling and interpretation of results.
Laws, codes, rules and regulations related to assigned activities.
Principles of modern health, safety, industrial hygiene and environmental health.
Mathematical computations.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

Ability to:

Plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous material handling, storage and disposal and student and employee safety.
Assure compliance with applicable laws, codes, rules and regulations.
Read, interpret and work from diagrams, blue prints, plans, sketches and specifications.
Prepare draft drawings or sketches of work to be completed.
Conduct safety investigations and make preventative or corrective recommendations.
Utilize and maintain tools, equipment and materials related to asbestos and hazardous material safety.
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
Establish and maintain effective working relationship with others.
Train, supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Maintain records and prepare a variety of reports.

Analyze statistical data and perform mathematical calculations.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in environmental science, chemistry, biology or a closely related field.

Experience:

Three years of supervisory environmental health and safety experience in a large institutional or industrial setting including experience working with chemical hygiene programs.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license.

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

Incumbents in this class will be required to wear protective clothing, gear and equipment as required by law.

Successful completion of AHERA building inspector/management planner, OSHA hazardous waste operations, Department of Health Services lead certification for inspector/assessor and first responder courses at time of application.

Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by the requirement to safely wear protective clothing and the demonstrated hazards caused by smokers who work with asbestos)

Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense.

This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, chemicals, gases.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and conduct site visits.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling, stooping or crouching.
Reaching overhead, above the shoulders and horizontally to reach files and supplies.
Lifting and carrying items weight 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 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: 7/27/06



PERSONNEL COMMISSION

Class Code: 0636
Salary Range: 38 (S1)

ENVIRONMENTAL HEALTH AND SAFETY SUPERVISOR

JOB SUMMARY

Under general supervision, to coordinate activities and supervise personnel abating and handling hazardous materials, and to perform related work as required.

EXAMPLES OF DUTIES

- Plan, organize and supervise the work of personnel engaged in the abatement of asbestos-containing materials. **E**
- Survey work sites and determines the scope of work necessary for environmental health and safety work. **E**
- Put on, wear and maintain appropriate personal protective equipment. **E**
- Abate asbestos containing materials as needed. **E**
- Inspect sites, buildings, building systems, or equipment for the presence and the condition of hazardous materials. **E**
- Write and submit reports on building conditions affecting the health and safety of building occupants; note where and what work is necessary. **E**
- Take bulk samples of materials for applicable laboratory analysis. **E**
- Investigate complaints of unhealthful or unsafe conditions from sites, take samples and coordinate repairs as necessary. **E**
- Take and deliver samples as necessary to laboratories for analysis. **E**
- Inspect asbestos files at each site to check for Asbestos Hazard Emergency Response Act (AHERA) compliance. **E**
- Review and oversee pick up requests at various sites and respond appropriately. **E**
- Oversee hazardous waste shipments to treatment and disposal facilities. **E**
- Fill out and sign off on hazardous waste manifests. **E**
- Coordinate and schedule hazardous materials remediation with contractors and consultants. **E**
- Review and interpret safety, laboratory, and industrial hygiene reports, as well as applicable regulations, guidelines, and statutes. **E**
- Work with governmental regulatory agencies involved in environmental health and safety matters. **E**
- Coordinate the radiation safety program, for use with the District's x-ray fluorescent monitors; may serve as District Radiation Service Officer. **E**
- Perform required work on doors, windows, or similar devices that contain asbestos;

remove knobs, hinges, closures, strike plates, panic bars, etc., from asbestos containing equipment. *E*

- Use a variety of hand and power tools and operate various industrial hygiene and environmental and safety equipment. *E*
- Load truck with materials and equipment, drive it to and from destination, and unload and deliver materials and equipment. *E*
- Maintain inventory of supplies, tools and equipment. *E*
- Troubleshoot and resolve problems with site maintenance when it involves asbestos containing material. *E*
- Interpret numerical data relating to occupational exposures of contaminants. *E*
- Conduct surveys to identify lead content in paint and other building materials, using an XRF monitor, or by taking bulk, dust wipe or air samples, as needed. *E*
- Prepare bid specifications for asbestos removal by contractors. *E*
- Keep required records of work performed and set historical files for maintenance of systems and equipment. *E*
- Keep abreast of developments and changes in substances, materials and new technology including Environmental Protection Agency and Occupational Safety and Health guidelines. *E*
- Operate district vehicles. *E*
- Plan and lay out assigned tasks. *E*
- Requisition supplies, parts and labor needs. *E*
- Adjust employee grievances. *E*

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

DISTINGUISHING CHARACTERISTICS

Incumbents in this class supervise personnel engaged in, and are themselves involved in, the abatement of hazardous materials and the proper disposal of hazardous waste that includes chemicals and materials used in such school laboratories as chemistry, biology, and industrial arts, or from such support facilities as the maintenance, transportation, or operations branches. An incumbent conducts safety training in various CAL/OSHA required topics and applies a working knowledge of the principles of industrial hygiene as it relates to occupational safety and health, and general knowledge of environmental standards.

Of great importance in this class is an individual personal health and wellness, and ability to use and wear the required safety equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of supervision and training.

Proper methods, common materials, tools and equipment used in a variety of building maintenance trades and other maintenance related areas.

Safety practices and regulations pertaining to asbestos abatement, insulation repair, and the handling of hazardous materials and waste.

Rules and regulations of Titles 8, 17, and 22 of the California Code of Regulations and Titles 29, 40, and 49 of the Federal Code of Regulations.

Procedures concerning exposure, handling, storage and disposal of hazardous substances such as lead, mercury, PCBs, asbestos, etc.

Mathematics that include algebra, geometry, and statistics.

Maintenance, hazardous materials handling, etc.

Computer software applications including word processing.

Ability to:

Plan, coordinate, organize and direct the work of others.

Train, supervise and evaluate assigned employees.

Identify and use proper hand tools, machinery or equipment used in hazardous material control and repair work.

Maintain routine records.

Operate district vehicles observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

Perform or learn to perform a wide range of general maintenance work not requiring the full spectrum of all-journey level skills, but involving the work with hazardous materials.

Work from blue prints or sketches.

Estimate costs, labor and material requirements for projects.

Read and interpret regulations and publications on environmental health and safety.

Wear a negative pressure respirator.

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

Training:

Equivalent to a Bachelors degree from an accredited college or university in environmental science, chemistry, or a closely related field.

Experience:

At least two years in a lead or supervisory capacity over workers engaged in environmental health and safety work in a large institutional or industrial setting is required.

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

Successful completion of AHERA building inspector/ management planner, OSHA's hazardous waste operations, Department of Health Services lead in construction inspector/ assessor, and first responder courses are required.

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

WORKING ENVIRONMENT

Inclement weather or adverse conditions; subject to emergency call out. May walk or crawl in tight spaces, under buildings, encounter dust, hazardous liquids, vapors, odors, etc.

PHYSICAL DEMANDS

Strength; heavy work, pulling and/or pushing up to 100 lbs. with frequent lifting and/or carrying of objects weighing up to 50 lbs.

SPECIAL REQUIREMENTS

Possession of a California Class C Driver's License.

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.

1. Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by requirement to have protective clothing worn safely, and because of the demonstrated hazards caused by smokers who work with asbestos).
2. Medical at the time of appointment, successfully pass an asbestos respiratory medical examination, and an initial lead medical examination, at district expense. This is in compliance with the Title 8 of the California Code of Regulations, sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.
3. An incumbent must pass the Department of Health Services lead certification exam for inspector/ assessor prior to completion of the probationary period.

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.

3/30/89

Revised 10/26/2000



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

June 12, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

The classification of Tool Sharpener (salary range 31 C2) was created in 1966 (previously titled Saw Filer created in 1953) and has been vacant since the last incumbent retired in April, 2009.

Staff spoke with the Business Services Administrator and Maintenance Director who support the abolishment of the classification and do not anticipate a need for it in the future. The majority of items and tools that were previously sharpened are now disposable. No staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Tool Sharpener

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.
Executive Officer

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PERSONNEL COMMISSION

Class Code: 0295
Salary Range: 31 (C2)

TOOL SHARPENER

JOB SUMMARY

Under general supervision, to sharpen hand tools, the cutting edges of machine tools; to maintain and repair hand tools; to operate a tool crib for issuance of power tools; 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.

- Sharpen manual cutting tools, including scissors, paper cutters, saws, shears, chisels, axes and knives using power and hand equipment such as grinders and files. *E*
- Replace, adjust and sharpen the cutting units of shop machinery such as jointers, planers, routers, drill bits, chain saws and circular saws. *E*
- Weld, re-tooth, set and sharpen band saws. *E*
- Repair and replace parts to hand tools such as hammers, shovels, and axes. *E*
- Secure, issue and maintain inventory of District provided tools and safety gear. *E*
- Order tools and parts for maintenance shops as requested. *E*
- Deliver parts, materials and supplies to personnel at work sites. *E*
- Take inventory of Maintenance Branch tools and equipment. *E*
- Maintain equipment, tools and work in a safe, clean and orderly condition. *E*
- Conduct vehicle safety inspections at maintenance yard. *E*
- Operate a District vehicle. *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 Tool Sharpener sharpens hand tools and small cutting elements of machines and performs repair of tools and equipment used in various shops throughout the District.

EMPLOYMENT STANDARDS

Knowledge of:

Correct angles for grinding various cutting edges.
Characteristics and metal properties used in tool bits and cutting edges.
Use of hand tools and shop machines.
Abrasives used to sharpen tools, tool bits and other cutting edges.
Safety practices and procedures for sharpening hand and power tools.

Ability to:

Operate hand and power equipment used in sharpening of hand and power tools.
Improvise in the repair of hand tools.
Keep records of time and materials.
Requisition supplies and materials.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective working relationships with others.

Training:

Equivalent to graduation from high school.

Experience:

Four years of paid experience sharpening and maintaining a variety of tools including circular, hand and band saws and knives, scissors, drill bits, etc.

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.

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

WORKING ENVIRONMENT

Tool shop and shop equipment; noise from machinery and equipment; visits to District sites.

PHYSICAL DEMANDS

Lifting up to 60 pounds; dexterity of fingers and hands to operate hand and power tools and equipment; seeing to sharpen edges of hand and power cutting edges and measure to within one-sixteenth of an inch of cutting teeth;

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: 3/2/00



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

June 17, 2014

TO: Personnel Commission

FROM: Commission Staff

SUBJECT: Reclassification Request

INCUMBENT: Darlene Perkins

CURRENT CLASSIFICATION: Senior Office Assistant (C)

SALARY RANGE: 21 (CO)

LOCATION: Maintenance

Background

In September 1988, Darlene Perkins was hired as a Clerk Typist II in the office of Research, Planning and Evaluation. In July 1989, Ms. Perkins transferred to the Maintenance Branch and in May 1992 she was reclassified to Senior Office Assistant as part of the Clerical/Secretarial Job Family Study. In January 1999, Ms. Perkins transferred to the Business Office into a position with a "confidential" unit designation. In October 2006, Ms. Perkins transferred back to Maintenance and was assigned to work in the Maintenance Work Control Center.

In January 2014, Ms. Perkins submitted a reclassification request. Ms. Perkins then completed and submitted a Position Description Questionnaire (PDQ). Commission staff reviewed the completed questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities. Staff also reviewed historical information on the evolution of the Maintenance Work Control Center including PDQ's from Work Control Center incumbents who participated in the 1999-2000 Maintenance Job Family Study.

Findings

Ms. Perkins indicated on her PDQ that the class title that best represents her position is Maintenance Work Control Scheduler (Salary Range 34 C2). In December 2010, the Maintenance Work Control Scheduler retired and the position was subsequently abolished. Ms. Perkins stated in her PDQ that she is performing the duties of the previous incumbent and also additional duties that were not performed by the previous incumbent. Ms. Perkins reports to John Nimmons, Maintenance Manager.

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In her PDQ Ms. Perkins stated that the basic function of her position is “the processing of Requests for Services (RS). Requests for Services are modifications that are requested and funded by the requesting site or by the Facilities Department. For example, a Principal may want to have a projector mounted in a classroom or have gold stars painted in the auditorium and would need to submit an RS. Regular maintenance work order tickets for general upkeep are also submitted by sites and those are processed by two other Senior Office Assistants in the office.

When a Request for Services is received it is approved by the Business Services Administrator or the Maintenance Director. Once approved, Ms. Perkins begins to process the RS. She makes an initial deduction as to which maintenance shops would most likely be involved in the project, enters the RS information into the TMA computerized maintenance management software system, and places a hard copy of the RS into the appropriate shop mailboxes. She adds the RS to the received RS log she maintains in Microsoft Excel. She sends a weekly report to the Maintenance Director of RS received. She creates a hard copy file folder for the RS and waits to receive estimates from the shops. Often once the shop goes out to provide an estimate the scope of work changes, and other shops may also need to provide estimates. Ms. Perkins then needs to update all of her logs, records and files. When the work requested is outside the scope of what the Maintenance shops can complete, estimates from contractors are obtained by the shop supervisors. For data cabling service contracts, Ms. Perkins scans and emails the RS directly to the vendor and Information Services.

Once Ms. Perkins receives the estimates from the shops and contractors she logs those into TMA and updates her records and files. She double-checks the cost of the job by verifying the calculations of the estimates for labor and materials and adding those up. She writes the figures on the front of the RS and enters that information into TMA. The completed estimate is then approved by the Business Services Administrator and Maintenance Director and she sends the estimate back to the site along with a funding instructions memo. The site then attempts to secure funding by identifying a funding source and obtaining the approval of the Chief Business and Financial Officer. Ms. Perkins keeps a master copy of the RS and estimates.

Ms. Perkins follows up on each RS that was estimated to find out if the site still wants the work done that fiscal year. If the funding is secured, the Accounting department stamps the RS “Job Ticket” and returns to Ms. Perkins. Ms. Perkins then goes into TMA to create work orders and enters information such as account numbers for labor, materials, contracts and date funded. Those work orders are sent via the TMA system to the appropriate shops. She provides a copy of the whole file with estimates to all involved shop supervisors. The shop supervisors then schedule the work to be performed by their personnel. When the work is completed the shop supervisors provide her a “Completed Request for Service” form. She must then update TMA and her records and files. She prints the project detail report, stamps “RS Complete” and provides the report to the Maintenance Accounting Supervisor who returns the report to Ms. Perkins to place in the project master file.

Ms. Perkins keeps a separate log of “Unestimated RS” and has a standing weekly meeting with shop supervisors to go over the list of unestimated jobs and she notates the status of each. At the meeting the supervisors talk amongst themselves to coordinate services and

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schedule work. They may decide to add services and she adds that information to her records and files. She enters data into a Gantt chart in Microsoft Project which details what percentage each shop has completed on each job. A Gantt chart is a type of bar chart, developed by Henry Gantt in the 1910's, that illustrates a project schedule.

The number of RS received daily varies and last fiscal year approximately 1,400 Requests for Services were submitted (average of 5 per day). Sites contact her to find out the status of their RS and if it has been more than 45 days since the estimates were requested she refers the site to the appropriate shop supervisors. If the job appears to be a rush, she will put a sticky note on the RS and place a copy in the supervisor's inbox. The supervisors then determine if it is indeed a rush job. She follows up with sites by sending emails and relaying pertinent information related to their request.

Ms. Perkins also keeps a status log of RS specifically for the Facilities Branch and provides the Executive Director of Facilities a weekly copy. The log consists of the RS number, requester, date received, site name, scope of work and pending estimates.

At the conclusion of the job audit interview, Ms. Perkins indicated that she was satisfied with the job audit process and believed staff had a clear understanding of the duties assigned to her. Before determining a classification recommendation, Staff shared these findings with the incumbent, Maintenance Director and Business Services Administrator. The incumbent and her administrators reviewed the duties as stated in this report and agreed that this was an accurate representation of the duties assigned to her position.

Conclusions

In the late 1980's the Maintenance Work Control Center was created to centralize the clerical work of the individual Maintenance shops after the purchase of the TMA system. Prior to this each shop had an Intermediate Office Assistant (Clerk Typist II) who handled the clerical work of the shop, updated a calendar of scheduled projects and jobs, and provided a customer service link to the sites. The Maintenance Work Control Center was originally staffed with a Maintenance Work Control Supervisor, a Maintenance Work Control Scheduler and three Senior Office Assistant positions providing clerical support. In 2005 the Supervisor retired and the position was subsequently abolished as part of ongoing budget cuts. In December 2010 the Scheduler retired and that position was also abolished due to budget cuts. The responsibility to schedule Maintenance personnel, estimates and jobs was shifted to the individual shop supervisors.

Ms. Perkins was placed on temporary upgrades to the Maintenance Work Control Supervisor in 1992 and in 1993-1994. She was also placed on temporary upgrades to the Maintenance Work Control Scheduler position in 2006-2007 and in 2007-2008. However, since the retirement of the Maintenance Work Control Scheduler in 2010 she has not been temporarily upgraded.

As part of the job audit process, Staff reviewed the class description of Maintenance Work Control Scheduler with Ms. Perkins. Staff estimates that approximately 80% of the duties listed are not performed by Ms. Perkins. These duties relate to the scheduling and

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coordinating flow of work between sites and maintenance shops, establishing and assigning priorities for the weekly and master work schedules, working with other departments to assure availability of labor, supplies and materials prior to scheduling work orders, coordinating needs for utility outages with providers such as electrical and gas, and visiting sites to review work on projects and respond to site complaints on the work. Ms. Perkins mentioned the previous incumbent did not perform this work either and while this may have changed over time, the previous incumbent did list these duties in their PDQ from the 1999-2000 Maintenance Job Family Study and the PDQ was signed by the Supervisor as being accurate.

The remaining 20% of the duties outlined in the Scheduler job description are the clerical and customer service aspects of the job related to entering work orders, updating records and reports, meeting with maintenance personnel to obtain information on status of projects for her records and files, and following up with sites to provide information and updates on their requests. Ms. Perkins is performing these duties as was described in this report.

Ms. Perkins is currently classified as a Senior Office Assistant. The classification of Senior Office Assistant is the highest-level clerical classification in the Clerical/Secretarial series. The intent of this classification is to represent those jobs requiring specialized or advanced clerical skills. Incumbents in the class "perform complex and varied clerical support duties involving frequent and responsible public contacts, requiring an understanding of a process or functional area at an assigned District office or program." The distinguishing characteristics of the Senior Office Assistant state that "Incumbents work under general supervision and independently perform the difficult and demanding clerical assignments in the office requiring the selection and application of a number of procedures and policies." The duties assigned to Ms. Perkins, as described in her PDQ and job audit interview, fall within the scope of the Senior Office Assistant classification.

Time spent as a Clerk Typist II and Senior Office Assistant in the Maintenance department provided Ms. Perkins the opportunity to learn the policies and procedures of the Maintenance Work Control Center. She is a valued and knowledgeable member of the department staff and has an intimate understanding of the inner workings of the office. Her individual capabilities, attention to detail, and experience in the office allows her manager to let her function independently, with little or no direct supervision necessary. While Ms. Perkins mentioned additional duties have been assigned to her such as maintaining a Facilities RS log, directly following up on estimated requests with sites, and emailing request for services directly to a vendor, they are clerical in nature and do not raise the level of the assignment above a Senior Office Assistant.

Ms. Perkins also stated that the volume of requests has increased but volume can ebb and flow over time and is considered a staffing issue, not a classification issue as it is more of the same level of work. Staff understands that the clerical work Ms. Perkins performs is complex and detailed, however that is expected at the Senior Office Assistant level.

In summary, Ms. Perkins is clearly performing work that is clerical in nature and is she classified as a Senior Office Assistant, the highest-level clerical classification in the series. After review of other existing Clerical/Secretarial classifications it is staff's belief that the position continues to most closely resemble the Senior Office Assistant classification. In a

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classification review, the purpose is to determine the level and nature of the work assigned to a position. Neither individual performance nor personal characteristics can factor into the classification decision. While we applaud Ms. Perkins dedication and efforts in her assignment, these are not compensable factors. We see the potential for her future advancement and encourage her to continue in her growth and development within the Maintenance Department as well as the District at large.

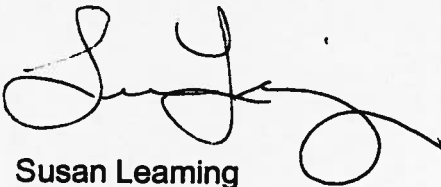
Staff spoke with the Business Services Administrator who supports the abolishment of the vacant Maintenance Work Control Scheduler and Maintenance Work Control Supervisor classifications and does not anticipate a need for these in the future.

Recommendations

Staff recommends the Personnel Commission act to:

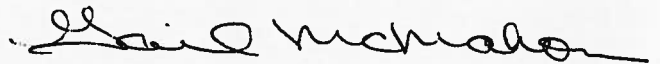
1. Affirm the position is appropriately classified as a Senior Office Assistant
2. Abolish the classifications of Maintenance Work Control Scheduler and Maintenance Work Control Supervisor

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer

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CHAPTER XIII CERTIFICATION OF PAYROLLS

13.1 INSPECTION OF PAYROLLS

- A. EMPLOYEE ROSTER TO BE MAINTAINED.** The Executive Officer of the Personnel Commission shall maintain employee records containing the names and complete employment records of all employees holding positions under the provisions of the Act, and such other records as are necessary for carrying out the provisions of the Act and these rules.
- B. INSPECTION OF PAYROLLS.** Payroll records of the District shall be made available for inspection by the Commission or the Executive Officer upon demand. If, upon examination of a payroll at any time, it is found that any person named thereon has been appointed, elected, or employed in violation of any of the provisions of the Act or of the Rules of the Commission, notice of such violation shall be served upon the Board and the disbursing officers that said person has been paid salary or received compensation in an unlawful manner.

CHAPTER XIV PERFORMANCE REPORTS

14.1 PERFORMANCE REPORTS FOR REGULAR EMPLOYEES

- A. **REPORTS REQUIRED.** There shall be filed with Human Resource Services a periodic performance report of each probationary employee and each employee in the permanent classified service, evaluating his/her performance on the job for the period covered in the report. The rating intervals shall be as determined by the Commission.
- B. **DESIGNATED REVIEWERS.** Each employee's performance is to be reviewed by his/her immediate supervisor, who is defined as the person who assigns, checks, and supervises the work of the employee and who is immediately responsible for the employee, or is most closely acquainted with the employee's performance. If the employee has more than one immediate supervisor, each such supervisor may review and evaluate the employee's work performance.

The performance report of each employee shall be reviewed by the next higher level supervisor, usually the immediate supervisor of the reviewer.

- C. **RATING PROCEDURES.** Performance reports shall be made on forms prescribed by the Commission, and following procedures established by the Commission.

The performance review intervals shall be as indicated below:

- 1) Probationary employees serving in positions which require a six month probationary period shall be reviewed at the end of the second, fourth, and sixth month from the date of appointment in that position. Probationary employees serving in a position requiring a one year probationary period shall be reviewed at the end of the fourth, eighth, and twelfth month from the date of appointment in that position.
- 2) Permanent employees shall be rated annually. The period of the annual review shall be twelve (12) months following the date the employee gains permanence in his/her present position or twelve (12) months following subsequent regular or revised review reports, except when the end of the review period falls during a non-work period for ten (10) or eleven (11) month employee. Such employee shall be reviewed within sixty (60) days prior to the last working day of the assigned work year.
- 3) Employees will receive a warning and counsel from the reviewer within ten (10) days of the occurrence of less-than-satisfactory performance. If the less-than-satisfactory performance occurs less than ten (10) days prior to an employee's formal review, the reviewer shall warn and counsel the employee prior to the formal review. The employee may request that a warning be put in writing. The

employee may also request the name of the complainant(s) for any report of less-than-satisfactory performance which results in warning and counsel.

- 4) Reviewers shall include a statement of the facts and suggestions for improvement in any review that includes a "needs to improve" (N) or "unsatisfactory" (U). Content of the comments shall not be grievable.
 - 5) A special review may be submitted any time upon evidence of changed work habits or performance on the part of the employee.
- D. **EMPLOYEE'S COPY.** Whenever a review is made, a conference shall be held to review the rating and a copy of the full report shall be given by the reviewer to the employee being reviewed.
- E. **PERFORMANCE REPORT OF RECORD.** When an employee terminates employment, his/her most recent report on file shall be the report of record, and no additional report need be made unless his/her performance has changed to unsatisfactory.
- F. **APPEAL OF PERFORMANCE REPORT.** An employee may within 15 days of receipt of his/her review request a conference with the reviewer of the report to discuss the content of the review.
- If still dissatisfied with the review content, the employee may, within 15 days from the conference with the reviewer, file with the next higher supervisor a written appeal of the review. The next higher supervisor will have 10 days from receipt of a written appeal to determine if the content of the review is accurate or inaccurate. If the next higher supervisor determines that the review content is inaccurate, he/she shall order that within 10 days a new rating be written, give a copy of the new report to the employee and place the new report in the employee's personnel file. If the appeal is denied, the original report, together with the written appeal, shall be placed in the employee's personnel file. No report that is being appealed shall be placed in an employee's personnel file until the appeal process has been completed.
- G. "Days" as defined in this rule are workdays when both parties are on duty.
- H. **PERSONNEL FILE.** Each employee shall have the right, by appointment, to review the contents of his/her personnel file. At the employee's request a representative may accompany the employee in this review. Normally, such review shall be permitted twice per fiscal year.

14.2 PERFORMANCE REPORTS PROCEDURE FOR LIMITED TERM/PROVISIONAL EMPLOYEES

- A. Performance reports for employees in limited term/provisional status shall be made on the Personnel Commission prescribed form at the discretion of the site manager or supervisor.

~~CHAPTER XV EMPLOYER-EMPLOYEE RELATIONS~~

~~GOVERNMENT CODE 3540 PURPOSE OF ARTICLE~~

~~Article 1. GENERAL PROVISIONS~~

~~3540. PURPOSE OF THE CHAPTER. It is the purpose of this chapter to promote the improvement of personnel management and employer-employee relations within the public school systems in the State of California by providing a uniform basis for recognizing the right of public school employees to join organizations of their own choice, to be represented by such organizations in their professional and employment relationships with public school employers, to select one employee organization as the exclusive representative of the employees in an appropriate unit, and to afford certificated employees a voice in the formulation of educational policy. Nothing contained herein shall be deemed to supersede other provisions of the Education Code and the rules and regulations of public school employees which establish and regulate tenure or a merit or civil service system or which provide for other methods of administering employer-employee relations, so long as the rules and regulations or other methods of the public school employer do not conflict with lawful collective agreements.~~

~~It is the further intention of the Legislature that this chapter shall not restrict, limit, or prohibit the full exercise of the functions of any academic senate or faculty council established by a school district in a community college to represent the faculty in making recommendations to the administration and governing board of such school district with respect to district policies on academic and professional matters, so long as the exercise of such functions do not conflict with lawful collective agreements~~

~~It is the further intention of the Legislature that any legislation enacted by the Legislature governing employer-employee relations of other public employees shall be incorporated into this chapter to the extent possible. The Legislature also finds and declares that it is an advantageous and desirable state policy to expand the jurisdiction of the board created pursuant to this chapter to cover other public employers and their employees, in the event that such legislation is enacted, and if this policy is carried out, the name of the Educational Employment Relations Board shall be changed to the "Public Employee Relations Board."~~

~~3540.1. DEFINITIONS AS USED IN THIS CHAPTER.~~

~~(a) "Board" means the Educational Employment Relations Board created pursuant to Section 3541.~~

Comment [GD1]: The entire chapter is recommended for deletion as the Rules and Regulations of the Classified Service are based on the Merit System provisions of the Education Code and is within the oversight of the Personnel Commission. Employer-Employee Relations is School Board/District Function and is separate and apart from the Personnel Commission.

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~~employee of the right to terminate his or her obligation to the employee organization within a period of 30 days following the expiration of a written agreement; or~~

~~(2) An arrangement that requires an employee, as a condition of continued employment, either to join the recognized or certified employee organization, or to pay the organization a service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessments of the organization for the duration of the agreement, or a period of three years from the effective date of such agreement, whichever comes first.~~

~~(j) "Public school employee" or "employee" means any person employed by any public school employer except persons elected by popular vote, persons appointed by the Governor of this state, management employees, and confidential employees.~~

~~(k) "Public school employer" or "employer" means the governing board of a school district, a school district, a county board of education, or a county superintendent of schools.~~

~~(l) "Recognized organization" or "recognized employee organization" means an employee organization which has been recognized by an employer as the exclusive representative pursuant to Article 5 (commencing with Section 3544.)~~

~~(m) "Supervisory employee" means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.~~

~~Article 2. ADMINISTRATION~~

~~3541. PUBLIC EMPLOYMENT RELATIONS BOARD.~~

~~(a) There is in state government the Public Employment Relations Board which shall be independent of any state agency and shall consist of five members. The members of the board shall be appointed by the Governor by and with the advice and consent of the Senate. One of the original members shall be chosen for a term of one year, one for a term of three years, and one for a term of five years. The first term for the two new members of the board resulting from the expansion of the board to five members shall be reduced by the Governor as necessary so that the term of only one member of the board shall expire in any given year. Thereafter terms shall be for a period of five years, except that any person~~

~~shall be fixed by the board with the approval of the Department of Personnel Administration.~~

~~(i) Attorneys serving the board on May 19, 1978, shall not be appointed as legal advisers to board members pursuant to subdivision (h) until the time that they have attained permanent civil service status.~~

~~(j) Notwithstanding subdivision (a), the member of the board appointed by the Governor for the term beginning on January 1, 1991, shall not be subject to the advice and consent of the Senate.~~

~~3541.3. POWERS AND DUTIES OF THE BOARD. The board shall have all of the following powers and duties:~~

~~(a) To determine in disputed cases, or otherwise approve, appropriate units.~~

~~(b) To determine in disputed cases whether a particular item is within or without the scope of representation.~~

~~(c) To arrange for and supervise representation elections which shall be conducted by means of secret ballot elections, and certify the results of the elections.~~

~~(d) To establish lists of persons broadly representative of the public and qualified by experience to be available to serve as mediators, arbitrators, or fact finders. In no case shall such lists include persons who are on the staff of the board.~~

~~(e) To establish by regulation appropriate procedures for review of proposals to change unit determinations.~~

~~(f) Within its discretion, to conduct studies relating to employee-employer relations, including the collection, analyses, and making available of data relating to wages, benefits, and employment practices in public and private employment; and, when it appears necessary in its judgment to the accomplishment of the purposes of this chapter, recommend legislation. The board shall report to the Legislature by February 15th of each year on its activities during the immediately preceding calendar year. The board may enter into contracts to develop and maintain research and training programs designed to assist public employers and employee organizations in the discharge of their mutual responsibilities under this chapter.~~

~~(g) To adopt, pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2, rules and regulations to carry out the provisions and effectuate the purposes and policies of this chapter.~~

~~so, what remedy is necessary to effectuate the purposes of this chapter, shall be a matter within the exclusive jurisdiction of the board. Procedures for investigating, hearing, and deciding these cases shall be devised and promulgated by the board and shall include all of the following:~~

~~(a) Any employee, employee organization, or employer shall have the right to file an unfair practice charge, except that the board shall not do either of the following:~~

~~(1) Issue a complaint in respect of any charge based upon an alleged unfair practice occurring more than six months prior to the filing of the charge.~~

~~(2) Issue a complaint against conduct also prohibited by the provisions of the agreement between the parties until the grievance machinery of the agreement, if it exists and covers the matter at issue, has been exhausted, either by settlement or binding arbitration. However, when the charging party demonstrates that resort to contract grievance procedure would be futile, exhaustion shall not be necessary. The board shall have discretionary jurisdiction to review such settlement or arbitration award reached pursuant to the grievance machinery solely for the purpose of determining whether it is repugnant to the purposes of this chapter. If the board finds that such settlement or arbitration award is repugnant to the purposes of this chapter, it shall issue a complaint on the basis of a timely filed charge, and hear and decide the case on the merits. Otherwise, it shall dismiss the charge. The board shall, in determining whether the charge was timely filed, consider the six-month limitation set forth in this subdivision to have been tolled during the time it took the charging party to exhaust the grievance machinery.~~

~~(b) The board shall not have authority to enforce agreements between the parties, and shall not issue a complaint on any charge based of alleged violation of such an agreement that would not also constitute an unfair practice under this chapter.~~

~~(c) The board shall have the power to issue a decision and order directing an offending party to cease and desist from the unfair practice and to take such affirmative action, including but not limited to the reinstatement of employees with or without back pay, as will effectuate the policies of this chapter.~~

~~Article 3. JUDICIAL REVIEW~~

~~3542. UNIT DETERMINATIONS; RIGHT TO JUDICIAL REVIEW; PETITIONS FOR WRIT OF EXTRAORDINARY RELIEF; ENFORCEMENT OF FINAL DECISION OR ORDER.~~

~~or entity refuses to comply with the order, the court shall enforce such order by writ of mandamus. The court shall not review the merits of the order.~~

~~Article 4. RIGHTS, OBLIGATIONS, PROHIBITIONS, AND UNFAIR PRACTICES~~

~~3543. RIGHTS OF PUBLIC SCHOOL EMPLOYEES. Public school employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Public school employees shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the public school employer, except that once the employees in an appropriate unit has selected an exclusive representative and it has been recognized pursuant to Section 3544.1 or certified pursuant to Section 3544.7, no employee in that unit may meet and negotiate with the public school employer.~~

~~Any employee may at any time present grievance to his employer, and have such grievances adjusted, without the intervention of the exclusive representative, as long as the adjustment is reached prior to arbitration pursuant to Sections 3548.5, 3548.6, 3548.7, and 3548.8 and the adjustment is not inconsistent with the terms of a written agreement then in effect; provided that the public school employer shall not agree to a resolution of the grievance until the exclusive representative has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.~~

~~3543.1. RIGHTS OF EMPLOYEE ORGANIZATIONS.~~

~~(a) Employee organizations shall have the right to represent their members in their employment relations with public school employers, except that once an employee organization is recognized or certified as the exclusive representative of an appropriate unit pursuant to Section 3544.1 or 3544.7, respectively, only that employee organization may represent that unit in their employment relations with the public school employer. Employee organizations may establish reasonable restrictions regarding who may join and may make reasonable provisions for the dismissal of individuals from membership.~~

~~(b) Employee organizations shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed by this chapter.~~

~~(c) A reasonable number of representatives of an exclusive representative shall have the right to receive reasonable periods of released time without loss of~~

employees for lack of funds. If the public school employer and the exclusive representative do not reach mutual agreement, then the provisions of Section 44955 of the Education Code shall apply.

(d) Notwithstanding Section 45028 of the Education Code, the public school employer and the exclusive representative shall, upon *** request of either party, meet and negotiate regarding the payment of additional compensation based upon criteria other than years of training and years of experience. If the public school employer and the exclusive representative do not reach mutual agreement, then the provisions of Section 45028 of the Education Code shall apply.

(e) Pursuant to Section 45028 of the Education Code, the public school employer and the exclusive representative shall, upon the request of either party, meet and negotiate a salary schedule based on criteria other than a uniform allowance for years of training and years of experience. If the public school employer and the exclusive representative do not reach mutual agreement, then the provisions of Section 45028 of the Education Code requiring a salary schedule based upon a uniform allowance for years of training and years of experience shall apply. A salary Schedule established pursuant to this subdivision shall not result in the reduction of the salary of any teacher.

3543.3. NEGOTIATIONS; PARTIES; SUBJECT MATTER. A public school employer or such representatives as it may designate who may, but need not be, subject to either certification requirements or requirements for classified employees set forth in the Education Code, shall meet and negotiate with and only with representatives of employee organizations selected as exclusive representatives of appropriate units upon request with regard to matters within the scope of representation.

3543.4. MANAGEMENT POSITIONS; CONFIDENTIAL POSITIONS; REPRESENTATION. No person serving in a management position, senior management position or a confidential position shall be represented by an exclusive representative. Any person serving in such a position may represent himself or herself individually or by an employee organization whose membership is composed entirely of employees designated as holding such positions, in his or her employment relationship with the public school employer, but, in no case, shall such an organization meet and negotiate with the public school employer. No representative shall be permitted by a public school employer to meet and negotiate on any benefit or compensation paid to persons serving in a management position, senior management position, or a confidential position.

3543.5. INTERFERENCE WITH EMPLOYEES' RIGHTS PROHIBITED. It shall be unlawful for a public school employer to do any of the following:

~~(a) An employee organization may become the exclusive representative for the employees of an appropriate unit for purposes of meeting and negotiating by filing a request with a public school employer alleging that a majority of the employees in an appropriate unit wish to be represented by such organization and asking the public school employer to recognize it as the exclusive representative. The request shall describe the grouping of jobs or positions which constitute the unit claimed to be appropriate and shall be based upon of majority support on the basis of current dues deduction authorizations or other evidence such as notarized membership lists, or membership cards, or petitions designating the organization as the exclusive representative of the employees. Notice of any such request shall immediately be posted conspicuously on all employee bulletin boards in each facility of the public school employer in which members of the unit claimed to be appropriate are employed.~~

~~(b) The employee organization shall submit proof of majority support to the board. The information submitted to the board shall remain confidential and not be disclosed by the board. The board shall obtain from the employer the information necessary for it to carry out its responsibilities pursuant to this section and shall report to the employee organization and the public school employer as to whether the proof of majority support is adequate.~~

~~3544.1. GRANT OF REQUEST FOR RECOGNITION; EXCEPTIONS. The public school employer shall grant a request for recognition filed pursuant to Section 3544 unless:~~

~~(a) The public school employer desires that representation election be conducted or doubts the appropriateness of a unit. If the public school employer desires a representation election, the question of representation exists and the public school employer shall notify the board, which shall conduct a representation election pursuant to Section 3544.7, unless subdivision (c) or (d) applies.~~

~~(b) Another employee organization either files with the public school employer a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 workdays of the posting of notice of the written request. The claim shall be evidenced by current dues deductions authorizations or other evidence such as notarized membership lists or membership cards, or petitions signed by employees in the unit indicating their desire to be represented by the organization. The evidence shall be submitted to the board, and shall remain confidential and not be disclosed by the board. The board shall obtain from the employer the information necessary for it to carry out its responsibilities pursuant to this section and shall report to the employee organizations seeking recognition and to the public school employer as to the adequacy of the evidence. If the claim is evidenced by the support of at least 30 percent of the members of an appropriate unit, a question of representation exists and the board shall conduct~~

~~has been denied or has not been acted upon within 30 days after the filing of the request; or~~

~~(c) An employee organization alleging that it has filed a competing claim of representation pursuant to subdivision (b) of Section 3544.1; or~~

~~(d) An employee organization alleging that the employees in an appropriate unit no longer desire a particular employee organization as their exclusive representative, provided that such petition is supported by evidence of support such as notarized membership lists, cards, or petitions from 30 percent of the employees in the negotiating unit indicating support for another organization or lack of support for the incumbent exclusive representative. Such evidence of support shall be submitted to the board, and shall remain confidential and not be disclosed by the board. The board shall obtain from the employer the information necessary for it to carry out its responsibilities pursuant to this section and shall report to the employee organizations seeking recognition and to the public school employer as to the adequacy of the evidence of support.~~

~~3544.7. INVESTIGATIONS OR HEARINGS; PETITION QUESTIONS; ELECTION; DISMISSAL OF PETITION.~~

~~(a) Upon receipt of a petition filed pursuant to Section 3544.3, or 3544.5, the board shall conduct inquiries and investigations or hold any hearings as it deems necessary in order to decide the questions raised by the petition. The determination of the board may be based upon the evidence adduced in the inquiries, investigations, or hearing. However, if the board finds on the basis of the evidence that a question of representation exists, or a question of representation exists pursuant to subdivision (a) or (b) of Section 3544.1 it shall order that an election shall be conducted by secret ballot and it shall certify the results of the election on the basis of which ballot choice received a majority of the valid votes cast. There shall be printed on each ballot the statement: "no representation." No voter shall record more than one choice on his ballot. Any ballot upon which there is recorded more than once choice shall be void and shall not be counted for any purpose. If at any election no choice on the ballot receives a majority of the votes cast, a runoff election shall be conducted. The ballot for the runoff election shall provide the selection between the two choices receiving the largest and second largest number of valid votes cast in the election.~~

~~(b) No election shall be held and the petition shall be dismissed whenever either of the following exist:~~

~~(1) There is currently in effect a lawful written agreement negotiated by the public school employer and another employee organization covering any employees included in the unit described in the request for recognition, or~~

~~(2) All supervisory nonpeace officer employees employed by the district, exclusively.~~

~~(3) All supervisory peace officer employees employed by the district, exclusively.~~

~~A negotiating unit of supervisory employees shall not be represented by the same employee organization as employees whom the supervisory employees supervise.~~

~~Article 7. ORGANIZATIONAL SECURITY~~

~~3546. AGREEMENT BY BOTH PARTIES; SEVERABILITY; APPROVAL; RESCISSION. Subject to the limitations set forth in this section, organizational security, as defined, shall be within the scope of representation.~~

~~(a) An organizational security arrangement, in order to be effective, must be agreed upon by both parties to the agreement. At the time the issue is being negotiated, the public school employer may require that the organizational security provisions be severed from the remainder of the proposed agreement and cause the organizational security provision to be voted upon separately by all members in the appropriate negotiating unit, in accordance with rules and regulations promulgated by the board. Upon such a vote, the organizational security provision will become effective only if a majority of those members of the negotiating unit voting approve the agreement. Such vote shall not be deemed to either ratify or defeat the remaining provisions of the proposed agreement.~~

~~(b) An organizational security arrangement which is in effect may be rescinded by majority vote of the employees in the negotiating unit covered by such arrangement in accordance with rules and regulations promulgated by the board.~~

~~3546.3 RELIGIOUS OBJECTIONS TO EMPLOYEE ORGANIZATIONS; MEMBERSHIP EXCEPTION; ALTERNATIVE FEES. Notwithstanding subdivision (i) of Section 3540.1, Section 3546, or any other provision of this chapter, any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such employee may be required, in lieu of a service fee, to pay sums equal to such service fee either to a nonreligious, nonlabor organization, charitable fund exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code, chosen by such employee from a list of at least three such funds, designated in the organizational security arrangement, or if the arrangement fails to designate such funds, then to any such fund chosen by the employee. Either the employee organization or the public school employer may~~

opportunity to express their views on the issues to the public school employer, and to know of the positions of their elected representatives.

~~3547.5 MAJOR PROVISIONS OF EXCLUSIVE REPRESENTATIVE AGREEMENT; DISCLOSURE FORMAT. Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction.~~

Article 9. IMPASSE PROCEDURES

~~3548. DECLARATION OF IMPASSE; APPOINTMENT OF MEDIATOR; SELECTION OF PROCEDURE; COSTS. Either a public school employer of the exclusive representative may declare that an impasse has been reached between the parties in negotiations over matters within the scope of representation and may request the board to appoint a mediator for the purpose of assisting them in reconciling their differences and resolving the controversy on terms which are mutually acceptable. If the board determines that an impasse exists, it shall, in no event later than five working days after the receipt of a request, appoint a mediator in accordance with such rules as it shall prescribe. The mediator shall meet forthwith with the parties or their representatives, either jointly or separately, and shall take such other steps as he may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The services of the mediator, including any per diem fees, and actual and necessary travel and subsistence expenses, shall be provided by the board without cost to the parties. Nothing in this section shall be construed to prevent the parties from mutually agreeing upon their own mediator procedure and in the event of such agreement, the board shall not appoint its own mediator, unless failure to do so would be inconsistent with the policies of this chapter. If the parties agree upon their own mediation procedure, the cost of the services of any appointed mediator, unless appointed by the board, including any per diem fees, and actual and necessary travel and subsistence expenses, shall be borne equally by the parties.~~

~~3548.1. UNRESOLVED CONTROVERSY; FACT FINDING PANEL; SELECTION; CHAIRPERSON.~~

~~(a) If the mediator is unable to effect settlement of the controversy within 15 days after his appointment and the mediator declares that factfinding is appropriate to the resolution of the impasse, either part may, by written notification to the other, request that their differences be submitted to a factfinding panel. Within five days after receipt of the written request, each party shall select a person to serve as its member of the factfinding panel. The board shall, within five days after~~

~~benefits; the continuity and stability of employment; and all other benefits received.~~

~~(7) Any other facts, not confined to those specified in paragraphs (1) to (6), inclusive, which are normally or traditionally taken into consideration in making such findings and recommendations.~~

~~3548.3. FINDING OF FACT AND RECOMMENDATION OF SETTLEMENT TERMS; SUBMISSION TO PARTIES AND PUBLIC; COSTS.~~

~~(a) If the dispute is not settled within 30 days after the appointment of the panel, or, upon agreement by both parties, within a longer period, the panel shall make findings of fact and recommend terms of settlement, which recommendations shall be advisory only. Any findings of fact and recommended terms of settlement shall be submitted in writing to the parties privately before they are made public. The public school employer shall make such findings and recommendations public within 10 days after their receipt.~~

~~(b) The costs for the services of the panel chairperson selected by the board, including per diem fees, if any, and actual and necessary travel and subsistence expenses shall be borne by the board.~~

~~(c) The costs for the services of the panel chairperson agreed upon by the parties shall be equally divided between the parties, and shall include per diem fees and actual and necessary travel and subsistence expenses. The per diem fees shall not exceed the per diem fees stated on the chairperson's resume on file with the board. The chairperson's bill showing the amount payable by the parties shall accompany his final report to the parties and the board. The chairperson may submit interim bills to the parties in the course of the proceedings, and copies of such interim bills shall also be sent to the board. The parties shall make payment directly to the chairperson.~~

~~(d) Any other mutually incurred costs shall be borne equally by the public school employer and the exclusive representative. Any separately incurred costs for the panel member selected by each party, shall be borne by such party.~~

~~3548.4. CONTINUATION OF MEDIATION EFFORTS. Nothing in this article shall be construed to prohibit the mediator appointed pursuant to Section 3548 from continuing mediation efforts on the basis of the findings of fact and recommended terms of settlement made pursuant to Section 3548.3.~~

~~3548.5. FINAL AND BINDING ARBITRATION PROVISIONS. A public school employer and an exclusive representative who enter into a written agreement covering matters within the scope of representation may include in the agreement procedures for final and binding arbitration of such disputes as may arise involving the interpretation, application, or violation of the agreement.~~

~~(b) Any meeting of a mediator with either party or both parties to the meeting and negotiating process.~~

~~(c) Any hearing, meeting, or investigation conducted by a factfinder or arbitrator.~~

~~(d) Any executive session of the public school employer or between the public school employer and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives.~~

~~3549.3. SEVERABILITY. If any provisions of this chapter or the application of such provision to any person or circumstances, shall be held invalid, the remainder of this chapter or the application of such provisions to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.~~

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 7.3.1-7.3.16

Date: June 26, 2014

**Reason for
Consideration: Restricted Action**

Personnel Commission Rule 4.2.A.11 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "Conviction of drug addiction and/or use of intoxicating beverages to excess, or sale, possession for sale, or transportation of controlled substances, dangerous drugs or narcotics, including marijuana, or the possession or use of narcotics other than marijuana."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 7.4.1 – 7.4.13

Date: June 26, 2014

**Reason for
Consideration: Restricted Action**

Personnel Commission Rule 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 7.5.1-7.5.14

Date: June 26, 2014

**Reason for
Consideration: Restricted Action**

Personnel Commission Rule 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.11

Date: June 26, 2014

**Reason for
Consideration:** None

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
ASB Financial Technician	Dual	15-0002-0751	2
Senior ASB Financial Technician	Dual	15-0001-0761	2
Instructional Aide – Bilingual Spanish	Dual	14-0098-0442	4
Instructional Aide Interpreter – Deaf Hard of Hearing	Dual	14-0112-3272	6
Maintenance Mechanic	Dual	14-0117-0112	8
School/Community Liaison – Bilingual Spanish	Promotional	14-0099-5175	10



Classified Employment Opportunity

**APPLY TO:**

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

ASB FINANCIAL TECHNICIAN – 0751**SENIOR ASB FINANCIAL TECHNICIAN – 0761**

APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY, JULY 7, 8, 9, 2014

JOB INFORMATION:

ASB Financial Technician: Eligibility list is being created to fill future vacancies as they occur.
Senior ASB Financial Technician: Permanent, 10-month, 100% positions. The current vacancies are located at Cabrillo High School and Lakewood High School.

APPLICATION:

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

ASB FINANCIAL TECHNICIAN

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$3,188	\$3,360	\$3,548	\$3,740	\$3,945
HOURLY:	\$18.38	\$19.39	\$20.48	\$21.58	\$22.78

JOB SUMMARY: Under general supervision, maintains financial accounts for student body activities at a District middle school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as required.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Equivalent to graduation from high school. Course work in accounting or finance in an institution of higher education is desirable.

EXPERIENCE:

Two years of clerical accounting work preferably one of which is in a public agency.

SPECIAL:

(1) Some 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 to pay the union an agency fee.

SENIOR ASB FINANCIAL TECHNICIAN

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$3,551	\$3,748	\$3,952	\$4,169	\$4,398
HOURLY:	\$20.49	\$21.81	\$22.80	\$24.08	\$25.38

JOB SUMMARY: Under general supervision a Senior ASB Financial Technician maintains a variety of financial accounts in support of student activities and events at District High Schools; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of clerical accounting work preferably one of which is in a public agency.

SPECIAL:

(1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #15-0002-0751
Exam #15-0001-0761 dp
Dual Examination

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.



2008 Finalist
the broad prize
for Urban Education

long
beach
unified
school
district



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

INSTRUCTIONAL AIDE – BILINGUAL SPANISH 0442

Applications will be accepted the following days ONLY, Thursday, June 26, 2014 – Monday, June 30, 2014.

The Personnel Commission Office is Closed on Fridays.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,495	\$2,633	\$2,778	\$2,929	\$3,091
<u>HOURLY:</u>	\$14.40	\$15.19	\$16.03	\$16.90	\$17.84

JOB INFORMATION: Permanent 10 months, 47.5% position. The current vacancy is located at Madison School.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel 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

JOB SUMMARY: Under immediate supervision, assist and participate in the academic instruction and personal development of students; assist in the discipline and behavior modification of students; and perform related duties as assigned

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher;
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

In addition to the above standards, applicants must provide proof of completion of college-level coursework in computer science programs relating to the activities of this classification.

EXPERIENCE:

Six months of experience working with children in a structured environment. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

SPECIAL:

- 1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California C driver's license.
- (2) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.
- (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. **Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).**

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0098-0442 ss

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.



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

Final Filing Date: 4:30 p.m., Monday, June 23, 2014.

SALARY RANGE

MONTHLY:

HOURLY:

START

\$4,394

\$25.34

6 MONTHS

\$4,635

\$26.73

1 ½ YEARS

\$4,889

\$28.22

JOB INFORMATION: The current vacancy is a 10 month, 81.3% position located in Special Education.

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

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

JOB SUMMARY: Under immediate supervision, will reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

TRAINING: Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study* (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher * OR.
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

*Verification will be required for high school graduation, college units & degrees.

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

EXPERIENCE:

(1) Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE). **Certificate must be attached to the application.** (2) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license. (3) 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.

WORKING ENVIRONMENT:

Classroom, learning center, community setting, playground or school bus. The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS:

Selective positions may call for the employee to physically assist the students(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIET SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

Exam 14-0112-3272 SS
Dual Examination

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.

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Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

MAINTENANCE MECHANIC - 0112

Final Filing Date: 4:30 p.m., Wednesday, July 2, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$4,293	\$4,529	\$4,777	\$5,041	\$5,318
HOURLY:	\$24.77	\$26.13	\$27.56	\$29.08	\$30.68

JOB INFORMATION: Permanent 12 months, 100% permanent position. The current vacancy is located in Maintenance.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. Commission staff is available if assistance is needed in completing your online application Monday-Thursday 8:00-4:00. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: Under general supervision, a Maintenance Mechanic performs journey-level work to install, repair, adjust and maintain a variety of equipment, devices and appliances in the shop and at District sites using hand and power tools and shop machinery; and perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Equivalent to graduation from high school.

EXPERIENCE: Three years of journey-level experience repairing and maintaining intricate and complex equipment.

SPECIAL: (1) Valid California Class C driver's license. (2) 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. (3) 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.

WORKING ENVIRONMENT: Indoors and outdoors; occasional inclement weather; dust; dirt; fumes; attics; tight spaces; tunnels; vaults and under buildings; occasional loud noises.

PHYSICAL DEMANDS: Walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; climbing and descending ladders; lifting objects weighing up to 50 pounds; crawling under buildings and in tight spaces; dexterity of fingers and hands to operate hand and power tools.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

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

14-0117-0112 DP
Dual Examination

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.

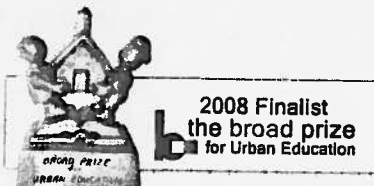
Guidelines:

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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.

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Promotional Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

SCHOOL/COMMUNITY LIAISON – BILINGUAL SPANISH 5178

Final Filing Date: 4:30 p.m., Friday, June 27, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,707	\$2,855	\$3,012	\$3,179	\$3,355
<u>HOURLY:</u>	\$15.62	\$16.47	\$17.38	\$18.34	\$19.36

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

JOB INFORMATION: Permanent 10 months, 60% FTE position. The current vacancy is located at Jordan High School Office.

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

JOB SUMMARY: Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and education needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

SPECIAL REQUIREMENTS: (1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. Positions also require proof of current and appropriate auto insurance coverage at 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) 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.

PHYSICAL DEMANDS Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling light objects and carts of supplies.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0099-5178 SS

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:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 8.2.1

Date: June 26, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.B, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Human Resources Technician

Dual

14-0097-3352

List Valid: 06/20/14 – 06/20/15

Total applications received: 139

Total invited to exam: 37

No. Passed: 14 No. Failed: 16 No. Withdrew: 7 No. Screened Out: 102

Nutrition Services Worker

Open

14-0105-5068

List Valid: 06/27/14 – 06/27/15

Total applications received: 112

Total invited to exam: 80

No. Passed: 26 No. Failed: 17 No. Withdrew: 37 No. Screened Out: 32

CERTIFIED TO BE CORRECT: *Saile McMahon* DATE: 6-20-14