

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
April 12, 2018

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of March 29, 2018 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodial Services Inspector 4-5
2. **RATIFY** job announcement bulletin for Pool Operator 6-7
3. **APPROVE** the certification of Instructional Aide-Special 18-0062-0448 eligibility list established April 4, 2018 8
4. **APPROVE** the certification of Landscape Irrigation Worker 18-0076-0617 eligibility list established April 10, 2018 8
5. **APPROVE** the certification of Landscape Irrigation Worker 18-0076-0617 eligibility list established April 10, 2018 8
6. **APPROVE** the certification of Plant Utilities Operator 18-0075-3308 eligibility list established April 10, 2018 8

III. OLD BUSINESS

IV. NEW BUSINESS

- | | |
|---|-------|
| 1. APPROVE the following: | 9-14 |
| Create the classification of General Counsel – Special Education | |
| Allocate the General Counsel – Special Education classification to salary range 55 (M2) | |
| 2. APPROVE the following: | 15-19 |
| Adopt the revised class specification of Research Office Technician | |

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

April 26, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

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

MINUTES

Regular Meeting

March 29, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 29, 2018 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

Absent: Stacey Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Juan Garcia, Instructional Assistant-Computer Resources; and Eric Larsen, Sign Maker, Maintenance.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of March 15, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, notified the Commission the Personnel Commissioner's Association of Southern California (PCASC) annual conference will be held on June 1, 2018.

Mr. Kato updated the Commission on the conversion of classified seniority to date of hire. Mr. Kato informed the Commission the appeal period will end on Saturday, March 31, 2018. One thousand one hundred thirty-eight employees have accepted

their seniority record, and an additional 771 have currently reviewed their record. Approximately 1,000 employees have not viewed their record. One hundred employees have appealed their seniority record and 68 of these appeals have been resolved.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair reported on opening 15 recruitments.

Dale Culton, Certification Services Manager, updated the Commission on abolishments approved by the Board of Education on March 21, 2018. Mr. Culton explained Head Start staff is required to receive fingerprint clearance through both the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) every 5 years for each of their employees. Mr. Culton reported working with Human Resource Services and Head Start management to meet this requirement.

CONSENT AGENDA

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

1. **RATIFY** job announcement bulletin for Strategic Data Project Analyst

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

OLD BUSINESS

None

NEW BUSINESS

Following discussion and a correction made to the budget year, the Public Hearing for Proposed Personnel Commission Budget for 2018-2019 was scheduled on Thursday, April 26, 2018 at the Personnel Commission Office, 4400 Ladoga Avenue in Lakewood. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **DISCUSS** a Public Hearing date for Proposed Personnel Commission Budget for 2018-2019

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

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote to approve the following dates for New Business item 2.

MEETING DATES 2018-19

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2018

July 5
July 19

August 2
August 16
August 30
September 13
September 27

October 11
October 25

November 8
November 22*

December 6
December 20

2019

January 3*
January 17
January 31

February 14
February 28
March 14
March 28

April 11
April 25

May 9
May 23

June 6
June 20

*The regular biweekly meeting of the Personnel Commission on November 22, 2018 meeting is scheduled on Thanksgiving and the January 3, 2018 meeting is scheduled during Winter Recess. The Commission may elect to hold these meetings on alternate dates.

2. APPROVE Meeting Dates for Personnel Commission 2018-2019

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 12, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:27 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:45 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:47 a.m. with the consent of the members.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

CUSTODIAL SERVICES INSPECTOR

FINAL FILING DATE:

4:30 p.m., Friday, April 20, 2018

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

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

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.

MINIMUM QUALIFICATIONS

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:

(1) Positions in this classification require possession of a valid California Class C driver's license and are 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. (2) May be required to travel from one school location to another. (3) There is a continuing requirement for night work, working weekends or holidays, and to be on call.

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

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

SALARY RANGE HOURLY:

START:	\$29.58
6 MONTHS:	\$31.20
1 ½ YEARS:	\$32.92
2 ½ YEARS:	\$34.74

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promotional Exam 18-0073-5191 AT

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

POOL OPERATOR

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assure the safety of students by monitoring swimming activities, performing lifesaving procedures, enforcing pool rules and assuring compliance with applicable laws and regulations regarding pool maintenance and operations; clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions at an assigned school site; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Some experience in the maintenance of a swimming pool utilized by the public or as a lifeguard.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Red Cross Lifeguard certificate or equivalent is required at the time of application and must be maintained throughout employment in this classification. (2) Possession of a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification. Renewal certification training for employees is at the District's expense. (3) Possession of a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate. Renewal certification training for employees is at the District's expense. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START: \$22.42
6 MONTHS: \$23.66
1 ½ YEARS: \$24.95
2 ½ YEARS: \$26.33
3 ½ YEARS: \$27.78

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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

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Dual Continuous 18-0095-5241 OL

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Guidelines:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: April 12, 2018

Reason for
Consideration: Approval

Instructional Aide-Special

List Valid: 04/04/18-04/04/19

Total applications received: 104

No. Passed: 17 No. Failed: 2

Open

18-0062-0448

Total invited to exam: 26

No. Withdrew: 7 No. Screened Out: 78

Landscape Irrigation Worker

List Valid: 04/10/18-04/10/19

Total applications received: 31

No. Passed: 3 No. Failed: 0

Open

18-0076-0617

Total invited to exam: 12

No. Withdrew: 9 No. Screened Out: 19

Landscape Irrigation Worker

List Valid: 04/10/18-04/10/19

Total applications received: 13

No. Passed: 3 No. Failed: 3

Promotional

18-0076-0617

Total invited to exam: 9

No. Withdrew: 3 No. Screened Out: 4

Plant Utilities Operator

List Valid: 04/10/18-04/10/19

Total applications received: 21

No. Passed: 2 No. Failed: 1

Dual

18-0075-3308

Total invited to exam: 4

No. Withdrew: 1 No. Screened Out: 17

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: April 4, 2018

PERSONNEL COMMISSION



April 3, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

Background and Findings

Staff received a request from the Assistant Superintendent, School Support Services to create a new classification of General Counsel – Special Education and recommend an appropriate salary range placement.

An incumbent in the proposed classification will provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process and represent the District before a variety of administrative and legislative bodies.

Staff worked with the Assistant Superintendent, School Support Services and Director, Special Education to develop the new classification and identify the essential duties.

Salary Placement

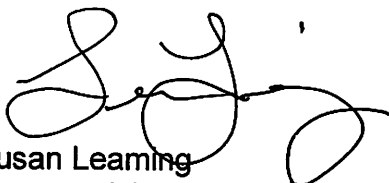
Staff conducted a compensation study of the proposed class of General Counsel – Special Education. Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with eight agencies to support a compensation recommendation. The survey median of the eight agencies is \$11,922. This median is closest to LBUSD's salary range 55 (M2) with a maximum step of \$11,862 per month.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of General Counsel – Special Education
2. Allocate the General Counsel – Special Education classification to salary range 55 (M2)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code:
Salary Range: 55 (M2)

GENERAL COUNSEL – SPECIAL EDUCATION

JOB SUMMARY

Under administrative direction, provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process; represent the District before a variety of administrative and legislative bodies; 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.

- Perform a variety of professional duties involved in providing a full range of legal services related to special education; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Consult with and advise special education administration on legal matters and participate in the development of changes in administrative policy; anticipate legal effects of emerging programs and projects. **E**
- Coordinate and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings; develop related policies and procedures. **E**
- Coordinate the delivery of legal services provided by the Office of County Counsel or private counsel retained by the District, including the preparation of pleadings, litigation, negotiation between parties, conduct of trial and other necessary court appearances, preparation of briefs on appeal, and appellate arguments. **E**
- Respond to filings, subpoenas and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other documents; assist special education administration in the drafting of rules, regulations, resolutions, agreements, legal forms, and other documents. **E**
- Appear before a variety of federal, State and local legislative bodies to represent the District's interests and present the District's position on issues related to special education; provide required information to various agencies as requested. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving policies, programs, and projects related to special education. **E**
- Analyze proposed and existing legislative bills and subsequent amendments relating to special education; report recommendations to District administration; draft legislation and prepare amendments to proposed and existing legislation related to special education. **E**

- Discuss special education program needs with administrators, teachers and other appropriate staff; evaluate legal issues and recommend retention of outside counsel as needed. *E*
- Serve as a resource and communicate with administrators, District personnel and outside agencies to coordinate activities, resolve issues, and exchange information. *E*
- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. *E*
- Develop and prepare assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws and regulations governing special education; serve on advisory committees; conduct presentations as requested. *E*
- Develop and conduct staff development training workshops related to assigned activities for District personnel as directed. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Assist other departments by providing legal counsel and representation as directed.
- Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The General Counsel – Special Education will provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process. An incumbent will coordinate the delivery of legal services related to special education and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings.

EMPLOYMENT STANDARDS

Knowledge of:

Legal concepts, terminology, principles and procedures.

Alternative Dispute Resolution (ADR) processes.

Rules of evidence and conduct of court proceedings.

Applicable legislation relating to public and special education including Individuals with Disabilities Education Act (IDEA), California Education Code, and Elementary and Secondary Education Act (ESEA).

State Bar of California Rules of Professional Conduct.

Methods and practices of legal research.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.

Budget preparation and control.
Principles of administration, supervision and training.
Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of professional duties involved in providing a full range of legal services related to special education.
Coordinate and represent the District in due process proceedings and other legal hearings.
Compose legal memoranda, briefs, reports, correspondence and other documents.
Research legal issues and prepare sound legal opinions.
Develop administrative policies, procedures, rules, and regulations related to special education.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Develop and prepare budgets.
Monitor and control expenditures.
Supervise and evaluate the performance of assigned staff.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training

Juris Doctorate degree from an accredited law school.

Experience

Three years of experience practicing law including some experience providing legal counsel to school districts, educational institutions, or public agencies.

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

SPECIAL REQUIREMENTS

Active membership and good standing in the State Bar of California throughout employment in this classification.

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION



April 4, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Class Specification

Background and Findings

The Assistant Superintendent of Research, Planning and Evaluation recently reviewed the Research Office Technician class specification while initiating recruitment activities and requested staff make revisions.

Specifically, references to assisting in the distribution and collection of testing materials was removed as incumbents no longer work with testing materials or in the Research warehouse. In the Physical Demands section, the lifting requirement was lowered to 15 pounds as they will no longer be lifting boxes of testing materials. In addition, the education, training and experience requirements were modified to track with the higher-level Senior Research Office Technician.

The Assistant Superintendent, Research, Planning and Evaluation has reviewed and approved the proposed modifications to the classification specification.

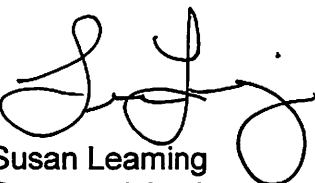
A copy of the revised specification is attached showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Research Office Technician

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0433
Salary Range: 20 (C1)

RESEARCH OFFICE TECHNICIAN

JOB SUMMARY

Under general supervision, perform technical duties in support of the preparation, ~~scanning~~, processing and gathering of information for reports on student ~~demographics~~ data and performance; ~~assist in test distribution and collections at both the Research central office and offsite warehouse facility;~~ assure demographic and test data ~~is~~ are verified, corrected and reported according to established procedures and time lines; compile ~~test scores and~~ data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Perform technical duties in support of the preparation, processing and gathering of information for reports on student ~~demographics~~ data and performance; assure tests ~~are~~ data is recorded, analyzed and reported according to established procedures and time lines. **E**
- Compile data from school sites, District offices and outside agencies for special reports and statistical analysis; collect, correct and analyze data; develop queries to gather and extract data and to generate reports. **E**
- ~~Scan and generate reports for district assessments.~~ **E**
- ~~Pre-code and distribute test and survey answer sheets; prepare answer documents for scoring; balance, troubleshoot, verify and correct answer documents.~~ **E**
- Compose, type and proofread correspondence independently or from oral instruction such as letters, memoranda and data gathering forms to request, disseminate or verify information. **E**
- Develop system queries and reports on the assigned student information system to provide specific information to District sites. **E**
- Distribute and review ~~questionnaires, surveys and~~ reports for accuracy and completeness; establish and maintain records and files of completed reports ~~and surveys.~~ **E**
- Communicate with District administrators, school staff and outside agencies concerning clarification and dissemination of ~~testing, salary and other operational~~ student data and information. **E**
- ~~Submit scanning jobs to the Information Service Department for printing and processing.~~ **E**

- ~~Assume major responsibility for data verification for District, State and federal reporting and clean-up projects. *E*~~
- ~~Operate a variety of office equipment including a scanners, computer and assigned software; troubleshoot and perform routine maintenance on computers and peripheral equipment. *E*~~
- Perform a variety of clerical support duties for the office; answer telephones and take and relay messages; prepare correspondence, memoranda and bulletins; receive and sort incoming mail. *E*
- Maintain a variety of records and files related to assigned activities. *E* of incoming and outgoing mail.
- Attend and participate in a variety of in-service trainings and meetings. *E*
- ~~Train and provide work direction to assigned staff.~~
- ~~Maintain inventory of testing materials and order materials as necessary.~~
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Research Office Technician classification work under general supervision in the Research, Planning and Evaluation Department ~~of the District and perform a variety of technical support and clerical duties related to the preparation, processing and gathering of information for reports on student data demographics.~~ Performance involves independent judgment within the specific functional area. Incumbents serve as support for technical and professional staff in the Research Office ~~and off-site Research Warehouse.~~ Much of an incumbent's work is determined by report deadlines or by other calendar driven events. ~~Incumbents serve as a lead and are responsible for the support of workers in the completion of tasks as assigned.~~

EMPLOYMENT STANDARDS

Knowledge of:

Methods of statistical computations and compiling data.

Data verification and clean-up procedures.

State, federal and District requirements relating to reporting data and statistics.

Operation of a computer and assigned software including student information systems applications, including the student information software system.

~~District testing procedures, practices and the proper security of test materials.~~

Record-keeping and filing techniques.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical computations.

Ability to:

Perform technical ~~and clerical~~ duties in support of the preparation, processing and gathering of information for reports on student data demographics and performance.

Collect, correct and analyze data.

Develop queries to gather and extract data and to generate reports.

Compute descriptive statistical data for reports.

Verify accuracy of data.

Assure ~~tests~~ data is are recorded, analyzed and reported according to established procedures and time lines.

Operate assigned student information systems.

Compose correspondence and written materials independently.

Communicate effectively both orally and in writing.

Use spreadsheets and calculators to verify numerical data.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Prioritize and schedule work.

Operate a variety of office equipment including a computer and assigned software applications.

Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent and a minimum of six (6) semester units of ~~supplemented by college-level~~ coursework in psychology, computer science, research design, statistics or a related field.

Experience:

~~Three~~ Two years of clerical ~~experience involving statistical computations and the compilation of data.~~ Experience ~~including one year~~ in a social research or educational institution is preferred. ~~performing testing, statistical computations and data compilation work.~~

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

SPECIAL REQUIREMENTS

~~Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.~~

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and warehouse environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Lifting, carrying, pushing or pulling ~~moderately heavy testing materials~~ weighing up to 15 pounds.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

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: 6/22/2000
Revised: 7/15/2004
Revised: