

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
September 26, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of September 12, 2019 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 Instructional Aide – Special – BL Spanish 4-5
2. **RATIFY** job announcement bulletin for School Support Secretary 6-7
3. **RATIFY** job announcement bulletin for School Support Secretary – BL Spanish 6-7
4. **APPROVE** the certification of Administrator, K-16 Collaborations and External Programs eligibility list 20-0012-3338 established 09/12/2019 8
5. **APPROVE** the certification of Human Resources Technician eligibility list 20-0019-3352 established 09/20/2019 8
6. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0017-0448 established 09/26/2019 8
7. **APPROVE** the certification of Intermediate Office Assistant (Revised) eligibility list 19-0121-0673 established 09/04/2019 8

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|---|---|
| 8. APPROVE the certification of Intermediate Office Assistant – Schools (Revised) eligibility list 19-0123-3354 established 09/04/2019 | 8 |
| 9. APPROVE the certification of Intermediate Office Assistant – Bilingual Spanish (Revised) eligibility list 19-0122-5050 established 09/04/2019 | 8 |
| 10. APPROVE the certification of Telecommunications Technician eligibility list 20-0011-3309 established 09/13/2019 | 9 |

III. OLD BUSINESS

None

IV. NEW BUSINESS

- | | |
|--|-------|
| 1. APPROVE the Revisions to the Rules and Regulations of the Classified Service | 10-11 |
| 2. APPROVE the following:
Reestablish the classification of Administrative Dietitian | 12-18 |
| 3. APPROVE the recommendation to remove from eligibility list ID 40516936 | 19-36 |

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 10, 2019 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 Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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

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

MINUTES

Regular Meeting

September 12, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 12, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Judith Alonso, Human Resources Assistant; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician, Susan Brister, Human Resources Technician and Bill Ewing, Personnel Analyst.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President Unit B

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of August 29, 2019.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that on September 9, 2019, there was a joint training with Personnel Commission and Human Resources staff that is being conducted across the district for sexual abuse, molestation and mandatory reporting. Six Personnel Commission staff participated and it was a positive group experience. Mr. Kato continued by introducing Mr. William Ewing, Personnel Analyst, who is a substitute while Susan Learning, Personnel Analyst, is currently out on a leave.

Andrea Armas, Human Resource Technician, informed the Commission that the Recruitment and Testing team currently has 28 open recruitments including School Support Secretary, School Support Secretary - Bilingual Spanish, Staff Secretary, Staff Secretary - Bilingual Spanish and are in the final testing process for the Business Development & Marketing Specialist. Mrs. Armas continued by stating that they have produced eligibility lists, including the Intermediate Office Assistant (IOA) series, Executive Director, Facilities Development & Planning and the Administrator, K-16 Collaborations & External Programs.

Dale Culton, Certification Services Manager, informed the Commission that they have discovered an error code in the AESOP system that has only affected Nutrition Services and Jesus Rios Jr., Human Resources Supervisor and Aaron Dominguez, Human Resources Technician, are addressing the issue. Anne Follete, Human Resources Technician, explained the current status of vacancies for the Intermediate Office Assistant positions throughout the district, noting that there is a greater need for the Bilingual Spanish positions at this time.

Terence Ulaszewski, Personnel Commissioner, asked about the four different classifications for the Intermediate Office Assistant (IOA) series. Mr. Kato noted that there does appear to be an overlap and that combining and/or eliminating some of them will be considered in the future.

CONSENT AGENDA

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-14 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Kids' Club Assistant
2. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
3. **RATIFY** job announcement bulletin for Maintenance Director
4. **RATIFY** job announcement bulletin for Nutrition Services Operations & Training Specialist
5. **RATIFY** job announcement bulletin for Plant Supervisor – High School
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant
7. **APPROVE** the certification of Child Care Worker eligibility list 19-0114-5258 established 09/10/2019

8. **APPROVE** the certification of Child Care Worker eligibility list 19-0149-5258 established 09/10/2019
9. **APPROVE** the certification of Child Care Worker eligibility list 20-0007-5258 established 09/10/2019
10. **APPROVE** the certification of Executive Director, Facilities Development & Planning eligibility list 19-0152-5084 established 09/06/2019
11. **APPROVE** the certification of Intermediate Office Assistant eligibility list 19-0121-0673 established 09/04/2019
12. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 19-0122-5050 established 09/04/2019
13. **APPROVE** the certification of Intermediate Office Assistant – Schools eligibility list 19-0123-3354 established 09/04/2019
14. **APPROVE** the certification of Intermediate Office Assistant – Schools Bilingual Spanish eligibility list 19-0124-5052 established 09/04/2019

OLD BUSINESS	1. APPROVE the Revisions to the Rules and Regulations of the Classified Service
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 26, 2019 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 8:28 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:00 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, October 9, 2019.

JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE (3.8 hours per day). Current vacancy is located at Robinson.

JOB SUMMARY:

Under immediate supervision, follow the lead of the teacher/specialist in providing instruction to students having an Individualized Education Program (IEP), or Section 504 Service Plan (SP); assist in the supervision, discipline and behavior modification of students; assist in their physical care and hygienic needs; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND 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 degree * 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.

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

EXPERIENCE:

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

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

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

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

SALARY RANGE HOURLY:

START: \$17.27
6 MONTHS: \$18.22
1 ½ YEARS: \$19.22
2 ½ YEARS: \$20.27
3 ½ YEARS: \$21.39

SPECIAL REQUIREMENTS:

1) Some positions may require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Some assignments will require the successful completion of District-provided training to administer specialized physical health care services to meet student needs. (4) 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.

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 will be comprised of an, evaluation of responses on a supplemental application; and an occupational written examination (100%). 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

Dual Exam 20-0043-0450 OL

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

SCHOOL SUPPORT SECRETARY SCHOOL SUPPORT SECRETARY-BL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, September 12, 2019

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with Long Beach Unified School District.

Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in the School Support Secretary-Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) May be required to travel from one location to another. (4) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 50 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.

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: \$24.53
6 MONTHS: \$25.87
1 ½ YEARS: \$27.30
2 ½ YEARS: \$28.80

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0037-3361 SO
20-0036-5159

LBUSD employees, please see reverse side for
important information.

6

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.

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

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

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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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8-9

Date: September 26, 2019

Reason for Consideration: Approval

**ADMINISTRATOR, K-16 COLLABORATIONS AND
EXTERNAL PROGRAMS**

DUAL EXAMINATION 20-0012-3338

List Valid: 09/12/19-09/12/20

Total Applications Received: 41

No. Passed: 8 No. Failed: 1

Total Invited to Exam: 14

No. Withdrew: 5 No. Screened Out: 27

HUMAN RESOURCES TECHNICIAN

DUAL EXAMINATION 20-0019-3352

List Valid: 09/20/19-09/20/20

Total Applications Received: 99

No. Passed: 6 No. Failed: 16

Total Invited to Exam: 29

No. Withdrew: 7 No. Screened Out: 70

INSTRUCTIONAL AIDE SPECIAL

OPEN CONTINUOUS 20-0017-0448

List Valid: 09/26/19-09/26/20

Total Applications Received: 83

No. Passed: 16 No. Failed: 2

Total Invited to Exam: 25

No. Withdrew: 7 No. Screened Out: 58

INTERMEDIATE OFFICE ASSISTANT (REVISED)

DUAL EXAMINATION 19-0121-0673

List Valid: 09/04/19-09/04/20

Total Applications Received: 190

No. Passed: 64 No. Failed: 42

Total Invited to Exam: 154

No. Withdrew: 48 No. Screened Out: 36

**INTERMEDIATE OFFICE ASSISTANT – SCHOOLS
(REVISED)**

DUAL EXAMINATION 19-0123-3354

List Valid: 09/04/19-09/04/20

Total Applications Received: 155

No. Passed: 62 No. Failed: 33

Total Invited to Exam: 132

No. Withdrew: 37 No. Screened Out: 23

**INTERMEDIATE OFFICE ASSISTANT – BILINGUAL
SPANISH (REVISED)**

DUAL EXAMINATION 19-0122-5050

List Valid: 09/04/19-09/04/20

Total Applications Received: 102

No. Passed: 31 No. Failed: 31

Total Invited to Exam: 89

No. Withdrew: 27 No. Screened Out: 20

TELECOMMUNICATIONS TECHNICIAN**DUAL EXAMINATION****20-0011-3309**

List Valid: 09/13/19-09/13/20

Total Applications Received: 34

No. Passed: 6

No. Failed: 11

Total Invited to Exam: 24

No. Withdrew: 7

No. Screened Out: 10

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 20, 2019

PERSONNEL COMMISSION



September 26, 2019

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"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".

The attached rules are being submitted for a first reading for approval with the following rationale:

...

CHAPTER XII

ABSENCE FROM DUTY

...

12.12 BEREAVEMENT LEAVE

Every person employed in the classified service of any school district shall be granted necessary leave of absence, not to exceed three days, or five days if out-of-state travel is required, on account of the death of any member of his immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the district. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, of the employee or any relative living person having a principal place of residence in the immediate household of the employee.

Reference: California Education Code 45194

...

This Rule revision is proposed to reflect the current practice that is used in current classified and certificated collective bargaining unit agreements to allow employees who are considering bereavement leave to consider individuals who share a principal place of residence with the employee as a member of the immediate family.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support this rule revision for further consideration and a second reading.

Prepared, Approved, and Recommended:

A handwritten signature in black ink, appearing to read 'K 3K' followed by a horizontal stroke.

Kenneth Kato
Executive Officer

PERSONNEL COMMISSION



September 19, 2019

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reestablishment of the Administrative Dietitian Classification

Background and Findings

The classification of Administrative Dietitian was abolished by the Personnel Commission on June 21, 2018 at the request of the Director-Nutrition Services. The classification was abolished as the Nutrition Services Department reorganized the Menu Planning and Analysis, USDA Commodity Entitlement & Usage Nutrition Education and Special Diets – Promotion division in April of 2018.

Upon review by the current Director-Nutrition Services, Mr. Mark Chavez is requesting the reestablishment of the classification of Administrative Dietitian to manage the \$3 million USDA Commodity Program; over 400 special diets for the current student population and address other District-wide menu needs and changes that must be addressed in the current fiscal year. There are currently no other staff members available to perform these required duties for the department. The class description has also been revised with minor changes to address the new requirements for the position and the department.

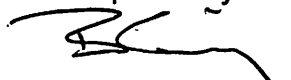
Attached is a copy of the specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined. The salary range for the reestablished classification of Administrative Dietitian will remain at salary range 42 (M2).

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Administrative Dietitian.
2. Approve the revised job specification.

Prepared by:


Bill Ewing
Personnel Analyst (acting)

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0537
Salary Range: 42 (M2)

ADMINISTRATIVE DIETITIAN

JOB SUMMARY

Under general direction, plan, coordinate and participate in District menu planning and development of recipes; supervise and coordinate the use and participation in the USDA Foods Program; assist the Director-Nutrition Services implement, administer and evaluate District-wide Nutrition Education and environmental sustainability programs; assure compliance with applicable State and federal laws and regulations; plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements; 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 and participate in District menu planning and development of recipes; oversee the research, development and nutritional analysis of menus, serving guides and recipes; perform cost analysis, recommend cost controls, and pricing of menu items. **E**
- Supervise and coordinate the use of funds and participation in the USDA Commodity Program. E
- Review USDA Foods Federal funding entitlement and submitted orders with the California Department of Education Food Program staff to ensure District entitlement is properly utilized in the menu planning process. E
- Plan menus according to USDA Foods regulations; select ingredients that complement the student menu; order appropriate foods and other ingredients as the primary USDA Foods ingredients for recipes to ensure recipe compliance with established government rules and regulations. E
- Assist the Director-Nutrition Services implement, administer and evaluate District-wide Nutrition Education and environmental sustainability programs; provide recommendations and solutions to resolve issues and concerns to improve services to students and staff. E
- Oversee and participate in the analyzing of food products and menu patterns using specialized software; assure nutritional content and meal component standards comply with applicable regulations and nutritional standards. **E**
- Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures; assure efficient, fiscally sound and timely purchases. **E**

- Oversee the development of Nutrition Services procurement policies and procedures; review and approve purchase orders, buy-outs and requisitions; assure compliance with specifications and formal or informal quotations. **E**
- Discuss with manufacturer representatives or vendors, new or improved products, supplies or equipment; oversee or conduct tests and demonstrations of products to determine quality and compliance with specifications. **E**
- Conduct random taste tests, observations and school visits to supervise and monitor overall food quality standards and program compliance; adjust recipes of food products prepared as needed. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Serve as a resource to District staff, parents, school nurses and others regarding nutrition and health; respond to inquiries and provide information concerning programs, policies and procedures related to health and nutrition. **E**
- Oversee and participate in the planning and coordination of nutrition education promotional programs and activities; plan and conduct educational or training programs related to nutrition for employees, children, parents or civic groups. **E**
- Oversee the development of special diets and reference materials according to physician instructions and District policies. **E**
- Review processed food choices offered to students; conduct student surveys and make site visits.**E**
- Communicate with administrators, staff, Nutrition Services management, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a vehicle to various sites to conduct work. **E**
- Analyze federal, State and local regulations and legislation to assess potential impacts on Nutrition Services programs; analyze, develop and recommend new or revised policies, rules, regulations, and procedures for Nutrition Services and assure compliance. **E**
- Review and make recommendations for the standardization of supplies, equipment, food products, procedures, and staffing patterns. **E**
- Perform research and special projects as directed; monitor routine or special projects and initiate changes to assure expeditious and successful cost-effective completion of work; conduct formal compliance reviews and make site visits to ensure minimal nutritional standards and management of the USDA Foods Program entitlement are met. **E**
- Assist in the preparation of budget recommendations for the Nutrition Services Branch; monitor, authorize and control expenditures in accordance with established limitations. **E**
- Operate a variety of office equipment including a computer and assigned software; operate standard nutrition service equipment such as blenders, skillets, food processors and can openers. **E**
- Oversee the preparation and maintenance of a variety of files, records and reports related to assigned activities; compose and distribute a variety of correspondence and materials. **E**

- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of new or revised institutional food service methods and trends and evaluate them for potential application within the Branch. *E*
- Prepare and conduct 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 has responsibility for planning, coordinating and participating in District menu planning and recipe development and assures compliance with applicable State, federal and local laws and regulations governing the School Nutrition Program. An incumbent plans, oversees and manages the procurement of the Nutrition Services Branch supplies, food items, equipment, services and related agreements in accordance with established regulations, policies and procedures. An incumbent supervises staff performing duties related to the procurement of goods and services for Nutrition Services and recipe development and District menu planning.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of large scale food service management, food preparation, and program administration.

USDA Foods Program rules, regulations and related government requirements.

Food sources and purchasing requirements.

Material and equipment needs for central production facilities, school sites and food service warehouses.

Financial record keeping and cost control procedures.

Nutritional requirements of school-aged children.

Menu planning to satisfy nutritional and budgetary goals.

Basic budgeting practices regarding monitoring and control.

Menu development, analysis and planning techniques including food values, combinations, allergies and substitutions.

Sanitation and safety practices related to the handling and serving of food.

Nutrition Services organization, operations, policies and objectives.

Proper methods of food transportation, rotation and storage.

Principles and practices of administration, supervision and training.

Applicable laws, codes, rules and regulations related to assigned activities.

Operation of office equipment including a computer and assigned software.

Modern commercial kitchen equipment and utensils.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

Ability to:

Plan, coordinate and participate in District menu planning and development of recipes.

Supervise and coordinate the use of funds and participation in the USDA Foods Program.

Train, supervise and evaluate assigned staff.

Plan, oversee and manage the procurement of Nutrition Services supplies, food items, equipment, services and related agreements.

Analyze food products and menu patterns using specialized software.

Prepare clear, concise and accurate reports.

Maintain effective cost control records and stock usage reports.

Plan and conduct educational or training programs related to nutrition.

Assist in developing and preparing budgets.

Monitor and control expenditures.

Interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Oversee the establishment and maintenance of records and files.

Drive a District or personal vehicle to conduct work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

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

Operate modern commercial kitchen equipment and utensils.

Education and Training:

Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

Experience:

Two years of experience at a supervisory or management level in an institutional food service organization involving menu planning, nutritional analysis and procurement of food items, supplies and equipment.

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

SPECIAL REQUIREMENTS:

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

Valid California Class C driver's license and use of a personal automobile.

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 of the applicant regardless of any other standing.

Incumbents must possess a valid Food Safety Manager certificate issued by an authorized agency at time of appointment and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT:

Office and kitchen environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers, or other sharp objects.

Exposure to cleaning chemicals and fumes.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Lifting, carrying, pushing or pulling moderately heavy objects weighing approximately 25 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service 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 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.

02/08/96

Revised: 12/8/2011

Revised: 10/29/2015

Revised: 2/4/2016

Revised: 09/19/19

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 40516936 PAGES: 19-36

Date: September 26, 2019 Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A 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 the following reason:

4.2. A.8 – “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 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.