

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

REGULAR MEETING AGENDA

Regular Meeting
August 21, 2025

8:15 a.m.

ADDENDUM
PAGE NO.

I GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of August 7, 2025 1-6
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. **APPROVE** the certification of District Security Officer eligibility list 25-0237-5202 established 8/8/2025 7
2. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0032-5319 established 8/21/2025 7
3. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0041-5319 established 8/21/2025 7
4. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0020-0448 established 8/12/2025 7
5. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0033-0448 established 8/12/2025 7

6. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0040-0448 established 8/12/2025 7
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0045-0448 established 8/20/2025 7
8. **APPROVE** the certification of Nutrition Services Supervisor III *Revised eligibility list 25-0207-5066 established 8/5/2025 8
9. **APPROVE** the certification of Production Center Supervisor eligibility list 25-0213-5070 established 8/22/2025 8
10. **APPROVE** the certification of Recreation Aide eligibility list 26-0042-5255 established 8/8/2025 8
11. **APPROVE** the certification of Recreation Aide eligibility list 26-0047-5255 established 8/13/2025 8
12. **APPROVE** the certification of Recreation Aide eligibility list 26-0051-5255 established 8/21/2025 8
13. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0043-5317 established 8/8/2025 8
14. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0048-5317 established 8/21/2025 8
15. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0234-5174 established 8/22/2025 8
16. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0034-5174 established 8/22/2025 9

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification – School Safety Operations Supervisor 10-14

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

September 4, 2025 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

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

August 7, 2025

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, August 7, 2025 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, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; Judith Alonso, Human Resources Technician; Judith Beauchamp, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Margarita Paiz, Human Resources Technician.

GUESTS PRESENT

Dallas Emerle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; and Viola Mae Bledsoe, Instructional Aide - Special (Retired).

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of July 10, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, began her report by extending happy birthday wishes to Commissioner Terence Ulaszewski. She shared that professional development sessions were held for staff on July 15, 2025 and July 23, 2025. The sessions included a review of portions of Vision 2035 and the Adult Portrait, with interactive discussions and exercises related to departmental work. Staff also began work on revising the Personnel Commission's Vision and Mission Statements to align with Vision 2035. This work is part of ongoing efforts to prepare for the new school year and to establish departmental goals.

Dr. Lee reported that the classified job fair was held on July 25, 2025. She thanked Maria Lynn Alvarez, Personnel Analyst, for her leadership in coordinating the event and ensuring that every detail was managed, and for her efforts and helping make it such a collective success. Ms. Alvarez shared that the July 25, 2025 job fair featured 14 department tables sharing information about their vacancies. Personnel Commission staff assisted over 500 attendees with online applications. A total of 97 job offers were extended on-site, including 48 for Instructional Aide – Expanded Learning and 21 for Instructional Aide – Special.

Promotion of the event by the District Multimedia Services generated significant interest, with 44,000 Instagram views and 913 individuals registering online. Between July 10 and July 25, there were 1,575 classified job applications submitted, representing a 540% increase compared to the prior 15-day period. During the job fair, testing for Instructional Aide positions were conducted on-site, and candidates who met requirements were interviewed and offered positions the same day. Expanded Learning provided an on-site nurse to conduct TB clearances for candidates. An additional 15 Instructional Aide – Special candidates who interviewed Monday, July 21, were able to be cleared by the nurse during the fair. Certification and Human Resources staff have been working on onboarding and processing new hires.

Oralia Leyva, Certification Services Manager, reported that a total of 55 probationary appointments were processed, with 27 approved at the July 16, 2025 Board of Education meeting and 28 approved at the July 30, 2025 meeting. Appointments covered classifications including Asphalt Worker, Campus Staff Assistant, Custodian, and Warehouse Manager. Thirty day-to-day substitute assignments were processed in classifications such as Childcare Worker, Nutrition Service Worker, and Recreation Aide. Staff also processed 97 student worker assignments and 21 coach packets. Certification staff continue to work diligently to ensure schools are fully staffed for the start of the school year.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction
5. **RATIFY** job announcement bulletin for Facilities Project Manager - Planning
6. **RATIFY** job announcement bulletin for Food Production Equipment Technician
*Recruitment Extended
7. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
8. **RATIFY** job announcement bulletin for Groundskeeper
9. **RATIFY** job announcement bulletin for Head Start Family Services Liaison - Bilingual Spanish
10. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
11. **RATIFY** job announcement bulletin for Heavy Truck Driver
12. **RATIFY** job announcement bulletin for High School Office Supervisor

13. **RATIFY** job announcement bulletin for Human Resources Assistant
14. **RATIFY** job announcement bulletin for Intermediate Office Assistant & Intermediate Office Assistant - BL Spanish
15. **RATIFY** job announcement bulletin for Internal Investigator
16. **RATIFY** job announcement bulletin for Maintenance Laborer
17. **RATIFY** job announcement bulletin for Middle School Office Supervisor
18. **RATIFY** job announcement bulletin for Nutrition Services Worker
19. **RATIFY** job announcement bulletin for Payroll Manager
20. **RATIFY** job announcement bulletin for Purchasing and Contracts Director
21. **RATIFY** job announcement bulletin for School Safety Officer
22. **RATIFY** job announcement bulletin for Senior Health Assistant
23. **RATIFY** job announcement bulletin for Senior Human Resources Analyst - HRS
24. **RATIFY** job announcement bulletin for Stage Technician
25. **APPROVE** the certification of Accounting Technician eligibility list 25-0224-0750 established 7/23/2025
26. **APPROVE** the certification of Campus Staff Assistant eligibility list 25-0189-5288 established 7/16/2025
27. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 25-0195-5245 established 7/29/2025
28. **APPROVE** the certification of Custodian eligibility list 25-0221-0139 established 8/6/2025
29. **APPROVE** the certification of Custodian eligibility list 25-0230-0139 established 8/6/2025
30. **APPROVE** the certification of HVAC Technician eligibility list 25-0233-5103 established 7/31/2025
31. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0019-5319 established 8/7/2025
32. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0236-0448 established 7/14/2025
33. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0245-0448 established 7/14/2025
34. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0003-0448 established 7/30/2025

35. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 25-0205-5064 established 8/5/2025
36. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 25-0206-5065 established 8/5/2025
37. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 25-0207-5066 established 8/5/2025
38. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0007-5068 established 8/6/2025
39. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0202-5327 established 8/7/2025
40. **APPROVE** the certification of Recreation Aide eligibility list 26-0002-5255 established 7/23/2025
41. **APPROVE** the certification of Recreation Aide eligibility list 26-0015-5255 established 7/31/2025
42. **APPROVE** the certification of Recreation Aide eligibility list 26-0027-5255 established 8/6/2025
43. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 25-0200-5255 established 7/16/2025
44. **APPROVE** the certification of Recreation Aide- Expanded Learning eligibility list 26-0001-5317 established 8/5/2025
45. **APPROVE** the certification of Recreation Aide- Expanded Learning eligibility list 26-0030-5255 established 8/6/2025
46. **APPROVE** the certification of Salary Services Supervisor eligibility list 25-0218-5009 established 8/5/2025
47. **APPROVE** the certification of School Safety Officer eligibility list 25-0238-5014 established 8/6/2025
48. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 25-0161-5071 established 7/17/2025
49. **APPROVE** the certification of Senior Systems Analyst eligibility list 25-0190-5120 established 7/16/2025
50. **APPROVE** the certification of Senior Systems Analyst eligibility list 25-0190-5150 established 7/16/2025
51. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 25-0216-5024 established 7/25/2025

Item 50 was removed due to being a duplicate entry with the incorrect list number.
A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-24 and approve items 25-51.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Extension of an Eligibility List – Senior Office Assistant – Bilingual Spanish eligibility list 24-0256-5089

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

2. **APPROVE** the Abolishment of a Classification - Custodian Assistant

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, the motion was carried with a unanimous vote of those present to approve New Business Item 2.

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

3. **APPROVE** the Revision of Classifications - Custodian and Custodial Crew Supervisor

New Business Item 3 was removed from the agenda at the request of the Executive Officer for further review.

4. **APPROVE** the Reestablishment and Revision of a Classification - Credential Services Manager

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **APPROVE** the Reclassification of an Employee - Employee ID #E00192724

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, the motion was carried with a unanimous vote of those present to approve New Business Item 5

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

6. **ANNOUNCE** the Personnel Commission Staff Years of Service

The Personnel Commission annually recognizes a staff member for outstanding contributions by awarding the title of Personnel Commission Employee of the Year. Dr. Lee commended this year's honoree and announced that the 2025 Personnel Commission Employee of the Year is Veronica Bustamante, Human Resources Technician.

7. **APPROVE** the Request for Hearing in a Disciplinary Matter Employee ID # E00695182

New Business Item 7 was moved into closed session.

OTHER ITEMS NONE

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 21, 2025 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:48 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:17 a.m. with the following reportable action:

1. **APPROVE** the Request for Hearing in a Disciplinary Matter Employee ID # E00695182

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous roll-call vote of those present to approve New Business Item 7, and grant a hearing in a disciplinary matter regarding Employee E00695182.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:22 a.m.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7-9

Date: August 21, 2025

Reason for Consideration: Approval

DISTRICT SECURITY OFFICER

DUAL

25-0237-5202

List Valid: **08/08/2025 - 02/08/2026**

Total Applications Received: 78

Passed: 11 Failed: 3

Total Invited to Exam: 21

Withdrew: 7 Screened Out: 57

INSTRUCTIONAL AIDE - EXPANDED LEARNING

DUAL CONTINUOUS

26-0032-5319

List Valid: **08/21/2025 - 02/21/2026**

Total Applications Received: 25

Passed: 13 Failed: 0

Total Invited to Exam: 16

Withdrew: 3 Screened Out: 9

INSTRUCTIONAL AIDE - EXPANDED LEARNING

DUAL CONTINUOUS

26-0041-5319

List Valid: **08/21/2025 - 02/21/2026**

Total Applications Received: 37

Passed: 20 Failed: 0

Total Invited to Exam: 22

Withdrew: 2 Screened Out: 15

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

26-0020-0448

List Valid: **08/12/2025 - 08/12/2026**

Total Applications Received: 31

Passed: 13 Failed: 1

Total Invited to Exam: 20

Withdrew: 6 Screened Out: 11

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

26-0033-0448

List Valid: **08/12/2025 - 08/12/2026**

Total Applications Received: 8

Passed: 5 Failed: 0

Total Invited to Exam: 7

Withdrew: 2 Screened Out: 1

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

26-0040-0448

List Valid: **08/12/2025 - 08/12/2026**

Total Applications Received: 19

Passed: 9 Failed: 1

Total Invited to Exam: 17

Withdrew: 7 Screened Out: 2

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

26-0045-0448

List Valid: **08/20/2025 - 08/20/2026**

Total Applications Received: 20

Passed: 12 Failed: 0

Total Invited to Exam: 16

Withdrew: 4 Screened Out: 4

NUTRITION SERVICES SUPERVISOR III *REVISED	DUAL	25-0207-5066
List Valid: 08/05/2025 - 08/05/2026		
Total Applications Received: 26	Total Invited to Exam: 19	
Passed: 9	Withdrew: 1	Screened Out: 7
Failed: 9		
PRODUCTION CENTER SUPERVISOR	DUAL	25-0213-5070
List Valid: 08/22/2025 - 08/22/2026		
Total Applications Received: 23	Total Invited to Exam: 14	
Passed: 7	Withdrew: 3	Screened Out: 9
Failed: 4		
RECREATION AIDE	OPEN CONTINUOUS	26-0042-5255
List Valid: 08/08/2025 - 02/08/2026		
Total Applications Received: 34	Total Invited to Exam: 28	
Passed: 28	Withdrew: 0	Screened Out: 6
Failed: 0		
RECREATION AIDE	OPEN CONTINUOUS	26-0047-5255
List Valid: 08/13/2025 - 02/13/2026		
Total Applications Received: 33	Total Invited to Exam: 26	
Passed: 26	Withdrew: 0	Screened Out: 7
Failed: 0		
RECREATION AIDE	OPEN CONTINUOUS	26-0051-5255
List Valid: 08/21/2025 - 02/21/2026		
Total Applications Received: 24	Total Invited to Exam: 18	
Passed: 18	Withdrew: 0	Screened Out: 6
Failed: 0		
RECREATION AIDE - EXPANDED LEARNING	OPEN CONTINUOUS	26-0043-5317
List Valid: 08/08/2025 - 02/08/2026		
Total Applications Received: 23	Total Invited to Exam: 19	
Passed: 19	Withdrew: 0	Screened Out: 4
Failed: 0		
RECREATION AIDE - EXPANDED LEARNING	OPEN CONTINUOUS	26-0048-5317
List Valid: 08/21/2025 - 02/21/2026		
Total Applications Received: 21	Total Invited to Exam: 19	
Passed: 19	Withdrew: 0	Screened Out: 2
Failed: 0		
SENIOR HEALTH ASSISTANT	DUAL CONTINUOUS	25-0234-5174
List Valid: 08/22/2025 - 08/22/2026		
Total Applications Received: 9	Total Invited to Exam: 2	
Passed: 1	Withdrew: 1	Screened Out: 7
Failed: 0		

SENIOR HEALTH ASSISTANT

DUAL CONTINUOUS

26-0034-5174

List Valid: **08/22/2025 - 08/22/2026**

Total Applications Received: 7

Passed: 4

Failed: 0

Total Invited to Exam: 4

Withdrew: 0

Screened Out: 3

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: August 21, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

August 13, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification – School Safety Operations Supervisor

Background and Findings

The School Safety Operations Supervisor (salary range 35 S1) was created in 2014 and has been vacant since 2020, following the promotion of the last incumbent. As part of an organizational review conducted over the past year, the department has created new classifications that more effectively align with current operational needs. As a result, the department has no plans to utilize this classification in the future.

The Director of School Safety supports the abolishment of the classification. There is no reemployment list in place for this classification and no staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of School Safety Operations Supervisor

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Rebecca Lee, Ed.D.
Executive Officer, Personnel Commission



PERSONNEL COMMISSION

Class Code: 5188
Salary Range: 35 (S1)

SCHOOL SAFETY OPERATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; develop and schedule School Safety personnel work shifts; research, analyze and prepare complex reports and records; train 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, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; assure compliance with applicable laws, codes, rules and regulations. **E**
- Develop and schedule School Safety personnel work shifts to assure adequate coverage; make adjustments to shifts according to staff availability and special activities or events needing extra coverage; authorize and track overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations; collect and review P.O.S.T History Statements and other required documents; conduct interviews with candidates, past employers and other references; maintain auditable records and files. **E**
- Serve as primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. **E**
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. **E**
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. **E**
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. **E**

- Oversee issuance and processing of District identification badges; coordinate the distribution of subpoenas to School Safety personnel. *E*
- Coordinate District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as directed. *E*
- Serve on the District's Emergency Operations Center (EOC) team; participate in EOC trainings; participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. *E*

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the School Safety Operations Supervisor classification plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness including scheduling of School Safety personnel work shifts and conducting comprehensive background investigations of School Safety employment candidates. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the School Safety and Emergency Preparedness programs and are assigned a variety of special projects.

EMPLOYMENT STANDARDS

Knowledge of:

Research methods and report writing techniques.
 General techniques and methodologies of project management.
 Financial and statistical record-keeping techniques.
 Budget preparation and control of expenditures.
 Oral and written communication skills.
 Public speaking techniques.
 Principles and practices of supervision and training.
 Interpersonal skills using tact, patience and courtesy.
 Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness.
Train, supervise and evaluate the performance of assigned staff.
Develop and schedule School Safety personnel work shifts.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Learn, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Learn employment selection standards set forth by P.O.S.T.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Maintain comprehensive records and files.
Work independently with little direction.
Plan and organize work.

Education and Training:

Associate's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a P.O.S.T approved Background Investigation Course is desired.

Experience:

Two years of experience performing P.O.S.T background investigations or analyzing data and preparing reports and recommendations regarding business processes such as budgets, organizational efficiency, project management, staffing, or records management. Supervisory experience is desirable.

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

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

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

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 of the applicant regardless of any other standing.

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
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.

PCA: 5/1/2014
Revised: 2/19/15