

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

**Notice of Public Meeting
November 6, 2012
8:30 a.m.
District Office – Conference Room**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners**
Approval of Minutes, October 15, 2012
- B. Administration**
- C. Employees**
- D. Citizens**

II. ACTION ITEMS

- A. Approval of eligibility list(s)**
 - 1. EDP/Preschool Teacher
 - 2. Food Service Assistant I
 - 3. Health Care Specialist
 - 4. Instructional Assistant, Special Education - IBI
- B. FIRST READING** and approval of Job Description for “Director of Information Technology” and Salary Placement of \$82,425 to \$100,283 annually.
- C. FIRST READING** and approval of revised Job Description for “Human Resource Technician.”
- D. SECOND READING** and approval of “Personnel Commission – Merit System; Rules and Regulations of the Classified Service.”

III. ADJOURNMENT

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A
DISABILITY**

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting, may request assistance by contacting the Director of Human Resources, 325 S. Peck Avenue, Manhattan Beach, CA 90266, Telephone (310) 318-7345, X5915, Fax (310) 303-3824.

Manhattan Beach Unified School District
PERSONNEL COMMISSION
MEETING MINUTES
October 15, 2012

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charles Southey (arrived at 8:55 a.m.)

District Staff: Kathy Hall, Director of Human Resources; Ellyn Schneider, Executive Director, Student Services; Carey Sokol, Occupational Therapist – District; Gina Germani, Human Resources Technician – Classified; Donna Hilgendorf, Administrative Secretary and Recorder.

CSEA Representatives: Rod Jorgensen, Alice Wise

Ms. Holguin called the meeting to order at 8:45 a.m.

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes

Ms. Holguin made a motion to approve the minutes of the August 28, 2012, Personnel Commission meeting, seconded by Ms. Strand. **The minutes of the January 19, 2012, Personnel Commission meeting were approved 2:0; Mr. Southey was not available at the time of the vote.**

2. Approval of Eligibility Lists

a. Computer Lab Specialist

There is one (1) part-time position at Robinson. Ms. Holguin made a motion to approve the Eligibility List for Computer Lab Specialist, seconded by Ms. Strand. **The Eligibility List for Computer Lab Specialist was approved 2:0; Mr. Southey was not available at the time of the vote.**

b. Instructional Assistant – Special Education

There are 6 positions open; three (3) at MBMS, one at the Preschool, one at Pacific School and one at MCHS. Eligible candidates should have experience working with special needs children/adults. A degree or certification is not required. We currently have approximately 80 part-time aides. Hiring is ongoing to fill the need for more aides. These employees are eligible for benefits, pay into PERS and CSEA. Ms. Holguin made a motion to approve the Eligibility List for Instructional Assistant-Special Education, seconded by Ms. Strand. **The Eligibility List for Instructional Assistant-Special Education was approved 2:0; Mr. Southey was not available at the time of the vote.**

Commissioner Cynthia Strand has requested information regarding the future vacancy in the Human Resources Department due to Ms. Hall's retirement.

B. Administration:

Ms. Hall informed the Commission that the new CSEA Labor Relations Representative, effective September 4, 2012, and replacing Tre'Shawn Hall, is Benjamin (Ben) Pezzillo. Ms. Hall provided contact information for Mr. Pezzillo.

MBUTA negotiations have been completed. After impasse and mediation, the teachers settled on a 3% increase. Ms. Hall distributed a copy of the agreement for additional information. CSEA is entitled to the 3% increase. CSEA negotiations will begin after the pre-meeting on October 23, 2012.

Ms. Hilgendorf will email a copy of the Merit System Rules and Regulations for final review and approval prior to the next Personnel Commission meeting.

C. Employees: No

D. Citizens: None present

II. ACTION ITEMS

A. Approve Term of Office for Jointly-Appointed Personnel Commissioner

Cynthia Strand's Term of Office will expire in December 2012. Ms. Strand has consented to a fifth (5th) Term of Office from January 1, 2013 through December 31, 2015. Ms. Holguin made a motion to approve an additional Term of Office for the Jointly-Appointed Commissioner, Ms. Strand, seconded by Mr. Southey. **The Term of Office for Jointly-Appointed Commissioner Cynthia Strand was approved 2:0; Ms. Strand abstained from the voting.**

B. Review and Approve Job Description for New Position: *Certified Occupational Therapy Assistant (COTA)*

The COTA position requires a two-year degree. Occupational Therapists (OT) have a Master's degree. The major difference from an OT is that a COTA cannot do assessments. The COTA is supervised by the OT. This can be remote supervision at different sites. The COTA assists with documentation and written data collection. The COTA could be in an IEP meeting with the OT. This new position is required to assist the OT's with their caseload and support the department during this extremely busy period. Ms. Schneider advised there are other districts hiring for this position and it is not an easy position to fill. Ms. Sokol said she attends recruitment fairs and has recruited some student OT interns. The fairs may also be a good source for COTAs. There is a school in Orange County that has a degree program for COTA's that has reached out to the district. We would advertise in professional journals. Ms. Holguin made a motion to approve the Job Description for a New Position: *Certified Occupational Therapy Assistant*

(COTA), seconded by Mr. Southey. **The Job Description for Certified Occupational Therapy Assistant (COTA) was approved 3:0.**

C. Recommend Salary Range Placement of Range 27 for the Position of *Certified Occupational Therapy Assistant (COTA)*

Research data for this salary range came from Santa Monica Malibu and the Stanbridge University, which is the only school in the immediate vicinity that has the COTA degree program. An Occupational Therapist salary is in the \$50,000 salary range. Ms. Holguin stated the suggested starting salary range was low. Ms. Hall provided the salary range information from the Contract as follows:

Range 31	\$ 20.05 - \$25.60
Range 32	\$ 20.57 - \$26.24
Range 33	\$ 21.07 – \$26.89
Range 34	\$ 21.59 - \$27.55

Ms. Holguin stated Range 31 – 32 would be a good choice. Ms. Strand stated Range 32 or 33 would be a better choice. Mr. Southey indicated Range 32 is in line with the University recommendation. Ms. Strand said Range 31 was too low and she would recommend at least Range 33. Ms. Hall advised that with experience someone could start at Step 3 and pass probation to the next step. Ms. Hall advised we were unable to fill the Systems Analyst position due to a low starting salary. Ms. Holguin recommended Range 32. Ms. Strand recommended Range 33.

Ms. Holguin made a motion to recommend a Salary Range Placement change from Range 27 to Range 32 for the Position of *Certified Occupational Therapy Assistant (COTA)*. There were no seconds.

Ms. Strand made a motion to recommend Salary Range Placement of Range 33 for the Position of *Certified Occupational Therapy Assistant (COTA)*, seconded by Mr. Southey. Ms. Holguin voted neigh based on one lower range recommendation, but Ms. Holguin does agree the salary should be increased from the suggested Range 27. **The Recommended Salary Range Placement of Range 33 for the Position of *Certified Occupational Therapy Assistant (COTA)* was approved 2:1.**

III. ADJOURNMENT

Ms. Holguin adjourned the meeting at 9:19 a.m.

The next meeting has been scheduled to review the final changes to the Merit System Rules and Regulations. The Commissioners agreed to hold a morning meeting on a Tuesday or Thursday. The next Personnel Commission meeting will be held on Tuesday, November 6, 2012 at 8:30 a.m.

II. ACTION ITEM

A. TITLE: Eligibility Lists for:

- EDP/Preschool Teacher
- Food Service Assistant I
- Health Care Specialist
- Instructional Assistant, Special Education - IBI

BACKGROUND: Eligibility lists are provided for review and approval. There are four (4) EDP/Preschool Teacher vacancies; no Food Service Assistant I vacancies at this time; one (1) Health Care Specialist vacancy; and three (3) IBI vacancies. At the time of testing we anticipated two Food Service Assistant I vacancies.

ACTION RECOMMENDED: Approval of all eligibility lists.

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: November 6, 2012

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
EDP/PRESCHOOL TEACHER**

No.	First	Last	Oral	Oral @ 90%	App	App @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL									
1st	Karina	Sam							8/28/2013
2nd	Eric	Shipley							11/6/2013
3rd	Valerie	Edwards							11/6/2013
4th	Angela	Acosta							11/6/2013
OPEN									
1st	Reham	Sadek							8/28/2013
2nd	Tanya	Padgett							11/6/2013
3rd	Sharona	Peller							8/28/2013
4th	Frankie	DesVerney							11/6/2013
5th	Qudsia	Haq							11/6/2013

Scoring:

Oral: 90%
App: 10%

Type of Exam:

() Open
(X) Open & Promotional
() Promotional

Date of Certification: 11/06/12

Expiration Date: See status date

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
FOOD SERVICE ASSISTANT I
Test Date 10/12/12**

No.	First	Last	Written	Prom/Vet	Overall	Status
OPEN						
1st	Sharon	Murphy				
2nd	Kara	Watkins				
3rd	Benny	Hernandez				
4th	John	Whitney				
5th	Dewey	Oates				

Scoring:

Written: 100%

App/Resume:

Oral:

Type of Exam:

(X) Open

() Open & Promotional

() Promotional

Date of Certification: 11/06/12

Expiration Date: 11/06/13

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Health Care Specialist
Written Exam 10/12/12 Oral Exam 10/25/12**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 60%	Prom/Vet	Overall	Status
				PROMOTIONAL					
1st	Jessie	Bertozzi							8/28/2013
				OPEN					
1st	Megan	O'Brien							11/6/2013
2nd	Destinee	Hall							11/6/2013
3rd	Juanita	Camfield							11/6/2013
4th	Kit	Clark							8/28/2013
5th	Maria	Layoen							8/28/2013
6th	Darlecia	D'Andrade							11/6/2013

Scoring:

Written: 40%
Oral: 60%

Type of Exam:

() Open
(X) Open & Promotional
() Promotional

Date of Certification: 11/06/12

Expiration Date: See status date

Approved _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 10/12/12 Oral Exam 10/18/12**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
OPEN											
1st	Korye	Finn									8/28/2013
2nd	Matthew	Rothner									11/6/2013
3rd	Skye	Thompson									11/6/2013
4th	Daniel	Levin									8/28/2013
5th	Elizabeth	Ramirez									11/6/2013

Scoring:

Written: 30%
Oral: 60%
App: 10%

Type of Exam:

() Open
(X) Open and Promotional
() Promotional

Date of Certification: 11/06/12

Expiration Date: See status date

Approved:

II. ACTION ITEM

- B. TITLE:** FIRST READING and Approval of Job Description for “Director of Information Technology” and Recommendation for Salary Placement of \$82,425 to \$100,283

BACKGROUND:

Last year one of our Information Technology Department’s full-time Technology Resource Assistants (Range 21) retired and a new position of Systems Analyst (Range 43) was created to address the rapidly growing needs of our technology infrastructure. Despite repeated attempts to fill the newly created position, a suitably qualified candidate has not been found. As a result, staff re-reviewed and re-analyzed the current department structure and has developed a plan it feels will most successfully and strategically address both current and long-range technology needs of the District.

The current department configuration includes a “Technology Services Coordinator,” five (5) “Systems Technicians,” one (1) “Systems Analyst” (vacant), and one (1) “Technology Resource Assistant.”

In response to the growing need to provide consistent technology services and expertise throughout the district, it is proposed that the position of classified “Director of Information Technology” be established. The director would have the overall responsibility for the personnel and services provided by the Technology Services Department. It is further recommended the Board approve the addition of an “Office Specialist” to enter, update and maintain data throughout various electronic systems, including the student information system, CALPADS, etc.

The “Director of Information Technology” would report to the Deputy Superintendent. The attached job description illustrates various duties and responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

It is recommended the position be placed in a salary range of \$82,425 to \$100,283.

ACTION RECOMMENDED: Approve job description for “Director of Information Technology” and Salary Recommendation of \$82,425 to \$100,283 annually.

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: November 6, 2012

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE

AGENDA NOTE



Director of Information Technology

Department/Division:	Information Technology
Reports To:	Deputy Superintendent, Administrative Services
Provides Direction To:	Information Technology/Networking Coordinator
FLSA Exemption Status:	Exempt
Date Prepared:	October 25, 2012
Date Adopted by Board:	
Salary Range:	\$82,425 to \$100,283 annually (proposed)

GENERAL PURPOSE

Under administrative direction, performs highly responsible managerial work in organizing, planning, and supervising the operations of the Information Technology Department, including the work of staff, contractors, and vendors; evaluates information technology needs and District specifications and requirements; establishes work plans and priorities in concert with Cabinet, Board, and school representatives; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Information Technology is distinguished from the Information Technology/Networking Coordinator by its greater accountability for long-term investment in District-wide software, hardware and telecommunications systems. The Director of Information Technology has continuing interfaces with Cabinet members, school site management personnel, and other technology specialists within the educational community.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Establish information technology goals, objectives, and policies to address District infrastructure needs and user requirements by working directly with Cabinet and school site management, staff, committee representatives, faculty, and educational and business advisors.

2. Evaluate the effectiveness of operating systems, hardware, software, telecommunications systems, and work processes; plan long-term system upgrades and account for the level of integration and costs associated with existing resources.

ESSENTIAL FUNCTIONS (continued)

3. Lead the development and effective implementation of the District's Information Technology Plan in accordance with effective asset management practices.
4. Analyze factors related to systems capacity, security, hardware functionality, support services, portability of data, and user knowledge; coordinate security audits and disaster recovery updates.
5. Develop, organize, and supervise department resources by establishing priorities, project work plans, and timelines, and by managing and regularly reporting upon the status of projects and work assignments.
6. Study feedback and analyze user commentary to determine business staff training needs, including effective means of using data for internal analysis, presentations, and State and federal statutory reports.
7. Evaluate web-based and e-mail technologies and applications and work with business and educational representatives and the Superintendent to determine the best means of providing this information in District resources.
8. Prepare department budget, including planned personnel, operating, contract services, and capital investment expenditures and cost projections given analysis of project and work requests.
9. Participate in the selection, training, and evaluation of departmental personnel; analyze bid specifications associated with information technology applications and hardware and software upgrades.
10. Meet with educational representatives, advisors, and vendors to discuss various information technology related projects, upgrades, and system enhancements, and potential impacts upon existing databases, servers, networks, and storage devices.
11. Attend user group meetings and forums to discuss information technology trends, evaluate the quality of products and vendor resources, and to consider areas for improvement.
12. Attend meetings with Cabinet, school site, educational, and committee meetings, consider ideas and areas for improvement, and make a variety of presentations.

QUALIFICATIONS GUIDELINES

Knowledge of:

Microcomputer systems, networks, client-servers, and telecommunications standards, trends, principles, practices, and contract administration practices; Microsoft and Apple operating systems and networking systems related to a range of hardware such as servers, hubs, switches, routers, firewalls, related components, software, and utilities programs; Microsoft Exchange and Outlook administration, and related email systems; business and educational software applications; web hosting and data applications; SQL or similar database administration practices; information systems planning practices and user requirements; principles and practices of management and supervision, including the setting of goals and objectives, work planning processes, and employee evaluation; district's personnel rules and regulations; information technology project management practices; purchasing and contract administration policies and bidding practices.

Ability to:

Plan, organize, and coordinate information technology projects and assignments; supervise, assign, inspect and evaluate the work of staff; motivate and evaluate staff and provide for their training and development; analyze complex information technology problems, evaluate alternatives, and recommend or adopt effective courses of action; research and consider information technology specifications, systems integration requirements and user applications; estimate project time requirements and labor rates; operate a variety of information technology hardware and software programs; analyze database applications required for District and State reporting; prepare and present clear and concise reports and other written materials; exercise independent judgment and initiative within established guidelines; communicate effectively, both orally and in writing; establish and maintain effective working relationships with District management, school officials, vendors, contractors, consultants, and the general public.

Education/Training/Experience:

Bachelor's degree from a four-year college or university, or equivalent, with a major in information technology, computer science, or a closely related field is preferred; eight years of progressively responsible professional and technical information technology experience, including three or more years of school district project management, staff supervision, and contract administration experience is required.

Licenses, Certificates; Special Requirements:

Valid Class C California Driver's License, acceptable driving record, and evidence of insurance is required. MCSE, CCDA, CCNA and/or equivalent technical certification involving business and educational software applications, networks, and database systems is highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or computer controls. The employee is expected to be able to reach above shoulder and below shoulder level with hands and arms. The employee is required to occasionally stand and walk within work areas as well as to frequently sit while performing office work. The employee is expected to be able to bend, stoop, kneel, or crouch to inspect technology sites; lift and carry records or documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; plan and prioritize work; read and interpret technical specifications and budgetary data; consider information technology trends, and potential business and educational applications; analyze and solve problems; make presentations; observe and interpret user requirements; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact effectively with District management, school personnel, information technical advisors, vendors, contractors, consultants, and the general public.

WORK ENVIRONMENT

The employee frequently works indoors within an office setting and occasionally travels to school, vendor, and meeting facilities to coordinate the review of information technology infrastructure and technology applications. The noise level is usually quiet or moderately quiet, at or below 85 decibels.

Salary Comparison
Director of Information Technology

District	Job Title	Beginning	Ending
Manhattan Beach USD*	Director of Information Technology	\$82,425.00	\$100,283.00
Culver City USD	Director of Information Technology	\$75,756.00	\$88,608.00
La Canada School District	Director of Technology - Certified	\$90,738.00	\$102,886.00
Las Virgenes USD	Director, M.I.S.	\$76,577.00	\$88,932.00
Palos Verdes USD	Director, Technology	\$81,924.00	\$98,916.00
Redondo Beach USD	Chief Technology Officer	\$80,532.00	\$98,892.00
Santa Monica Malibu USD	Director - Information Services	\$85,589.88	\$104,043.00
Torrance USD	Director - Information Technologies	\$89,580.00	\$108,864.00
*Proposed			

II. ACTION ITEM

C. TITLE: FIRST READING and Approval of Revised Job Description for “Human Resource Technician.”

BACKGROUND: On January 12, 2010, a decision by the Public Employees Relationship Board (PERB) revised the status of the “Human Resource Technician” from a confidential position to a classified bargaining unit position. The job description requires revision in order to eliminate all references to the “Confidential Employee” designation and duties. Since revisions are required, the Director of Human Resources has also elected to revise the format of the district’s job descriptions. The new format will be used as revisions or new job descriptions are brought before the Personnel Commission for review.

ACTION RECOM MENDED: Approve revised job description for “Human Resource Technician.”

PREPARED BY: Kathy Hall, Director of Human Resources

DATE: November 6, 2012



Manhattan Beach
Unified School District

Human Resource Technician

Department / Division:	Human Resource Department
Reports to:	Human Resource Department Administrator
Provide Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Date Prepared:	10/31/12
Date Adopted by Board:	
Date Approved by Personnel Commission:	
Salary Range:	29

GENERAL PURPOSE ~~DEFINITION~~

Under direction of the Human Resource Administrator, ~~to~~ perform specialized technical-level work of above average difficulty in staff recruitment, selection, compensation, and employment, and in the development and maintenance of comprehensive human resources employment records in an automated environment; ~~to~~ read, analyze, and prepare data to support management in ~~employer/employee relations~~, policy development, and budgetary processes; ~~to~~ perform varied administrative staff work related to certificated and classified personnel programs; and ~~to~~ perform related work as required.

DISTINGUISHING CHARACTERISTICS ~~CLASS CHARACTERISTICS~~

The Human Resource Technician is distinguished from other job classifications in the Administrative Support and Related Classes by its in depth knowledge of Federal, State and District rules, regulations, and policies that govern a Human Resource office. Individuals in this classification must be capable of working independently as well as cooperatively. An individual in this position must have excellent written and oral communication skills and will be expected to communicate with Board members, Administrators, other district employees and community members.

~~Positions in this class are designated confidential under the provisions of the Educational Employee Relations Act (EERA). A "confidential employee," as defined by the EERA, includes those who, in the regular course of their duties, have "access to, or possess information relating to," employer-employee relations, including labor~~

~~negotiations and grievances. Incumbents are required to maintain the strict confidentiality of information related to the District's employer/employee relations activities.~~

ESSENTIAL FUNCTIONS EXAMPLES OF DUTIES*

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class. The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to this positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

1. Understand and explain human resources and payroll related policies and procedures, risk management program guidelines, mandates, and options, labor agreement provisions, Personnel Commission Rules and Regulations, Merit System provisions, California teacher credential requirements and procedures, and related matters to staff and applicants; research and resolve problems; provide personnel benefits orientation to new employees. E
2. Compile data and prepare periodic informational and action reports for management, the Board of Education and the Personnel Commission, such as Board Agenda items and reports, annual report of teacher assignments, annual re-employment report, eligibility lists, annual report of the Personnel Commission. E
3. Verify and process documents for new employees; review documents, legal requirements, and labor agreement to determine salary placement. Enter applicant and personnel data in computer terminal/microcomputer using specialized database software; create spreadsheets and databases, use standard and specialized software; update records as changes in status occur. Analyze and monitor human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols. E
4. Prepare and distribute notices of employment opportunity; compose and place advertising in newspapers and professional journals. E
5. Receive and screen applications for employment. Process applications to administrators for screening. Refer qualified candidates to administrators for consideration and interview. Develop employment assessments from available professionally developed materials. Order, review, and select employment assessments from professional organizations. Administer and score employment assessments; schedule employment interviews, notify candidates of interview

- and selection; compose correspondence to notify candidates of the status of their application for employment; maintain applications on file. E
6. Communicate in person and by telephone with current staff, retirees, terminating employees, and new employees; interact with other departments. E
 7. Make calculations such as annual salary, hourly rates, units earned, benefit costs, prorations, and union dues. E
 8. Prepare and distribute personnel evaluation forms, assignment and change of status forms, reassurance letters, salary advancement notices, and other notifications to employees; track and follow up to complete processes and procedures to comply with District and legal mandates. E
 9. Maintain records of administrator and certificated staff credentials on file including expiration dates; prepare and send notices of credential expiration and facilitate renewal. Apply for waivers for certificated employees who are not qualified for appropriate teaching credential. Monitor length of employee assignments for compliance with Education Code; monitor employees on leave of absence and notify employees when leave will expire; update seniority and longevity lists. E
 10. Contact school districts to conduct human resources related surveys and to gather information and forms. E
 11. Answer telephone, take messages, and transfer calls; answer a variety of questions regarding personnel matters; perform receptionist functions. E
 12. Plan and organize workshops and orientation meetings. E
 13. Research and prepare employment verifications. E
 14. Review personnel-related materials to contribute information relative to equity and administrative implications; compile data, request personnel reports, and prepare spreadsheets to compare options. E
 15. Communicate with county office staff, and attend meetings related to Merit System, employee recruitment and selection, credentials and other human resources related functions; attend training and informational meetings. E
 16. Keyboard reports, forms, correspondence, lists, labels, statements, envelopes, and similar materials. E
 17. Make photocopies of documents; transmit FAX; stuff envelopes and prepare for mailing.

18. Operate office equipment such as photocopier, calculator, computer terminal/microcomputer and keyboard, typewriter, FAX, and related equipment. E
19. Receive, open, date stamp, and distribute mail.
20. Establish and maintain files; maintain official District personnel files. E
21. Maintain confidentiality of privileged information. E
22. Participate in employer mandated training and retraining programs. E
23. Prepare and submit monthly payroll reports for the Human Resource Staff.
24. Perform related duties as assigned. E

*Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

QUALIFICATIONS GUIDELINES

Knowledge of:

1. Procedures and practices of recruitment, selection, and human resources record keeping work;
2. Computer terminal operating methods and word processing, database, and spreadsheet software;
3. English usage and composition at an above average ability;
4. Modern office equipment and procedures;
5. Advanced record keeping and file management practices and procedures;
6. Business mathematics;
7. Public relations courtesies and techniques.

Ability to:

1. Perform automated human resources related record keeping with a high degree of accuracy;
2. Prepare and file in a timely manner accurate summaries and reports;
3. Work under the pressure of recurrent deadlines with frequent interruptions;
4. Compare information and detect errors;
5. Read, understand, and apply laws, rules, regulations, and contracts with good judgment and consistency of application;
6. Make arithmetical calculations with accuracy (some positions);

7. Explain complex laws, rules, regulations, and procedures concisely exercising tact, understanding, and diplomacy.
8. Operate a typewriter keyboard / computer terminal accurately at a speed of not less than 50 words per minute;
9. ~~Operate a computer terminal with speed and accuracy;~~
10. Use word processing, database, and spreadsheet software with skill;
11. Understand and carry out oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work.

Education/Training/Experience TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing human resources recruitment, selection and record processing involving 100 or more employees in a data processing environment and preferably in a public education setting.

Licenses, Certificates; Special Requirements:

Current Typing Certificate: 50 words per minute

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects such as a keyboard, writing instruments, or computer. The employee is expected to be able to reach above shoulder and below shoulder level with hands and arms. The employee is required to occasionally stand and walk within work areas as well as to frequently sit for prolonged periods of 30 minutes while performing office work. The employee is expected to be able to bend, stoop, kneel, or crouch in order to retrieve and file documents in cabinets; lift and carry records or documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision, small print and the ability to adjust focus. Specific hearing abilities required by this job include ability to answer telephones, hear and respond to questions asked by applicants, employees and community members.

~~The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.~~

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; plan and prioritize work; read and interpret technical information such as Board policies, Administrative Regulations, and credential assignment manuals; analyze and solve problems; compile surveys and create spreadsheets; interpret reporting guidelines; learn quickly and apply new information or new skills; apply arithmetical skills in order to calculate salary, work hours, and percent of time; work under deadlines with constant interruptions; and interact effectively with District management, school personnel, and the general public.

WORK ENVIRONMENT

The employee frequently works indoors within an office setting and occasionally travels to school and meeting facilities to deliver materials, attend hearings or workshops. The noise level is usually quiet or moderately quiet, at or below 85 decibels. The employee

will be interrupted frequently by telephone calls and questions from employees or community members. Employee must work cooperatively with others in a group setting.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 2 feet</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to:</p> <p>Read human resources printouts</p> <p>View data on computer screen</p> <p>Input data, create spreadsheets and reconcile reports.</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Explain personnel information to employees</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to:</p> <p>Respond to questions from employees</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects, turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Input data into computer, turn pages in reports, and assemble paperwork and fasten with staples and paper clips</p> <p>Reach for reference materials, files, and across desk; set up for testing</p> <p>Look at computer screen and desk top; set up for and monitor testing</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 30 minutes</p>	<p>To perform tasks such as to:</p> <p>Enter data to computer</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 25 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Pick up reference books, binders, and reports; carry testing materials, move tables and chairs</p>

PHYSICAL DEMANDS (Continued)	ASSOCIATED TASKS (Continued)
<p>Environmental Requirements:</p> <p>Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work around others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Respond to telephone calls and answer questions from staff</p> <p>Perform assigned duties with a high level of independence of action</p> <p>Resolve problems, process employment applications, obtain information</p> <p>Interact with office staff, school site employees and applications on a constant basis</p> <p>Perform work in an office setting</p>
<p>Mental Requirement:</p> <p>Read, write, understand and apply moderately complex information for successful job performance</p> <p>Math skills at a moderate level</p> <p>Comparing</p> <p>Compiling</p> <p>Analyzing</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Listen</p> <p>Write/compose at a moderate <u>above average level</u></p>	<p>To perform tasks such as to:</p> <p>Read, understand and apply human resources related information</p> <p>Calculate annual salary; calculate units earned</p> <p>Match documents to reports</p> <p>Gather information for reports</p> <p>Review reports and transactions for compliance with requirements and consistency of information</p> <p>Respond to changes in HRS, labor agreements, and legal requirements</p> <p>Understand concerns of employees</p> <p>Compile reports and compose letters to employees and applicants</p>

Personnel Commission approved: 8/4/97

Board Adopted: 8/20/97
Revisions: 10/2/12