



La Habra City School District

Personnel Commission Agenda

Tuesday, October 17, 2023 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:30 p.m. – Call to Order/Regular Meeting

(Meetings are recorded for use in official minutes)

1. Second Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

2. Action Item: Approval of Minutes of the Regular Meeting of September 19, 2023. (Action)

Moved _____

Second _____

Action Taken _____

3. Public Comment

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Commission should complete and submit a presentation card available on the table near the hallway door. The presentation card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Commission, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Commission meeting as an agenda item.

4. Director's Report

5. Associate Superintendent of Human Resources Update

6. CSEA Update

7. Information Item: Board Approved Personnel Report(s) (Information)

Personnel Reports approved by the Board of Education on October 12, 2023.

[Change of Status 10-12-23 \(p. 4\)](#)

[New Hires 10-12-23 \(p. 6\)](#)

[Separations 10-12-23 \(p. 9\)](#)

8. Action Item: 2022-2023 Annual Report (Action)

Commissioners will be presented with the 2022-2023 Annual Report for review and approval.

Moved _____ Second _____ Action Taken _____

[2022-2023 PC Annual Report \(p. 10\)](#)

9. Action Item: Approval/Ratification of Eligibility List(s) (Action)

Commissioners are requested to approve/ratify eligibility list(s) for the following positions:

- Licensed Vocational Nurse (LVN)
- Program Budget Analyst

Moved _____ Second _____ Action Taken _____

[LVN Eligibility List \(p. 12\)](#)

[Program Budget Analyst Eligibility List \(p. 13\)](#)

10. Action Item: Approval of Classified Postings (Action)

It is recommended that Commissioners ratify/approve postings for the following positions: ?

- Extended Care Worker
- Instructional Assistant II-Health/Medical
- Network Specialist

Moved _____ Second _____ Action Taken _____

[Extended Care Worker Announcement \(p. 14\)](#)

[IASE II-Health and Medical Announcement \(p. 16\)](#)

[Network Specialist Announcement \(p. 18\)](#)

11. Action Item: Approval of Classification/Compensation Study Job Descriptions (Action)

Commissioners are requested to review and approve the findings and recommendations of the attached job descriptions conducted through Educational Management Solutions (EMS) three-step process.

- Accounting Technician (Formerly Accounting Technician II)
- Payroll Specialist (Formerly Accounting Technician III)
- Nutrition Services Worker (Formerly Cafeteria Worker)
- Central Kitchen Assistant (Formerly Cooks Helper)
- Nutrition Services Warehouse Delivery Worker (Formerly Food Service Delivery Worker)
- Satellite Kitchen Lead
- Inclusion Assistant

Moved _____

Second _____

Action Taken _____

Job description memo (p. 20)

Accounting Technician 101723 (p. 22)

Payroll Specialist 101723 (p. 25)

Nutrition Services Worker 101723 (p. 28)

Central Kitchen Assistant 101723 (p. 31)

Nutrition Services Warehouse Delivery Worker 101723 (p. 34)

Satellite Kitchen Lead 101723 (p. 37)

Inclusion Assistant 101723 (p. 40)

12. Personnel Commissioners Comments/Reports

This is the time during which the Personnel Commission may make a brief announcement or report on his/her own activities relative to Commission business.

13. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

14. Adjournment

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Approval of Meeting Adjournment at: _____

Moved _____

Second _____

Action Taken _____

La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. If you will require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.

La Habra City School District

To: Board of Trustees
From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Date: October 12, 2023
CC: Superintendent
Re: Change of Status

NAME/JOB TITLE/ LOCATION	CHANGE	FROM	TO
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CLASSIFIED

Ahuero Vivo, Nicole Health Tech Sierra Vista	Location Hours	Ladera Palma 5/day	Sierra Vista 4/day
Castillo Hernandez, Karla Student Supervisor Ladera Palma	Hours	3/day	3.5/day
Diez, Sabrina I A III-SE/Behavior Las Positas	Location Hours	El Cerrito 4/day	Las Positas 7/day
Gonzalez, Jerry Student Supervisor Ladera Palma	Hours	3/day	3.5/day
Leyva, Jennifer I A III-SE/Behavior El Cerrito	Hours	3.5/day	7/day
Lindley, Joy I A III-SE/Behavior Arbolita	Location	Las Positas	Arbolita
Morales, Joseph P E Asst District Office	Hours	5.75/day	8/day
Olivas Hernandez, Lucero Educational Asst Las Lomas	Location	Arbolita	Las Lomas

La Habra City School District

NAME/JOB TITLE/ LOCATION	CHANGE	FROM	TO
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CLASSIFIED (continued)

Orozco, Roxanne LVN Las Positas	Location Hours	El Cerrito 5/day	Las Positas 8/day
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Board Approved: October 12, 2023

La Habra City School District

To: Board of Trustees

From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Sheryl Tecker, Ed.D., Associate Superintendent of Human Resources

Date: October 12, 2023

CC: Superintendent

Re: Ratification of New Employees

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
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CERTIFICATED

Cortez, Norma Kindergarten Teacher Ladera Palma	Temporary	A-1	\$46,974/ year + \$1,772	9/25/2023
Roe, Amy TK Teacher El Cerrito	Temporary	I-1	\$49,018/ year	9/28/2023
Votendahl, Danielle TK Teacher Las Positas	Temporary	II-2	\$55,213/ year	9/28/2023

CLASSIFIED

*Cervantes, Alejandrina TK Paraprofessional Ladera Palma	Probationary	18-6	\$24.07/hour	8/10/2023
*Chavez, Sandra IA III-SE/Behavior El Cerrito	Permanent	23-6	\$27.23/hour	8/10/2023
*Covarrubias, Mireya TK Paraprofessional Las Positas	Probationary	18-3	\$20.73/hour	8/10/2023
*Cruz, Maria TK Paraprofessional Las Lomas	Probationary	18-6+15 yr longevity	\$25.51/hour	8/10/2023
*Davalos, Maria TK Paraprofessional Las Lomas	Probationary	18-3	\$20.73/hour	8/10/2023

La Habra City School District

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
<u>CLASSIFIED (continued)</u>				
Diez, Serena IA I SpEd Las Lomas	Probationary	18-1	\$18.80/hour	8/10/2023
Estrada, Esmeralda IA I-Sp Ed Sierra Vista	Probationary	18-1	\$18.80/hour	8/10/2023
*Gamez, Maria TK Paraprofessional El Cerrito	Probationary	18-6+25 yr longevity	\$27.68/hour	8/10/2023
*Gonzalez, Jerry Physical Ed Asst District Office	Probationary	17-1	\$18.36/hour	9/11/2023
**Jones, Ava Educational Asst Las Positas	Probationary	17-2	\$19.26/hour	9/18/2023
**Juarez, Brittany IA I-Sp Ed Las Positas	Probationary	18-1	\$18.80/hour	9/5/2023
*Komatsuka Rodriguez, Susan TK Paraprofessional Walnut	Probationary	18-6+10 yr longevity	\$25.03/hour	8/10/2023
Ledesma, Jessica TK Paraprofessional Arbolita	Probationary	18-2	\$19.77/hour	9/11/2023
*Lemus, Jennifer TK Paraprofessional Sierra Vista	Probationary	18-3	\$20.73/hour	8/10/2023
Monroy, Crystal Extended Care Worker KidZone	Probationary	14-1	\$16.43/hour	9/12/2023
**Morales, Angelica Educational Asst Ladera Palma	Probationary	17-2	\$19.26/hour	9/18/2023

La Habra City School District

NAME/ JOB TITLE SCHOOL	STATUS	COLUMN/STEP	RATE OF PAY	HIRE DATE
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CLASSIFIED (continued)

*Morales, Angelica TK Paraprofessional Ladera Palma	Probationary	18-3	\$20.73/hour	9/25/2023
*Morris, Kelly TK Paraprofessional Ladera Palma	Probationary	18-4	\$21.82/hour	8/31/2023
Reeve, Vanessa IA I-Sp Ed Las Positas	Probationary	18-1	\$18.80/hour	8/10/2023
Peterson, Patrick SLPA District Office	Probationary	29-2	\$25.93/hour	9/13/2023
Romero, Ashley LVN Ladera Palma	Probationary	33-2	\$28.60/hour	9/11/2023
**Sahagun, Maria Student Supervisor Ladera Palma	Probationary	Student Supervisor	\$16.25/hour	9/11/2023
Sanchez, Mayra School Psychologist Intern District Office	Intern	Stipend	\$1,500/month	8/7/2023
Suarez, Bryana TK Paraprofessional Las Positas	Probationary	18-3	\$20.73/hour	9/11/2023

*Promoted from another position

**Previously substitute status

Board Approved: October 12, 2023

La Habra City School District

To: Board of Trustees
From: Danelle Bautista, Director of Classified Personnel/Insurance Supervisor
Date: October 12, 2023
CC: Superintendent
Re: Separations

NAME/JOB TITLE/ SCHOOL	HIRE DATE	REASON	EFFECTIVE DATE
<u>CLASSIFIED</u>			
Argueta Figueroa, Andrea Educational Asst Ladera Palma	2/26/2018	Resigned	8/11/2023
Hernandez, Priscilla Student Supervisor Las Positas	5/11/2023	Released	8/22/2023
Long, Kaylie I A I-Sp Ed Las Positas	8/11/2022	Resigned	10/19/2023
Mendez III, William Physical Ed Asst District Office	8/17/2018	Resigned	7/4/2023
*Serna, Dorian I A I-Sp Ed Walnut	1/10/2023	Released	8/22/2023
Valenzuela, Nohemi Student Supervisor Walnut	1/04/2022	Resigned	8/31/2023
Vejar, Anita Cafeteria Worker Nutrition Services	2/5/2002	Retired	6/1/2023
*Continues to work in substitute status in another classification			
<u>CONFIDENTIAL</u>			
Gallego, B. Susana Admin Asst-Spec Services District Office	9/4/1987	Retired	12/27/2023

Board Approved: October 12, 2023

**SUMMARY OF ACTIVITIES
2022-2023**

EXAMINATIONS DURING 2022-23

ANNUAL SERVICE AWARDS

(presented in 2022)

25	5 year awards
8	10 year awards
11	15 year awards
6	20 year awards
4	25 year awards
1	35 year awards

**RECRUITMENT AND TESTING
STATISTICS**

474	Applicants
195	Examinees
132	Disqualified/Fails
127	Eligibles
43	Exams
86	No Shows to exams

PERSONNEL ACTIONS

Regular Employees	376
New Employees:	
• Regular	54
• Substitute.....	32
Promotions.....	24
Limited Term.....	8
Summer School.....	140
Reclassification.....	1
Voluntary Demotions.....	2
Separations:	
• Resignations	52
• Retirements.....	10
• Deaths.....	0
• Dismissals.....	6
• Layoffs	0
• To Re-Employment List.....	1

- Accounting Technician II
- Accounting Technician III
- Administrative Assistant (Confidential)
- Cafeteria Worker
- Clerk Typist (12)
- Community Liaison
- Educational Assistant
- Extended Care Assistant Site Lead
- Extended Care Site Lead
- Extended Care Worker
- Groundskeeper
- Inclusion Assistant (Substitute)
- Information Services Technician I
- Information Services Technician II
- Instructional Assistant I-Special Education
- Instructional Assistant II-Special Education/Health & Medical
- Instructional Assistant III-Special Education/Behavior
- Language Assessment Assistant
- Maintenance & Operations Supervisor
- Part-Time (Evening) Custodian-Limited Term
- Physical Education Assistant (Substitute)
- Purchasing Assistant
- Satellite Kitchen Lead
- Secretary
- Special Education Bilingual Technician
- Speech & Language Pathologist Assistant (SLPA)
- Student Supervisor

EMPLOYEE OF THE YEAR

Maria Gamez, Educational Assistant
El Cerrito (District Level)

PERSONNEL COMMISSION STAFF

Danelle Bautista
*Director of Classified Personnel/District
Supervisor/Insurance*

Denise Orozco
Personnel Technician II

Brenda Baez-Llamas
Personnel Technician I

**LA HABRA CITY
SCHOOL DISTRICT**



*La Habra City
School District*

**2022-23
PERSONNEL COMMISSION
ANNUAL REPORT**

PERSONNEL COMMISSION

Sharon Brown
Commission Chairperson

Kerry Woods
Member

Jeff Hoefler
Member

ORGANIZATION OF THE PERSONNEL COMMISSION

The Personnel Commission is a non-partisan public body responsible for the administration of the personnel "Merit System". In accordance with the Education Code, the "Merit System" includes the selection, retention, and promotion of classified (non-teaching) employees in a public school district.

The "Merit System" was voted into existence in this District by a simple majority vote of the classified employees in July 1966.

The Personnel Commission is composed of three (3) members, one member directly appointed by the Board of Trustees; one member appointed by the Board of Trustees from the nomination submitted by the recognized employee organization; and the third member being appointed by the other two Personnel Commissioners.

The Commissioners are each appointed for a three-year term, with the term of one member expiring in each year. To be eligible for appointment to the Commission, the Education Code requires that each appointee: (a) "Be a registered voter and resident within the territorial jurisdiction of the school district", and (b) "Be a known adherent to the principles of the Merit System."

A SPECIAL THANK YOU!

The Personnel Commission wishes to thank all who supported the PC office.

The work of the Personnel Commission is greatly dependent upon the many individuals, both internal and external, who lend their time to assist in the testing and interview process. Their commitment to the Personnel Commission allows the Commission to continue to produce excellence in the classified work force.

THE PERSONNEL COMMISSION

Sharon Brown

Mrs. Brown is the Commission's Board Appointee and was appointed in April, 2015. She was reappointed to a fourth term beginning in December 2023.

Jeff Hoefler

Mr. Hoefler is the CSEA Appointee and was appointed in July 2021. He was reappointed in December 2022.

Kerry Woods

The Commission welcomed Mrs. Woods in March 2022. She will serve as the Commission's Joint Appointee. Her term will sunset in December 2024.

The Personnel Commission maintained active membership in the:

- California School Personnel Commissioner's Association (CSPCA)
- Personnel Commissioner's Association of Southern California (PCASC)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)

CLASS/COMP STUDY

On December 15th, 2021, the LHCS District Board of Education approved a Professional Services Agreement with Educational Management Solutions (EMS) to conduct a comprehensive Classification and Compensation Study of all Classified Positions districtwide. The overall purpose of this Classification and Compensation Study was to develop a plan that can serve as a foundation for future decisions regarding job functions as well as wage and salary administration of classified positions at the La Habra City School District. This Study is being conducted as

part of the Personnel Commission's periodic review of job classifications and agreed upon between the District and the CSEA to maintain an equitable and competitive compensation structure for its classified employees over time.

WHAT IS THE MERIT SYSTEM?

The merit system is a set of rules and procedures similar to "civil service," which govern classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

MERIT SYSTEM LAW*

Requires the Personnel Commission to do the following:

Ensure employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.

Protect applicants and employees from discriminatory treatment.

Determine job-related educational and work experience requirements.

Ensure objective, job-related tests.

Provide for the establishment of eligibility lists.

Provide for announcements of job vacancies to employees and the public.

Classify or reclassify positions.

Recommend salary schedules consistent with the principle of like-pay for like-service.

Establish reasonable causes for demotion, suspension and dismissal.

Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

*** California Education Code Sections 45240-4**

**La Habra City School District
PERSONNEL COMMISSION**

Submitted for Ratification on October 17, 2023

Eligibility List Established on September 22, 2023

LICENSED VOCATIONAL NURSE	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 8/11/2023-9/22/2024	
Recruitment Process	
Applications Received and Screened:	11
Passed App. Screen & Invited to Written Exam:	5
Took Written Exam:	5
Passed Written Exam & Invited to Oral Exam:	5
Took Oral Exam:	5
Passed Oral Exam:	5
Number of Eligible Candidates per Rank	
Rank 1:	1
Rank 2:	1
Rank 3:	1
Rank 4:	1
Rank 5:	1
Rank 6:	
Rank 7:	
Rank 8:	
Rank 9:	
Rank 10:	

**La Habra City School District
PERSONNEL COMMISSION**

Submitted for Ratification on October 17, 2023

Eligibility List Established on October 4, 2023

PROGRAM BUDGET ANALYST	OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 10/4/2023-10/4/2024	
Recruitment Process	
Applications Received and Screened:	19
Passed App. Screen & Invited to Written Exam:	14
Took Written Exam:	10
Passed Written Exam & Invited to Oral Exam:	
Took Oral Exam:	7
Passed Oral Exam:	3
Number of Eligible Candidates per Rank	
Rank 1:	1
Rank 2:	1
Rank 3:	1
Rank 4:	
Rank 5:	



La Habra City School District

Extended Care Worker

SALARY: \$16.43/hour - \$20.97/hour (6-steps)
3 hours/day – 10 months/year

OPENING DATE: 10/10/2023 **CLOSING DATE:** **UNTIL FILLED**

La Habra City School District is an equal opportunity employer

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS. You may apply online by visiting <https://www.edjoin.org/lhcsd>. If you need assistance applying online, please contact us at 562-690-2326.

THE POSITION: Under supervision of the KidZone Extended Care Supervisor and direction from the Site Lead provides a safe, secure, and orderly, child-oriented environment; leads and organizes play and leisure time for students, and offers assistance with homework.

EXAMINATION PROCEDURES: This is a promotional and open competitive recruitment. To qualify to be placed on an eligibility list, a candidate must obtain a passing score on each test part of the examination process. The life of the eligibility list will be twelve (12) months. The resulting eligibility list will be used to fill current and future permanent and substitute vacancies.

DATE OF EXAMINATION: Candidates who are among the most qualified shall be notified via email or telephone of the time, date and place of the examination(s).

ESSENTIAL DUTIES: 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 classification.

- Leads students in organized outdoor games.
- Assists students with homework.
- Plans and carries out activities for students including indoor games, crafts, and group activities (i.e. plays, talent shows, etc.).
- Safely supervises student activities and guides them during play time.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

ABILITY: Work with children in a leadership role; relate well to both students and their parents; show patience and consistency in dealing with students; and maintain confidences; and must be able to stand for long periods of time.

Education/Training/Experience

Completion of high school or General Education Diploma (GED)
Previous experience working with children is highly desirable.

For a full job description, including requirements, physical demands and work environment pertinent to this job, please the job bulletin at <https://www.edjoin.org/lhcsd>

Contact: Brenda Baez-Llamas

Phone: 562-690-2326

Email: bbaez-llamas@lahabraschools.org

Address:

500 N. Walnut Street

La Habra, CA 90631

Website: <https://www.lahabraschools.org>



La Habra City School District Instructional Asst. I-Health & Medical

SALARY: \$19.77/hour - \$25.30/hour (6-steps)
3.5 hours/day – 10 months/year

OPENING DATE: 10/10/2023

CLOSING DATE: Until Filled

La Habra City School District is an equal opportunity employer

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS. You may apply online by visiting <https://www.edjoin.org/lhcsd>. If you need assistance applying online, please contact us at 562-690-2326.

THE POSITION: Under supervision of Site Administrator, attend to students in the classroom who have special needs requiring intensive individual instruction.

EXAMINATION PROCEDURES: This is a promotional and open competitive recruitment. To qualify to be placed on an eligibility list, a candidate must obtain a passing score on each test part of the examination process. The life of the eligibility list will be twelve (12) months. The resulting eligibility list will be used to fill current and future permanent and substitute vacancies.

Date of Examination

Candidates who are among the most qualified shall be notified via email or telephone of the time, date and place of the examination(s).

ESSENTIAL DUTIES: 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 classification.

- Assist students individually, or in a small group on assigned subjects and confer with teachers to ensure coordination of instructional efforts.
- Assist students when necessary with physical activities, therapy, daily living and self care skills, including diapering, toilet training, feeding, and other self-help skills; supervises students during class activities, in the library, on field trips, at lunch and recess.
- Attend to students' special needs as may be determined by the teacher or health professional by performing routine first aid which may include aiding children experiencing seizures or respiratory problems. May perform specialized health services to students, including catheterization.
- Assist in monitoring any special medical problems students may have and logs student medical information as appropriate. May also assist with maintaining confidential student records.
- Confer with instructional personnel and provides input regarding student progress by collecting data and recording student progress notes.
- Reinforce student learning activities by directing students into safe learning activities and assists in management of student behavior through use of positive reinforcement strategies and techniques.
- Assist in implementing Individualized Educational Plans for students; may be responsible for integrating special needs students into a mainstream setting.
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments within the field of special education; provide one-on-one intensive behavioral intervention services.
- Assist students getting on and off the bus and in meeting their safe bus transportation needs as described in his/her Individual Education Program (IEP) plan.
- Perform other related duties as assigned. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge and Abilities

KNOWLEDGE

- The basic methods of instruction.
- Special needs or requirements and effective behavior modification techniques relating to students with special needs.
- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.
- General knowledge of the purposes and goals of District's special education programs.
- Correct English usage, punctuation, spelling and grammar.
- Routine recordkeeping.

ABILITY

- Engage in strenuous physical activity and care for students, including feeding and lifting.
- Follow explicit professional instructions regarding the needs and activities of students.
- Learn the operation of medical equipment necessary to meet the physical needs of the students.
- Learn and utilize basic methods and procedures to be followed in the special education instruction setting.
- Participate in student activities, including physical education.
- Establish and maintain cooperative and effective working relationships with students, Staff and parents.
- Work effectively with students from preschool through eighth grade level.
- Understand, support, and protect confidential information on all students.
- Adapt to changing assignments throughout the school year.

Education/Training/Experience

Completion of high school or General Education Diploma (GED). Possession of an Associate's Degree or minimum of two years of college (48 units), or other evidence of equivalent training/education required under NCLB education for Title I school assignments; or applicant must be able to pass an assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics or reading, writing and mathematics readiness.

Volunteer or paid experience working with children who have special needs is required. Working in a special education environment is desirable.

For a full job description, including requirements, physical demands and work environment pertinent to this job, please see the job bulletin at <https://www.edjoin.org/lhcsd>

Contact: Brenda Baez-Llamas
Phone: 562-690-2326
Email: bbaez-llamas@lahabraschools.org

Address:
500 N. Walnut Street
La Habra, California, 90631

Website: <https://www.lahabraschools.org>



La Habra City School District

Network Specialist

SALARY: \$6,436/month - \$8,212/hour (6-steps)
8 hours/day – 12 months/year

OPENING DATE: 10/10/2023

CLOSING DATE: Until Filled

La Habra City School District is an equal opportunity employer

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS. You may apply online by visiting <https://www.edjoin.org/lhcsd>. If you need assistance applying online, please contact us at 562-690-2326.

THE POSITION: Under the general supervision of the Director of Technology; design, analyze, implement and maintain district WAN and LAN network infrastructure. This position will integrate the Student Information System with external and internal databases and applications; provide network support for teachers, administrators, and support staff, including hardware trouble shooting, installation of new software and updates to existing systems.

EXAMINATION PROCEDURES: This is a promotional and open competitive recruitment. To qualify to be placed on an eligibility list, a candidate must obtain a passing score on each test part of the examination process. The life of the eligibility list will be twelve (12) months. The resulting eligibility list will be used to fill current and future permanent and substitute vacancies.

DATE OF EXAMINATION:

Candidates who are among the most qualified shall be notified via email or telephone of the time, date and place of the examination(s).

ESSENTIAL DUTIES: 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 classification.

- Install, configure, and maintain local and wide area network equipment (LAN and WAN) and wireless devices, including file servers, application servers, workstations, hubs, routers, switches, bridges, and internet protocol.
- Plan, maintain and develop databases, as well as programming applications and respective duties using SQL and .NET.
- Assist and provide guidance to school site computer technicians and staff in trouble shooting classroom, computer lab, and office software, hardware, and network issues.
- Create, update and maintain group policy for all District schools using Active Directory Group policy. Manage separate rights and restrictions for student, parent, staff, and guest profiles. Design and implement the District disaster recovery and backup plan.
- Manage Microsoft Exchange server environment, including SPAM filter, archive, software updates, backups and accounts.
- Manage District databases. Assist in maintaining curricular and administrative software databases.
- Manage a virtual infrastructure, consisting of a data storage array (SAN) and a network of virtual servers.
- Implement and support VOIP networks including phones, E911 location reporting, voicemail and security.
- Manage Windows servers.
- Develop and prepare records and documents related to network hardware, software and cabling maintenance, inventory and usage.

- Participate in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job skills.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge and Abilities

KNOWLEDGE:

- Network infrastructure including WAN, LAN and wireless usage, implementation, and network terminology, Windows servers including Active Directory, SQL, and Exchange.
- VMware system administration and database structures. • Network security, firewall administration and business continuity processes.
- Materials, methods and tools used in the operation, installation and repair of computer and network systems.
- Project management procedures and techniques.
- TCP/IP networks and router configurations including OSPF and RIP.
- Database design, programming, and management of SQL, and .NET.

ABILITY:

- Serve as a technical resource to District personnel.
- Plan, schedule, organize, and prioritize work.
- Troubleshoot and resolve, in person and via telephone, problems experienced by computer system users.
- Be self-motivated and work under minimal supervision.
- Maintain good working relations with all levels of personnel.

Education/Training/Experience

Completion of high school or General Education Diploma (GED). Degree from an accredited four-year institution or computer training institute in computer technology preferred. VMware Certified Professional certification (VCP), Cisco Certified Network Associate (CCNA) or similar certifications are highly desirable.

Minimum of three years performing diagnostic testing, repair and preventative maintenance on WAN/LAN networks, personal computers, and related hardware. Experience in database administration including design, configuration, troubleshooting, integration, enhancement and security management.

For a full job description, including requirements, physical demands and work environment pertinent to this job, please the job bulletin at <https://www.edjoin.org/lhcsd>

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La Habra City School District

To: Personnel Commissioners
From: Danelle Bautista, Director of Classified Personnel
Date: October 17, 2023
CC: Superintendent
Re: Classification/Compensation Study

Background:

On December 15th, 2021, the LHCS D Board of Education approved a Professional Services Agreement with Educational Management Solutions (EMS) to conduct a comprehensive Classification and Compensation Study of all Classified Positions districtwide. The overall purpose of this Classification and Compensation Study was to develop a plan that can serve as a foundation for future decisions regarding job functions as well as wage and salary administration of classified positions at the La Habra City School District. This Study is being conducted as part of the Personnel Commission's periodic review of job classifications and agreed upon between the District and CSEA to maintain an equitable and competitive compensation structure for its classified employees over time.

The overall purpose of the Study was to analyze seventy-five (75) current job classifications and develop a plan that would serve as a foundation for future decisions regarding sustainable compensation practices.

SUMMARY OF RECOMMENDATIONS

- Update the titles of all job descriptions to provide a more appropriate description of job scope and to ensure a more uniform job title structure.
- Adopt seventy-five (75) updated job descriptions created based on employee and supervisor input and formatted in a legally compliant manner.
- Adopt updated wage placement wage structures based on internal equity and market data provided throughout the study.

Phase One: Job Analysis

The job analysis process involved researching, analyzing, and documenting the responsibilities, duties, skills, knowledge, and abilities related to a position. The gathered data was used for the development of final job descriptions and served as the basis of any recommendations for new job titles and/or consolidation of existing titles. The job analysis performed by EMS was designed to identify and organize the Essential Functions, Physical Demands, Environmental Conditions, and other related job information. The EMS process included the following three (3) step approach to collect information:

STEP 1 - Focus Groups: Focus Groups made up of a representative sample of incumbents performing the job were interviewed as part of the EMS method of job information collection. These focus groups typically consisted of three (3) to five (5) job classifications that were in the same job family (e.g., Information Services Technician I, II and Systems Analyst I, II.). These focus groups allowed EMS representatives to speak directly with incumbents and collect the data initially used to describe the duties performed by each job. The focus groups covered a sample representation of employee input for over 70 position classifications. To solicit employee interest in participating, the Personnel Department sent an email to all incumbents in the classifications being reviewed. Additionally, CSEA assisted in communicating with employees to participate in the focus group process. All employees that submitted interest to participate in the focus group process were invited.

STEP 2 – Supervisor Validations: EMS met with supervisors to reaffirm the scope of job data collected during focus groups and to identify the specific competencies that employees most need to be successful at each job. These meetings were held in small groups and allowed supervisors to review initial position description drafts and provide input and feedback. This activity also included identifying the certificates, licenses, clearances, and testing associated with each classification.

STEP 3 – Employee Review: The third step of the job analysis approach is a comprehensive review of draft job descriptions by all employees. This final step is designed to allow every employee to receive and review the draft of their job description and to discuss them with supervisors. During this employee review process, employees are provided the opportunity to provide comments, concerns, and recommendations to their job description before the finalization of job descriptions. Employees were provided an opportunity to submit questions, concerns, and feedback regarding their position description draft. Recommendations were sent back to EMS to finalize their review of all employee feedback as they prepared final drafts of the position descriptions.

Employees have had ample opportunity to participate in and provide input to the job review process before the final drafts were entered into the report.

Recommended Action:

It is recommended that the Personnel Commission review and approve the findings and recommendations of the three step process for each of the attached job descriptions.

Financial Implications, if any:

n/a

La Habra City School District Job Description

Accounting Technician

Purpose Statement

The job of Accounting Technician is for the purpose of providing support to department activities with specific responsibility for the accurate processing of payment for approved invoices and contract payments; recording, updating and reconciling financial information; preparing and maintaining District financial and statistical records; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to the Director of Fiscal Services

Essential Functions

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 classification.

- Assesses a variety of financial data (e.g. warrants, invoices, receipts, purchase orders, requisitions, etc.) for the purpose of maintaining accurate account balances and ensuring compliance and accurate documentation for established accounting practices.
- Assists auditors (e.g. providing necessary financial information, etc.) for the purpose of providing supporting documentation and information on internal processes that are required for audit.
- Assists other personnel and a variety of outside parties in the resolution of discrepancies for the purpose of providing support for completing transactions, identifying appropriate actions and complying with established financial procedures.
- Maintains a variety of financial information, files and records (e.g. purchase orders, invoices, shipment verification, time records, expense reports, etc.) for the purpose of ensuring the availability of documentation and compliance with established District policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and fiscal practices are followed.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to implement accounting technician processes.
- Prepares written and electronic financial information (e.g. reports and forms, Board warrant lists, open purchase orders list, etc.) for the purpose of performing required activities, providing documentation for future reference, conveying information, and complying with established financial practices, legal and administrative requirements.
- Processes a variety of accounting duties (e.g. accounts payable, accounts receivable, transfers, adjustments, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Processes a variety of financial information as assigned for the purpose of updating and distributing information, authorizing for action and complying with established accounting practices.
- Researches and resolves discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.

- Responds to inquiries from a variety of sources (e.g. other employees, vendors, auditors, administration, etc.) for the purpose of facilitating communication and providing guidance among several parties; providing information and referral for addressing inquiry.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications (Microsoft Word, Excel, Google Suite, etc.); preparing and maintaining accurate records; performing accounting procedures; and coordinating with other District personnel.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; general office procedures; and computer skills; codes, laws, regulations.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; communicating effectively; and working with detailed information/data.

Physical Standards

Working Environment

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet.

Physical Demands

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing on various surfaces as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding 20 pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

Education/Training/Experience

Any combination equivalent to: Graduation from high school and two (2) years of clerical accounts payable, accounts receivable, or financial experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

None Specified

Continuing Educ./Training

Maintains Certificates and/or Licenses

Mandatory Reporter Training Certification

Clearances

Criminal Background Clearance

Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 29

**Formerly Accounting Technician II*

**Revised by EMS - 2023*

La Habra City School District Job Description

Payroll Specialist

Definition

The job of Payroll Specialist is for the purpose of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling of payroll information in compliance with established policies; performing complex payroll related functions; and, providing instruction, recommendations and accounting support to other personnel.

This job reports to the Director of Fiscal Services or designee.

Essential Functions

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 classification.

- Analyzes employee time reports and audits for the purpose of ensuring compliance with payroll rules, contract language, and conformance to established financial practices and regulatory requirements.
- Assists auditors (e.g. meeting with auditors to review District fiscal information, etc.) for the purpose of providing supporting documentation and information on fiscal processes that are required for audit.
- Assists in providing salary projections for the purpose of supporting the Director of Fiscal Services.
- Coordinates with Human Resources (e.g. employee compensation, retirements, new hires, terminations, employee benefits, health and welfare changes, etc.) for the purpose of providing necessary employee record updating, and ensuring compliance with established accounting practices.
- Maintains a wide variety of financial information, files and records (e.g. contracts, salary information for all District teachers and substitutes, detailed permanent employee accumulated leave records for all leave types, etc.) for the purpose of ensuring accuracy and availability of documentation in compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. meetings with school site personnel, government agencies, etc.) for the purpose of conveying and gathering information required for District fiscal processes.
- Prepares supplemental payroll and adjustments (e.g. corrections, stipends, bonuses, etc.) for the purpose of ensuring accuracy and compliance with district policy and established regulatory guidelines.
- Prepares and processes a wide variety of employment documentation and reports (e.g. hiring, terminating, journal entries, health and welfare documentation, etc.) for the purpose of performing required employee processes; providing documentation for future reference; conveying information to Human Resources, county offices and state agencies; and, complying with established financial, legal and/or administrative requirements.
- Processes a variety of payroll-related journal entries and adjustments for the purpose of verifying documentation and accuracy.
- Process salary and voluntary deduction changes, including health insurance, income protection, tax-sheltered annuities, professional dues and other related deductions.

- Provides orientation and support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Recommends policies, procedures and actions on issues that relate to accounting functions for the purpose of providing direction and decision making.
- Reconciles account balances and related financial activity (e.g. quarterly payroll tax returns, invoice reconciliation, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Responds to inquiries from a wide variety of sources (e.g. other employees, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; providing fiscal process analysis; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; specific knowledge of District fiscal process; knowledge of codes, laws, regulations; and knowledge of employee internal equity, benefits.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; coordinating effectively with Director of Fiscal Services; and communicating effectively with District credentialed and classified employees.

Physical Standards

Working Environment

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that may require working without direct and/or constant supervision. Working in an office environment where the noise level is usually quiet.

Physical Demands

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing on various surfaces as well as bending and reaching at, below and above shoulder level.

Lifting, pushing or pulling of objects generally not exceeding 20 pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

Education/Training/Experience

Job related experience with increasing levels of responsibility is required. Any combination equivalent to: Graduation from high school and three (3) years of increasingly responsible technical and/or clerical experience, with one (1) year in technical payroll, accounting, or related area.

Required Testing

Job-Related Skills Proficiency Test

Certificates

None Specified

Continuing Educ./Training

Maintains Certificates and/or Licenses

Required Safety and Compliance Trainings

Clearances

Criminal Background Clearance

Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 33

**Formerly Accounting Technician III*

** Revised by EMS - 2023*

La Habra City School District Job Description

Nutrition Services Worker

Purpose Statement

The job of the Nutrition Services Worker is for the purpose of providing support to the food service activities at assigned location by preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to the Director of Nutrition Services or designee.

Essential Functions

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 classification.

- Assists with inventory of cafeteria food and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions and meeting professional standards requirements.
- Cleans work area (e.g. utensils, equipment, storage, food preparation/serving areas, etc.) for the purpose of maintaining required sanitary conditions.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors food temperature control for the purpose of complying with food safety guidelines.
- Performs general Nutrition Services functions as needed (e.g. operating Point of Sale (POS) equipment, printing reports, organizing meal cards, etc.) for the purpose of supporting Nutrition Services operations.
- Prepares food and beverage items and serves items and/or ready-made food products heated/reheated per manufacturers recommendations for one or more sites and for multiple meals as assigned (e.g. salads, vegetables, fruit, snacks, etc.) for the purpose of meeting mandated nutritional requirements, adhering to special dietary requirements of individual students, meeting serving schedule and/or requests of students and school personnel.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves meals and/or snacks to students for the purpose of meeting mandated nutritional requirements, adhering to special dietary requirements of individual students, meeting serving schedule and/or requests of students and school personnel.
- Washes dishes for the purpose of ensuring adherence to proper sanitation methods and preventing cross contamination.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to food safety and sanitation practices; operating equipment found in a commercial kitchen; and communicating effectively with staff and students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; sanitation practices; food service codes/laws/rules/regulations/policies; methods of quantity cooking; and school safety and security practices.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with interruptions; lifting, carrying, moving inventory; and communicating with persons of diverse backgrounds;.

Physical Standards

Work Environment

While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects and may be required to drive a vehicle to and from school sites when serving as a substitute Food Transporter/Server. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate nutrition service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lifts and/or move up to 40-pound objects. These objects include sacks/boxes of food and supplies, pots/pans of food, food carts, kettles, small equipment, etc. These Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also order supplies, serve students, collect money, etc. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student and parent helpers.

Education/Training/Experience

Any combination equivalent to job related experience is desired, completion of high school or General Education Diploma (GED) or three (3) months of paid experience in the food service industry.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Food Handlers/ServSafe Certificate is desired

Continuing Educ./Training

Maintains Certificates and/or Licenses
Mandatory Reporter Training Certification

Clearances

Criminal Background Clearance
Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 14

**Formerly Cafeteria Worker*

**Revised by EMS - 2023*

La Habra City School District Job Description

Central Kitchen Assistant

Purpose Statement

The job of Central Kitchen Assistant is for the purpose of providing support to the food service activities at assigned location by cooking food items that meet mandated nutritional requirements and/or requests of students and/or school personnel; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

This job reports to the Director of Nutrition Services or designee.

Essential Functions

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 classification.

- Assists in the preparation, cooking and serving of food and beverage items for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates regularly with food service office (e.g. phone and/or email, etc.) for the purpose of ensuring daily communication for all sites food services.
- Completes production and transport records for the purpose of providing account of daily meals activity and accurate historical documentation.
- Cooks and heats foods according to manufacturer instructions while complying with food safety requirements (e.g. vegetables, entrée items, desserts, baked items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Evaluates prepared foods for flavor, appearance and temperature for the purpose of providing items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Inventories food, condiments and supplies if assigned for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains a clean and sanitary kitchen (e.g. utensils, equipment, storage, food preparation/serving areas, etc.) for the purpose of maintaining required sanitary conditions.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and food service areas for the purpose of ensuring a safe and sanitary working environment.
- Operates the point-of-sale work station (e.g. balancing cash receipts, printing reports, etc.) for the purpose of ensuring accuracy of meal transactions and end of day report.
- Prepares and serves one or more items for one or more sites for multiple meals for the purpose of meeting mandated nutritional requirements.

- Receives deliveries and stocks food, condiments, and supplies for the purpose of verifying order specifications, quantity, and quality meet preparation requirements; maintaining adequate inventory and security of items; and, ensuring compliance with mandated health standards.
- Reports equipment malfunctions to lead cafeteria worker for the purpose of maintaining equipment in safe working order.
- Serves meals to students for the purpose of meeting mandated nutritional requirements, adhering to special dietary requirements of individual students, meeting serving schedule and/or requests of students and school personnel.
- Washes dishes for the purpose of ensuring adherence to proper sanitation methods and preventing cross contamination.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; using pertinent software applications; collecting money; and communicating effectively with co-workers and students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; sanitation practices; and District meal processes.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; working with interruptions; adapting to changing work priorities; maintaining confidentiality; moving and handling inventory; and providing assistance to food services processes at site.

Physical Standards

Work Environment

While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate nutrition service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lifts and/or move up to 40-pound objects. These objects include sacks/boxes of food and supplies, pots/pans of food, food carts, kettles, small equipment, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also order supplies, serve students, collect money, etc. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student and parent helpers.

Education/Training/Experience

Any combination equivalent to: One (1) year of paid experience in the food service industry, with experience in quantity food preparation.

Required Testing

Job-Related Skills Proficiency Test

Certificates

ServSafe Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses
Mandatory Reporter Training Certification

Clearances

Criminal Background Clearance
Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 20

**Formerly Cooks Helper*

**Revised by EMS – 2023*

La Habra City School District Job Description

Nutrition Services Warehouse Delivery Worker

Purpose Statement

The job of Nutrition Services Warehouse Delivery Worker is for the purpose of coordinating and operating the centralized food service warehouse delivery system; providing support to the food service activities under the supervision of the Director of Nutrition Services; transporting food, supplies, and/or equipment to designated sites; and maintaining vehicle and other equipment in a sanitary and safe operating condition.

This job reports to the Director of Nutrition Services or designee.

Essential Functions

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 classification.

- Assists in periodic and annual inventories for the purpose of ensuring accuracy and inventory availability.
- Checks equipment operation at District food sites and warehouse (e.g. refrigerators, freezers, storage units, fork lifts, pallet jack, District vehicle, etc.) for the purpose of ensuring adequate operation of all warehouse and delivery site equipment; reporting all necessary repairs.
- Coordinates reception of supplies to all school sites and kitchens (e.g. storage, retrieval, issuance, delivery; verifies deliveries, researches and reports discrepancies, etc.) for the purpose of ensuring accurate, efficient food service delivery to all District food service sites.
- Loads and unloads food items, supplies and equipment for transport (e.g. utilizes fork lift and pallet jack, etc.) for the purpose of preparing items for transport to assigned locations.
- Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, etc.) for the purpose of providing written support and/or conveying information.
- Maintains assigned vehicle (e.g. fluid levels, fueling, interior/exterior cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitary transportation of food items.
- Manages a variety of food service and warehouse activities (e.g. verification of purchase orders and receipts; resolution of delivery problems; record keeping of warehouse inventory; provision of supplies from catering and local stores, etc.) for the purpose of ensuring optimal food service delivery; ensuring effective operation of warehouse; and providing for District inventory needs.
- Performs functions of other nutritional services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Transports items to various school sites, kitchens or other locations (e.g. food items, supplies, equipment, etc.) for the purpose of ensuring delivery of requested items to designated sites at designated dates and times, and to specified storage locations at sites.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating job related equipment; using pertinent software applications; skills in overseeing District food service inventory; skills in maintaining warehouse organization; and effective communication skills with District site personnel and food vendors.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance and safety practices and procedures; codes/laws/rules/regulations/policies; school safety and security practices; knowledge of safe receiving, storing, and issuing of supplies, equipment, materials and food products; technical aspects of warehouse operation; knowledge of equipment operation; and knowledge of inventory practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities; working as part of a team; performing moderately heavy physical labor; implementing warehouse inventory processes; operating delivery vehicle equipped with a lift gate; operating pallet jack and fork lift; and understanding of delivery routes.

Physical Standards

Work Environment

While performing the duties of this position, the employee regularly works in a warehouse environment. Employees will also work in an outdoor environment and is subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. The employee may be exposed to cold conditions when working in the warehouse and central kitchen refrigerators/freezers. The employee may be exposed to fumes, dust and odors, and work at heights within the warehouse environment. The employee regularly works with moving mechanical equipment including forklift and pallet jack. The noise level in the environment is usually moderate and occasionally will be very loud.

Physical Demands

The physical demands of this position include walking and standing for extended periods of time and the use of hands and fingers to operate and repair specialized equipment. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load/unload or move materials. Heavy physical labor involving the lifting, carrying, pushing and pulling of heavy objects is required. The employee must regularly lift and/or move up to 50 pounds without assistance, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Reaching overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, kneeling and

crouching. The employee is occasionally required to climb ladders to reach supplies and equipment and balance, stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position and in some instances pushes food carts that can weigh up to 500 pounds. The employee is regularly required to use hands to operate various warehouse equipment. Hearing and speaking abilities to exchange information and vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect print shop equipment and work product. The employee must be able to hear and speak to receive and exchange information.

Education/Training/Experience

Any combination equivalent to: Two (2) year of experience in warehouse distribution and the operation of a delivery vehicle.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Food Handlers/ServSafe Certificate
Fork Lift and Pallet certification
Valid Driver’s License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses
Mandatory Reporter Training Certificate

Clearances

Criminal Background Clearance
Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 25

**Formerly Food Service Warehouse Delivery Worker*

**Revised by EMS - 2023*

La Habra City School District Job Description

Satellite Kitchen Lead

Purpose Statement

The job of Satellite Kitchen Lead is for the purpose of overseeing the operation of a satellite kitchen in the serving of food; maintaining a clean kitchen and equipment; maintaining inventory of food and supplies; placing orders with Nutrition Services office; providing support to the nutrition service activities at assigned location; maintaining facilities in a safe and sanitary condition; and assisting assigned personnel to perform job functions.

This job reports to the Director of Nutrition Services or designee.

Essential Functions

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 classification

- Assesses food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Communicates regularly with nutrition services staff, nutrition services office, site administrator, and school office staff for the purpose of conveying accurate information and ensuring effective daily operation of nutrition services at school site operations.
- Completes production and transport records for the purpose of providing daily meals activity and accurate historical documentation.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current local, state and federal health standards.
- Maintains clean and sanitary kitchen and service areas (e.g. dishes, utensils, equipment; storage, food preparation, serving areas, etc.) for the purpose of preparing and serving meals to students in a clean and sanitary environment in compliance with current local, state and federal health standards.
- Operates the point-of-sale (POS) work station (e.g. balancing cash receipts, printing reports, etc.) for the purpose of ensuring accuracy of meal transactions and end of day report.
- Orders, inventories, and stocks food, condiments, and supplies for the purpose of ensuring adequate inventory, availability, and security of items required for meeting projected menu requirements.
- Oversees the scheduling, preparation, cooking and serving of food and beverage items for multiple meals and/or snacks as required at site (e.g. prepares and/or cooks and heats foods according to manufacturer instructions, monitors food temperatures, serves food and beverage items, oversees a la carte snack program at middle school locations, coordinates flexible meal service at sites utilizing a block schedule, etc.) for the purpose of meeting mandated nutritional and health requirements and adhering to special dietary requirements of individual students.
- Oversees daily operations (e.g. opening kitchen; preparing kitchen ovens, food warmers, appliances, serving area; scheduling staff, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and meeting professional standards requirements.

- Reports equipment malfunctions for the purpose of ensuring safe working order of equipment.
- Serves meals to students and staff for the purpose of meeting mandated nutritional requirements, adhering to special dietary requirements of individual students.
- Supervises all site location processes according to daily schedule (e.g. end of day reports, preparation of deposit slips, production records, order supply forms, turning off all appliances, etc.) for the purpose of ensuring that required daily nutrition service operation is completed.
- Supports assigned personnel and student workers, (e.g. training staff, providing food preparation and serving assistance, dishwashing, etc.) for the purpose of assisting staff in implementing all daily kitchen functions; and ensuring safe and efficient kitchen operations in compliance with health and safety standards and requirements.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; using pertinent software applications; collecting money; and operating job related equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; sanitation practices; knowledge of codes, regulations, laws, pertaining to food service; and knowledge of daily scheduled food service duties.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data; ability to lift, move product and equipment; ability to communicate clearly and accurately.

Physical Standards

Work Environment

While performing the duties of this job, the employee generally works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud dependent on specific work site and/or equipment operation.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, twist at the neck and trunk, bend at the waist and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms, reach overhead, above shoulders and horizontally. Employees will use hands to handle objects and tools, and operate food service equipment. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 40-pound objects. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information and if required, supervise school site student helpers.

Education/Training/Experience

Any combination equivalent to: Graduation from high school or equivalency. Six months of paid experience in the food service industry with increasing levels of responsibility.

Required Testing

Job-Related Skills Proficiency Test

Certificates

ServSafe Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Required Safety & Compliance Trainings

Clearances

Criminal Background Clearance

Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 16

**Revised by EMS - 2023*

La Habra City School District Job Description

Inclusion Assistant

Purpose Statement

The job of Inclusion Assistant is for the purpose of providing support to the instructional program within assigned classroom by providing instruction to individual and/or small groups of students in an assigned special education program; monitoring and reporting student progress regarding behavior and performance; and providing clerical support to teacher/s and staff related to classroom activities.

This job reports to the Site Administrator or designee.

Essential Functions

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 classification.

- Accompanies assigned Special Education student(s) into general education classrooms for the purpose of providing required support included in IEPs.
- Adapts classroom activities, assignments, and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers minor first aid as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Administers classroom assignments, modifies materials as needed and explains instructions to students (e.g. tests, homework assignments, make-up work, etc.) for the purpose of supporting teachers in the instructional process.
- Assists a variety of students, individually or in small groups, with lesson assignments and in developing self-help and social communication skills as assigned for the purpose of practicing and/or reinforcing learning concepts; assisting students in reaching academic goals, grade level standards, and socialization goals.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with site/district personnel reporting progress regarding student performance and behavior for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Implements instructional programs and lesson plans under the supervision of assigned teacher(s) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains manual and electronic files and records (e.g. daily, weekly, and monthly progress report data, behavior logs, etc.) for the purpose of providing information, documentation, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Performs a variety of clerical duties (e.g. preparing and duplicating instructional materials, scoring papers, inputting academic and behavioral data, etc.) for the purpose of providing support to the supervising teacher.

- Provides daily living, self-care, self-help assistance to students (e.g. bathroom assistance, diapering, etc.) for the purpose of supporting student independence.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Supports classroom teachers and other school personnel for the purpose of assisting in the implementation of curriculum and teaching methodologies, behavior modifications, and meeting students' IEP objectives.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; communicating effectively and understanding English in both oral and written form; reading, interpreting applying, and explaining rules, regulations, policies, and procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic instructional methods and techniques; child guidance principles and practices related to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including arithmetic, grammar, spelling, punctuation, language, and reading; safe practices in classroom and playground activities; correct English usage, punctuation, spelling, grammar, and vocabulary; classroom procedures and appropriate student conduct; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the procedures, functions, and limitations of assigned duties; communicating with diverse groups; maintaining confidentiality; setting priorities; interacting using tact, patience, and courtesy; establishing and maintaining cooperative and effective working relationships with students, staff, and others; supervising and disciplining students according to approved policies and procedures; working as part of a team; performing routine clerical duties such as filing, duplicating, and maintaining records; understanding and following oral and written directions; and working with constant interruptions.

Physical Standards

Work Environment:

While performing the duties of this job, the employee works in several environments, including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in a special education dealing with health and medical conditions. Employees in this position may have a higher level of exposure to infection and

physical injury from students. There is also frequent contact with staff and the public. Employees may be exposed to childhood diseases and anti-social behavior. The noise level is moderate.

Physical Demands:

The physical demands of this position include sitting and standing for extended periods of time. Dependent on class/student assignment the employee may frequently move or lift children weighing up to 50 pounds unassisted from wheelchairs to tables or desks. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices, assist students on or off a bus, either in a wheelchair or using some other mobility-assisted equipment. Frequent bending at the waist is required as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercises and pushing of wheelchairs with or without students up and down includes, steps and on long walks. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run medical and instruction resource equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of sound. Seeing to read a variety of materials and monitor student activities is required.

Education/Training/Experience

Any combination equivalent to: Graduation from secondary school or equivalent GED and one (1) year experience working with elementary school-age children with special needs in an organized educational, health, childcare, or other structured setting.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least two (2) years of study at an institution of higher education OR
- Obtained an associate’s or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics

Required Testing

Job-Related Skills Proficiency Test

Certificates

CPR/First Aid Certificate

Continuing Education/Training

Maintains Certificates and/or Licenses
Required Safety & Compliance Trainings
Mandated Reporter Training Certificate

Clearances

Criminal Background Clearance
Tuberculosis Clearance

Approval Date

October 17, 2023

Salary Range

Range 21

**Revised by EMS - 2023*