



Date: April 28, 2021

To: Civil Service Commission

From: Jami Kerr-Jenkins, Personnel Analyst

Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–
SCHOOL GUARD**

On April 22, 2021, the Civil Service Department received correspondence from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for School Guard. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification of School Guard, formerly assigned to the Police Department is now exclusive to the Department of Public Works.
- The School Guard, under minimal supervision, guides children and adults safely across city streets at assigned intersections.
- The classification specification of School Guard was adopted on March 19, 1974 and no revisions have been made since its adoption.
- The proposed changes to the School Guard Classification Specification are as follows:
 - **Definition:** Added the word “minimal” to read “Under minimal supervision, guides children and adults safely across city streets at assigned intersections.”
 - **Example of Duties:** Updated the requirements with more specific and updated language to include:
 - The deletion of the duty statement “Waits for breaks in automotive traffic”
 - The addition of the words “guides” and “with minimal interruption to the flow of traffic” to the duty statement to read “Guides children across in groups, with minimal interruption to flow of traffic.”

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- The deletion of “Assures the observing of safety” and “walking of bicycles across streets within the lines of cross walks” to read as “Ensures precautions such as removal of skates, carrying of skateboards and walking of bicycles before entering crosswalks.”
- The deletion of “crossers” and “instruction” to read “Cautions and guides pedestrians by oral instruction, hand direction or signs”
- The deletion of “Observes conditions on the job and reports to police officer assigned to area.”
- **Minimum Qualifications:** Updated the Minimum Qualifications section with more specific qualifications from past job bulletins to include the deletion and addition of the following:
 - The deletion of the existing minimum qualifications below:
 - Recent experience that required the ability to meet and tactfully handle the public;
 - Knowledge of the California Vehicle Code as pertains to pedestrians and school crossings, principles and practices of first aid.
 - Willingness to work split shift, purchase and wear regulation uniforms and secure a driver's license.
 - Must have a telephone and be able to provide suitable transportation to any assigned location within the City.
 - Must be in good physical conditions (able to stand for long period and work out-of-doors in inclement weather), have good vision, hearing and depth perception, and have no record of improper conduct.

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- The existing minimum qualifications above were replaced with the following qualifications:

All applicants must be willing and able to do all of the following:


- Work anytime during the hours of 6:00 a.m. and 5:00 p.m.;
- Work split shifts;
- Stand and walk for 2 ½ - 3 hours per shift;
- Repeatedly step up and down curbs;
- Pass a hearing and vision test;
- Have dependable transportation to be able to report to any School Guard station within one half-hour of notification;
- Be willing and able to work in a substitute-relief capacity for any one of the School Guard stations located throughout the City;
- Be available by telephone to receive calls for daily assignment prior to the start of shift;
- Work in all types of weather;
- Tactfully deal and communicate effectively with the public, especially children;
- Wear a department issued regulation uniform at all times when working.

Staff worked with the Department of Public Works and the Human Resources Department on the proposed changes to the School Guard classification. The International Association of Machinists and Aerospace Workers (IAMAW) union was notified of the proposed changes on April 1, 2021. Email correspondence was received on April 13, 2021, stating no concerns regarding the revisions to the School Guard classification and job opportunity bulletin. Therefore, a meet and confer was not held.

The Department of Public Works, Human Resources Department and the International Association of Machinists and Aerospace Workers (IAMAW) Representatives, have been informed that this request is on today's agenda and representatives from the Public Works and Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

Date: April 21, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION UPDATE – SCHOOL GUARD**

Attached for your consideration is an update to the School Guard Classification Specification. The Public Works department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The Example of Duties, Minimum Qualifications and KSAs were revised to reflect the current duties and provide a detailed clarification of the requirements.

Human Resources staff worked with Civil Service and the Public Works department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the School Guard classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Fred Verdugo, Deputy Human Resources Director (562) 570-5045.

FV:KC:VK

Attachments

1. School Guard Classification Specification.

cc:

Fred Verdugo, Deputy Human Resources Director

CITY OF LONGBEACH

CLASSIFICATION SPECIFICATION

TITLE: SCHOOL GUARD

DEFINITION: Under minimal supervision, guides children and adults safely across city streets at assigned intersections.

EXAMPLES OF DUTIES:

- Employs good judgment in determining timing of crossings;
- Guides children across in groups, with minimal interruption to flow of traffic;
- Ensures precautions such as removal of skates, carrying of skateboards and walking of bicycles before entering crosswalks;
- Cautions and guides pedestrians by oral instruction, hand direction or signs;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

All applicants must be willing and able to do all of the following:

- Work anytime during the hours of 6:00 a.m. and 5:00 p.m.;
- Work split shifts;
- Stand and walk for 2 ½ - 3 hours per shift;
- Repeatedly step up and down curbs;
- Pass a hearing and vision test;
- Have dependable transportation to be able to report to any School Guard station within one half-hour of notification;
- Be willing and able to work in a substitute-relief capacity for any one of the School Guard stations located throughout the City;
- Be available by telephone to receive calls for daily assignment prior to the start of shift;
- Work in all types of weather;
- Tactfully deal and communicate effectively with the public, especially children;
- Wear a department issued regulation uniform at all times when working.

HISTORY:

Approval/Adoption Dates: 03/19/74