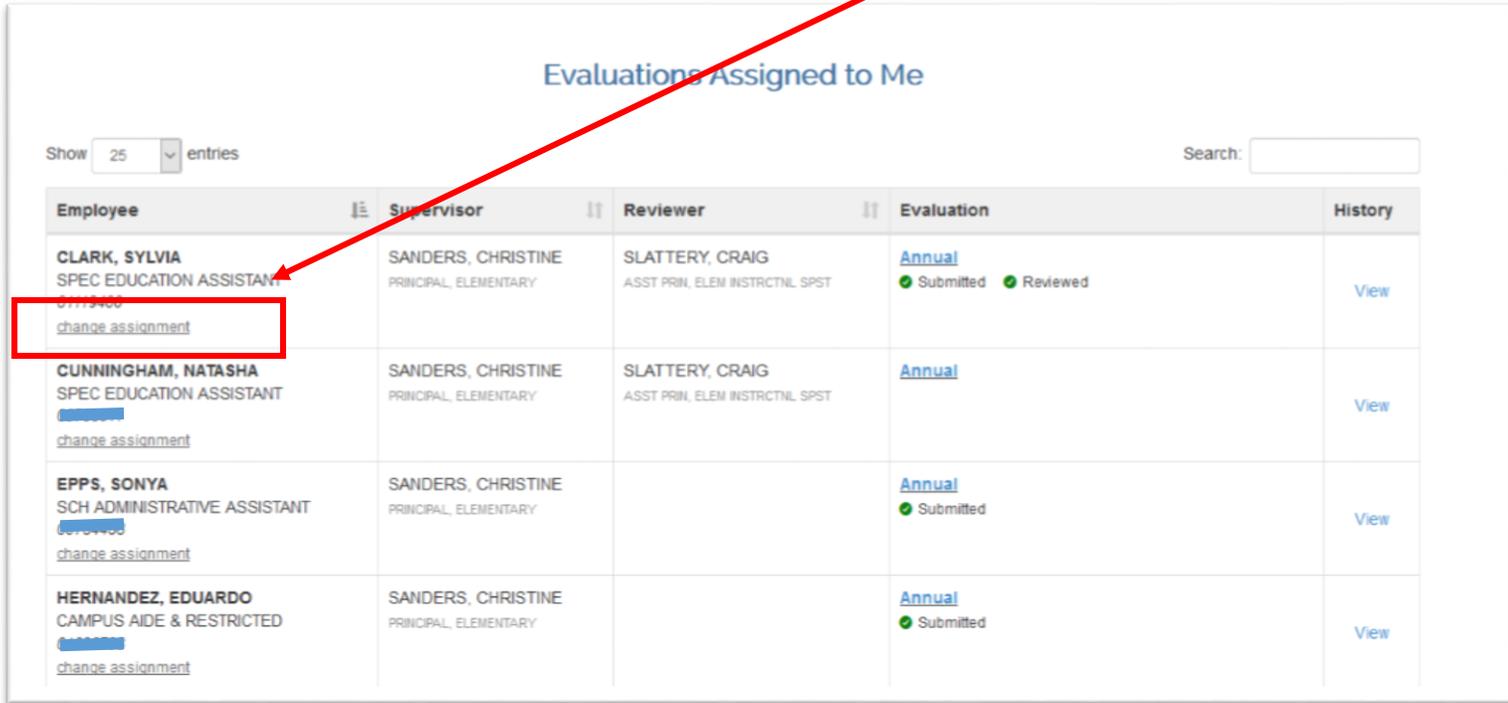


Job Aid for Chief of Location /Designee

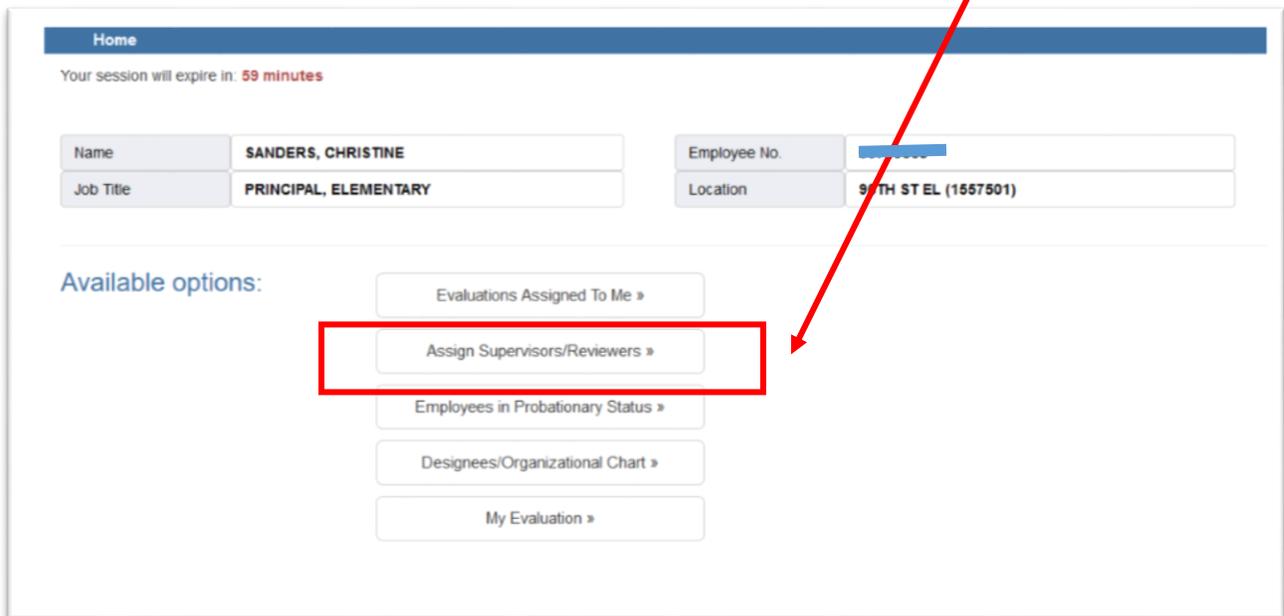
1. Under “Evaluations Assigned to Me” Tab:
For employees no longer under your supervision, please select “change assignment”



The screenshot shows a table titled "Evaluations Assigned to Me". At the top left, it says "Show 25 entries" and at the top right, "Search:". The table has five columns: Employee, Supervisor, Reviewer, Evaluation, and History. The first row is for Sylvia Clark, a Spec Education Assistant. A red box highlights the "change assignment" link under her name, and a red arrow points from the text above to this link. The other rows are for Natasha Cunningham, Sonya Epps, and Eduardo Hernandez, all with "change assignment" links.

Employee	Supervisor	Reviewer	Evaluation	History
CLARK, SYLVIA SPEC EDUCATION ASSISTANT [redacted] change assignment	SANDERS, CHRISTINE PRINCIPAL, ELEMENTARY	SLATTERY, CRAIG ASST PRIN, ELEM INSTRUCTNL SPST	Annual Submitted Reviewed	View
CUNNINGHAM, NATASHA SPEC EDUCATION ASSISTANT [redacted] change assignment	SANDERS, CHRISTINE PRINCIPAL, ELEMENTARY	SLATTERY, CRAIG ASST PRIN, ELEM INSTRUCTNL SPST	Annual	View
EPPS, SONYA SCH ADMINISTRATIVE ASSISTANT [redacted] change assignment	SANDERS, CHRISTINE PRINCIPAL, ELEMENTARY		Annual Submitted	View
HERNANDEZ, EDUARDO CAMPUS AIDE & RESTRICTED [redacted] change assignment	SANDERS, CHRISTINE PRINCIPAL, ELEMENTARY		Annual Submitted	View

2. To change Supervisor and Reviewer Assignments, select “Assign Supervisors Reviewers” Tab



The screenshot shows a user interface with a blue header bar labeled "Home". Below the header, it says "Your session will expire in: 59 minutes". There are four input fields: Name (SANDERS, CHRISTINE), Employee No. ([redacted]), Job Title (PRINCIPAL, ELEMENTARY), and Location (SOUTH ST EL (1557501)). Below these fields, there is a section titled "Available options:" with five buttons: "Evaluations Assigned To Me »", "Assign Supervisors/Reviewers »", "Employees in Probationary Status »", "Designees/Organizational Chart »", and "My Evaluation »". A red box highlights the "Assign Supervisors/Reviewers »" button, and a red arrow points from the text above to this button.

Job Aid for Chief of Location /Designee

Select new Supervisors and Reviewers from the drop down menus:

Assign Supervisors and Reviewers

Location: 96TH ST EL [Additional Reviewer/Supervisor](#)

Chief SANDERS, CHRISTINE (00739365) **Designees**

Please note that Supervisors for School-based Food Services Workers are assigned by Human Resources.

Assigned Not assigned All [Download CSV](#) Result: 27

Employee	Supervisor	Reviewer
ADKINS, LAFREDA (01051348)	Assign by Human Resources	PARRA, ISABEL (00680186)
AGUILERA, LUIS (00666477)	RUIZ, ENRIQUE (00664963)	--No reviewer--
ARREDONDO-QUINTERO, JERANIA (00990570)	REGALADO, BRENDA (00708116)	VAZQUEZ, XOCHITL (00710000)
BRAVO, CARLOS (00791252)	REGALADO, BRENDA (00708116)	VAZQUEZ, XOCHITL (00710000)
BUCHANAN, CHRISTIAN (00923012)	REGALADO, BRENDA (00708116)	VAZQUEZ, XOCHITL (00710000)
BUTLER, RONESHA (00990436)	Assign by Human Resources	PARRA, ISABEL (00680186)

If the name is not on the list, select "Additional Reviewer/Supervisor"

Assign Supervisors and Reviewers

Location: 96TH ST EL [Additional Reviewer/Supervisor](#)

Chief SANDERS, CHRISTINE (00739365) **Designees**

Please note that Supervisors for School-based Food Services Workers are assigned by Human Resources.

Assigned Not assigned All [Download CSV](#) Result: 27

Employee	Supervisor	Reviewer
ADKINS, LAFREDA (01051348)	Assign by Human Resources	PARRA, ISABEL (00680186)
AGUILERA, LUIS (00666477)	RUIZ, ENRIQUE (00664963)	--No reviewer--
ARREDONDO-QUINTERO, JERANIA (00990570)	REGALADO, BRENDA (00708116)	VAZQUEZ, XOCHITL (00710000)
BRAVO, CARLOS (00791252)	REGALADO, BRENDA (00708116)	VAZQUEZ, XOCHITL (00710000)
BUCHANAN, CHRISTIAN (00923012)	REGALADO, BRENDA (00708116)	VAZQUEZ, XOCHITL (00710000)
BUTLER, RONESHA (00990436)	Assign by Human Resources	PARRA, ISABEL (00680186)

Job Aid for Chief of Location /Designee

1. Enter the name, or Employee Number
2. Select “Add Supervisor and Reviewer.”
3. You will receive a confirmation that the user has successfully been added to the location.
4. For other locations, select a different location from the drop down menu under location.

The screenshot shows the 'Assign Supervisors and Reviewers' interface. It features a 'Location' dropdown menu with '96TH ST EL' selected, a 'Search Employee' text input field with the placeholder 'New employee's number or name', and two buttons: 'Additional Reviewer/Supervisor' and 'Add Supervisor/Reviewer'. Below the search field, there are tabs for 'Chief' and 'Designees', with 'Chief' selected. Under the 'Chief' tab, the name 'SANDERS, CHRISTINE' and a partially visible employee number are shown. A green confirmation message at the bottom reads 'User successfully added to this location.' Numbered callouts (1-4) highlight the search field, the 'Add Supervisor/Reviewer' button, the confirmation message, and the 'Location' dropdown menu respectively.

To Run Reports:

Select Designees/Organizational Charts on your dashboard:

The screenshot shows a dashboard with a blue header containing 'Home' and 'CGD'. Below the header, it states 'Your session will expire in 60 minutes'. The dashboard displays user information: Name (H...), Employee No. (...), Job Title (SR HR REPRESENTATIVE (C)), and Location (HR-STAFF RELATIONS-DIVISIONAL SERVICES (107)). Under the heading 'Available options:', there is a list of buttons: 'Assign Supervisors/Reviewers >', 'Employees in Probationary Status >', 'Designees/Organizational Chart >', 'My Evaluation >', and 'Classified Growth & Development >'. The 'Designees/Organizational Chart >' button is highlighted with a red box.

Job Aid for Chief of Location /Designee

Select Status Report by Cost Center:

Organization Chart

Instructions

- Click [grid icon] to view employees in that cost center
- Click [person icon] to view or assign new designees to that cost center

Status Report by Cost Center

TRANSPORTATION SVCS DIVISION 01128101 377 MONTOYA-HERRERA, LILIA

- BIRMINGHAM BUS PARK 01140201 0 MONTOYA-HERRERA, LILIA
- BSD AUTO MAINT 01128901 0 MONTOYA-HERRERA, LILIA
- BSD BUS DRIVERS 01128201 0 MONTOYA-HERRERA, LILIA

FLEET MAINTENANCE OFFICE 09128401 0 MONTOYA-HERRERA, LILIA

- ALAMEDA GARAGE-NON-FORCE ACCT 01129501 0 MONTOYA-HERRERA, LILIA
- BD GARAGE COMPLEX 01135801 0 MONTOYA-HERRERA, LILIA

Select the location through the drop-down menu or by clicking on the link.

Status

Period: 2018-2019

Location: All

Result: 7

Hide empty locations

Year	Location	Approved	Acknowledgement
2018-2019	SCC TRANS ABS AREA 69	100%	100%
2018-2019	SCC TRANS ABS AREA 75	80%	0%
2018-2019	TRANS SERVS DIV - REGION A	68%	45%
2018-2019	TRANS SERVS DIV - REGION B	61%	40%
2018-2019	TRANS SERVS DIV - REGION D	68%	51%

Job Aid for Chief of Location /Designee

You may filter through the following or download the excel file.

- Period
- Location
- Employee
- View: Completed, in progress only, Not Yet Started , All

Summary

Period: 2018-2019

Location: SCC TRANS ABS AREA 75
 This location only All under this location

Employee: [?]

Result: All records

Sort: Last name A-Z

View:
 Completed only
 In progress only
 Not yet started
 All

[Search](#) [Download Excel](#)

Result: 10

Location	Employee	Supervisor	Reviewer	Status	Evaluation
SCC TRANS ABS AREA 75 (9128519)	AGUIRRE, MARCOS <small>DRIVER-TRAINER (BUS-TRUCK)</small>	MENDOZA, DAVID <small>TRANSPORTATION SERVICES MGR</small>	MONTOYA-HERRERA, LILIA <small>DIR. TRANSPORTATION</small>	Reviewed	View

Running Reports for Probationary Employees: Select Employees in Probationary Status from the dashboard.

Home CGD

Your session will expire in: 60 minutes

Name: [redacted] Employee No.: [redacted]
Job Title: SR HR REPRESENTATIVE (C) Location: HR-STAFF RELATIONS-DIVISIONAL SERVICES (107)

Available options:

- Assign Supervisors/Reviewers »
- Employees in Probationary Status »**
- Designees/Organizational Chart »
- My Evaluation »
- new Classified Growth & Development »

Job Aid for Chief of Location /Designee

Download Report

Home CGD

Your session will expire in: **60 minutes**

Employees in Probationary Status

Location: All locations (dropdown) From: start date (input) To: start date (input) Search (button) Download (button)

	Location	Employee	Start Date	Preliminary	Final
1	TRANS SERVS DIV - REGION A	PEREZ, CHRISTOPHER <small>LIGHT BUS DRIVER</small>	9/30/2019 <small>NEW HIRE - NEW HIRE</small>	due in 114 days	due in 174 days
2	TRANS SERVS DIV - REGION E	MENDOZA, CARLOS <small>LIGHT BUS DRIVER</small>	9/30/2019 <small>NEW HIRE - NEW HIRE</small>	due in 114 days	due in 174 days
3	TRANS SERVS DIV - REGION E	FRANKLIN, FREDERICK <small>LIGHT BUS DRIVER</small>	9/30/2019 <small>NEW HIRE - NEW HIRE</small>	due in 114 days	due in 174 days
4	TRANS SERVS DIV - REGION B	CARBAJAL, EDUARDO <small>LIGHT BUS DRIVER</small>	9/30/2019 <small>REHIRE - WITHOUT ILLNESS ACCRUAL</small>	due in 114 days	due in 174 days

For questions or clarifications, please email PC-EVALUATION@LAUSD.NET or olgamaria.castano@lausd.net