LOS ANGELES UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA / ORDER OF BUSINESS

<u>Council Meeting</u> TUESDAY, DECEMBER 20, 2022 10:00 A.M., VIA ZOOM Personnel Commission Meeting
THURSDAY, JANUARY 5, 2023
3:00 P.M., VIA ZOOM
Personnel Commission Meeting

Meeting ID: 994 9200 4544



This meeting is being held in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 to allow attendance by members of the Los Angeles Unified School District Personnel Commission by teleconference, videoconference, or both.

Join Zoom Meeting

https://lausd.zoom.us/j/99492004544?pwd=TGlWQ0svZG9RcHlUWHVIL1VnZzJhUT09 Meeting ID: 994 9200 4544

<u>If you join the meeting by phone</u> and wish to make an unscheduled comment, please press *9 and you will be selected from the meeting queue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers (*67 1-__--__)

Dial by your location

+1 213 338 8477 US (Los Angeles)

Find your local number: https://lausd.zoom.us/u/acY4DTotmn

Meeting ID: 994 9200 4544

Passcode: 967499

- 1. Convene regular meeting. Roll call.
- 2. Election of Chair.
- 3. Resolution Making Certain Findings to Permit Meetings to Be Held Through Teleconferencing Pursuant to Assembly Bill 361 and in Compliance with Government Code Section 54953[e][3].

FIND that in accordance with AB361 Section 3(e)(3) that, while the state of emergency, due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, District employees and the members of the Commission, will meet in a virtual setting accessible to the public for a period of 30 days or until such time as proper authorities shall deem it safe to resume in-person meetings, whichever occurs first.

- 4. Approval of minutes of the meeting of December 8, 2022.
- 5. Receipt of minutes of the meetings of December 15, 2022.

CONSENT ITEMS

- 6. Ratification of Reclassification by Director's Approval: APPROVED
 - a. Position in Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist III (\$40.79504-\$50.60715/hr.) to Human Resources Specialist II (\$32.31624-\$40.00207/hr.), effective January 3, 2023. (RDA 406, Human Resources Series)
 - b. Various Positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective December 8, 2022. (RDA 1770, Instructional Assistance Series)
 - c. Position at University Pathways Public Service Academy High School, Local District South, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective December 13, 2022. (RDA 3075, Clerical Series)
- 7. It is recommended that the following reclassification actions be ratified: APPROVED

Case 12285

Case 12294

Case 12359

Case 12360

Case 12363

- 8. Abolishment of Unused Classifications. (Case 12361) APPROVED
- 9. a. Establishment of the classification of Van Driver. (Case 12236) APPROVED
 - b. Approval of Class Description recommended, effective January 5, 2023: APPROVED

Van Driver

c. Authorization of Field of Competition in forthcoming examination: APPROVED

Class Title

Recommendation

Van Driver

(\$19.37320-\$24.00000/hr.)

Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

- 10. a. Title Change and Salary Reallocation for the Class of Coordinator of Civic Engagement, Office of the Superintendent. (Case 12357) **APPROVED**
 - b. Approval of Class Description recommended, effective January 5, 2023: APPROVED

Director of Development and Civic Engagement

c. Authorization of Field of Competition in forthcoming examination: APPROVED

<u>Class Title</u> <u>Recommendation</u>

Director of Development and Civic Engagement

(\$11,138.47-\$13,878.85/mo.)

Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual

Certification.

- 11. a. Establishment of the classification of Events Director. (Case 12358) APPROVED
 - b. Approval of Class Description recommended, effective January 5, 2023: APPROVED

Events Director

c. Authorization of Field of Competition in forthcoming examination: APPROVED

Class Title Recommendation

Events Director

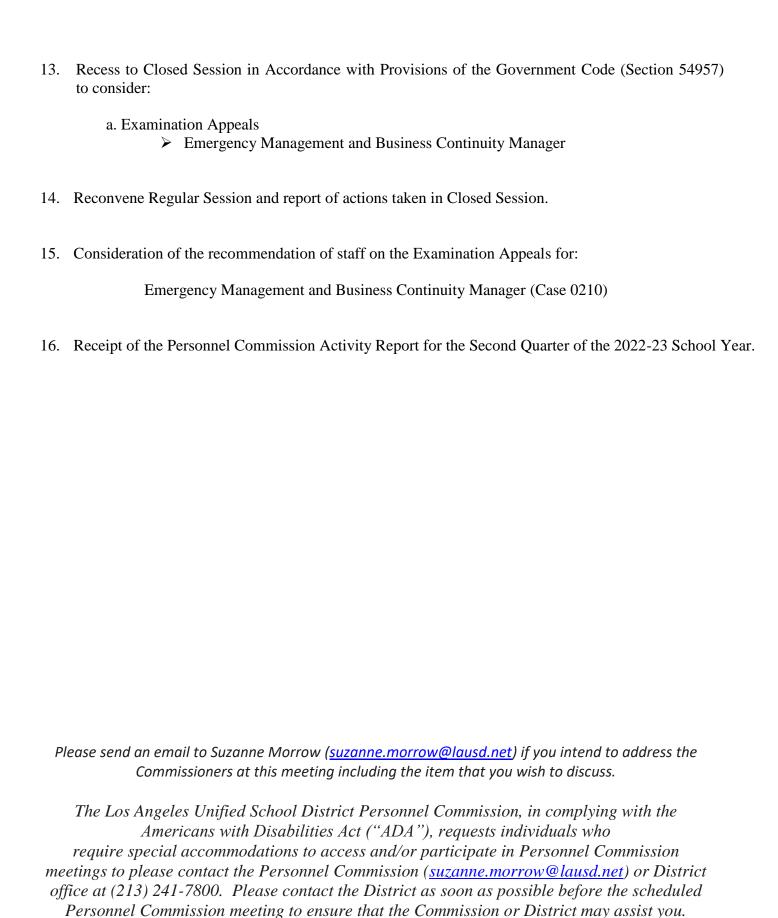
(\$8,814.69-\$10,921.92/mo.)

Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

12. Public Comment.

- a. Public employee discipline
- b. Examination Appeals

NOTE: Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should <u>not</u> be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 -1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.



TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From: Senior Secretary To: Administrative Assistant

(2865) (2071)

(\$23.82866-29.36213/hr.) (\$32.41210-40.15022/hr.)

POS: 30413788 (A Basis) **POS**: 30413788 (A Basis)

Location: Region North Incumbent: D. Villeda (EN757597)

(PN 30413788)

Cost Center (1018001)

Reason for Reclassification:

The subject position meets the class concept of Administrative Assistant in that it has been assigned higher-level responsibilities over specialized clerical processes in Region North such as providing technical guidance to School Administrative Assistants at school sites regarding payroll issues and problems; coordinating the hiring process for certificated administrative personnel in Region North; training clerical staff on procedures and processes; establishing and maintaining clerical procedures for the collection, documentation, and payment related to professional development activities and multi-funding requests for certificated personnel in Region North; scheduling, coordinating logistics, and compiling agendas for Region-wide meetings; providing administrative support involving calendaring, scheduling appointments, and managing telephone calls and emails for two Administrators of Instruction; and coordinating with the Information Technology Division (ITD) to fulfill technology needs of the office.

Status of Incumbent: Incumbent D. Villeda (EN757597) is reachable on the Administrative Assistant eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: December 12, 2022

RGK/JPK

c: Talent Acquisition and Selection Branch Classified Employment Services Branch Files Unit

Case 12285 January 5, 2023

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From: Senior Secretary To: Administrative Assistant

(2865) (2071)

(\$23.82866-29.36213/hr.) (\$32.41210-40.15022/hr.)

POS: 30492397 (A Basis) **POS**: 30492397 (A Basis)

Location: Region South Incumbent: vacant

(PN 30492397)

Cost Center (1024401)

Reason for Reclassification:

The subject position meets the class concept of Administrative Assistant in that it will be assigned higher-level responsibilities over specialized clerical processes in Region South such as providing technical guidance and training to clerical staff at Community of Schools (COS) sites; assisting with the maintenance of statistical reports related to numerous professional development activities and multi-funding requests for certificated personnel in Region South in coordination with the Fiscal Services Manager; scheduling, coordinating logistics, and compiling agendas for Region-wide meetings; coordinating the hiring process for certificated administrative personnel in Region South; providing administrative support involving calendaring, scheduling appointments, and managing telephone calls and emails for two Administrators of Instruction; and monitoring calendars for the COS administrators; and coordinating with the Information Technology Division (ITD) to fulfill technology needs of the office.

Status of Incumbent: The subject position is vacant.

Effective Date: December 12, 2022

RGK/JPK

c: Talent Acquisition and Selection Branch Classified Employment Services Branch Files Unit

Case 12294 January 5, 2023

TO: PERSONNEL COMMISSION

FROM: KARLA GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From: Principal Human Resources Specialist (5047) To: Senior Human Resources Specialist (4998)

(\$8,191.17-\$10,168.06/mo) (\$45.73024-\$56.64766/hr)

POS: 30089035 (A Basis) 30089035 (A Basis)

Location: Talent Acquisition and Selection Branch, **Incumbent**: Vacant

Personnel Commission (Cost Center 1060701)

Reason for Reclassification: The subject position meets the class concept of a Senior Human Resources Specialist (4998) in that the position will be responsible for supervising, training and evaluating a small team of professionals and support personnel assigned to conduct selection and recruitment projects and will coordinate team assignments. The incumbent in this position will approve final assessment material and design, including correspondence created by professional staff; and will plan, supervise, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods, although smaller in scope and scale than those administered by a Principal Human Resources Specialist. Additionally, the incumbent in this position may advise Examination Proctors on corrections, modifications, or emergency measures needed for testing procedures. The duty previously performed by the Principal Human Resources Specialist incumbent of overseeing the staffing and training activities for employment assessment proctors will be assigned to the Test Services Coordinator. Therefore, the reclassification to Senior Human Resources Specialist is appropriate.

Status of Incumbent: The subject position is vacant

Effective Date: January 3, 2023

RGK/SH

 Talent Acquisition and Selection Branch Classified Employment Services Branch Files Unit

Case 12359 January 5, 2023

TO: PERSONNEL COMMISSION

FROM: KARLA GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From: IT Trainer II (4861) To: IT Trainer I (4860)

(\$36.78657-\$45.56167/hr) (\$28.90031-\$35.74957/hr)

POS: 30446619 (E Basis) 30446619 (E Basis)

Location: Parent Community Services Branch, Incumbent: Vacant

Division of Instruction (Cost Center 1025701)

Reason for Reclassification: The subject position meets the class concept of an IT Trainer I (4860) in that the position will be responsible for assisting with the development of course materials, providing training as a co-instructor for District applications, and answering basic support calls and email inquiries regarding District applications. Additionally, the incumbent in the position may lead trainings. Therefore, the reclassification to IT Trainer I is appropriate.

Status of Incumbent: The subject position is vacant.

Effective Date: December 20, 2022

RGK/SH

 Talent Acquisition and Selection Branch Classified Employment Services Branch Files Unit

Case 12360 January 5, 2023

SUBJECT TO THE APPROVAL OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification actions be approved:

From: Senior Administrative Assistant (2602) To: Administrative Assistant (2071)

(\$35.01990 - \$43.36121/ Hourly) (\$32.41210 - \$40.15022/ Hourly)

POS: (30474517) A Basis (30474517) A Basis

Location: Employee Support & Labor Incumbent: Vacant

Relations/Division of School Cost Center (1085701)

Operations

Reason for Reclassification: The subject position meets the class concept of Administrative Assistant in that it will be responsible for assisting three administrators in the Employee Support & Labor Relations/Division of School Operations by coordinating their schedules and ordering office materials and supplies; setting policies and procedures of the office; and tracking and monitoring reassignments for classified and certificated District staff due to disciplinary investigations. The subject position will also be responsible for maintaining the CASE database by entering and tracking case summary notes; creating and disseminating reports to divisions and regions identifying staff reassignments and case progression; and troubleshooting any issues with the database. Additionally, the subject position will process time reporting and payroll for certificated reassigned staff.

Status of Incumbent: The subject position is vacant.

Effective Date: December 19, 2022

RGK/LKD

c: Classified Employment Services Branch Files Unit

Talent Acquisition and Selection Branch

Case 12363 January 5, 2023

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: ABOLISHMENT OF UNUSED CLASSIFICATIONS

RECOMMENDATION:

It is recommended that, effective January 5, 2023:

I. The following classes be abolished:

Maintenance Manager (3118)
Out-of-School Program Worker (5376)
Out-of-School Program Supervisor (5375)

- II. The Commission staff be authorized to reactivate the abolished classes as needed, subject to ratification by the Personnel Commission.
- III. Final approval to Rule 596, Overtime to remove the following classification: Maintenance Manager (3118)

BASIS OF RECOMMENDATION:

The classes listed above have no positions and there is no foreseeable need for the classes in the future. Therefore, it is recommended that they be abolished. If there is a future need for the classifications, staff will employ procedures previously used in case 7608 which allows the reinstatement of abolished classifications, as appropriate.

RGK: JAP

Case 12361 January 5, 2023

PERSONNEL COMMISSION LOS ANGELES UNIFIED SCHOOL DISTRICT ESTABLISHMENT OF CLASS

CASE No. 12236

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CLASS TITLE: EFFECTIVE DATE:

Van Driver (NEW CLASS) January 5, 2023

GROUP, SERIES: HOURLY RATE:

Automotive Operations Group, Transportation Series \$19.37320 \$20.43873 \$21.56286 \$22.74882 \$24.00000

SALARY SETTING BASIS:

Future salary movement be based on that of related classes in the Automotive Operations Group, Transportation Series.

BACKGROUND:

The administration of the Transportation Services Division has identified a need for a classification to transport passengers to and from various locations using District vans or motor vehicles with capacities of up to 9 passengers. The establishment of the proposed classification will address transportation needs between Union Station and Beaudry headquarters and where school bus services are not feasible.

BASES OF RECOMMENDATION:

An incumbent in the new class will be responsible for the following duties:

- Transporting passengers to and from various locations as scheduled.
- Loading and unloading passengers' supplies and equipment from the District van or motor vehicle.
- Maintaining proper passenger behavior and safe riding practices in the van or motor vehicle.
- Checking and verifying route changes, maintaining route schedules, and submitting daily transportation reports and logs.

Additional duties and responsibilities are listed on the class description presented for approval in conjunction with this report.

The proposed salary is based on internal alignment and external salary data considerations. The scope and level of responsibilities of the new class are higher than the District classification of Bus Driver Trainee (\$18.90000/hour (flat rate)) and lower than the District classification of Light Bus Driver (\$22.78583-\$29.70135/hour). The 75th percentile of geographically adjusted maximum hourly rates from data gathered from other public agencies is \$23.96/hour. Therefore, the allocation of the proposed class to the hourly rate of \$19.37320 - \$24.0000 is appropriate.

RULE AMENDMENT(S):

None.

RGK/JPK/BM PC1A (Rev. 08/11) Presented to the Personnel Commission on PC date January 5, 2023.

LOS ANGELES UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

CLASS DESCRIPTION Unit Class Code

VAN DRIVER

DEFINITION

Transports passengers to and from schools, offices, and other locations as scheduled in a District van or motor vehicle with a capacity of up to 9 passengers.

TYPICAL DUTIES

Transports passengers to and from various locations as scheduled.

Loads and unloads passengers' supplies and equipment from the District van or motor vehicle.

Maintains proper passenger behavior and safe riding practices in the van or motor vehicle.

Checks and verifies for route changes, maintains route schedules, and submits daily transportation reports and logs.

Maintains, files, and logs required operational reports to ensure compliance with rules and regulations.

Inspects the assigned van or motor vehicle daily prior to and at the end of each run for mechanical condition affecting safety of operation, physical condition, and to ensure that no passengers remain in the van or motor vehicle.

Cleans, disinfects, washes, and polishes the van or motor vehicle's interior; checks tires, fuel and fluid levels of the van or motor vehicle and has it serviced when necessary.

Makes minor emergency repairs and reports mechanical malfunctions or other needed repairs to supervisor and/or appropriate personnel.

Reports van or vehicle incidents, collisions, and service interruptions promptly by radio and in writing.

Renders first-aid to passengers and operates fire extinguishers when necessary.

Instructs passengers of vehicle evacuation procedures.

May operate a computer and mobile data terminal to access transportation related software; validate and maintain transportation-specific data by inputting data, messaging, and other appropriate methods; access web-based payroll data, forms, and bid information; and access mandated on-line employee training.

May lift or assist passengers with disabilities on and off the van or motor vehicle.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Van Driver drives a District van or motor vehicle with a capacity of up to 9 passengers to transport students, their families, and/or staff.

A Light Bus Driver drives a school bus of less than 78 passenger capacity with the engine typically in front of the driver seat.

SUPERVISION

General supervision is received from the Assistant Transportation Services Manager. Work direction may be received from a Senior Bus Dispatcher or Bus Dispatcher. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

California Motor Vehicle Code and traffic ordinances of local governmental agencies within the District boundaries

Minor van and vehicle repairs and adjustments

First-aid practices

Ability to:

Drive a 9 passenger van and motor vehicle safely and efficiently in heavy metropolitan traffic in accordance with the requirements of transportation schedules and traffic laws

Promote and maintain passenger safety and proper behavior in a van and motor vehicle

Act quickly and appropriately in emergencies

Administer First Aid and CPR as needed

Relate effectively with students, their families, and staff

Work effectively with District personnel

Communicate effectively both orally and in writing

Meet schedules and deadlines

Operate two-way radio equipment in accordance with applicable regulations

Operate a mobile data terminal

Operate a computer workstation to access transportation software

Special Physical Requirements:

Ability to reach overhead and safely lift, carry, push, and pull objects weighing up to 50 pounds; and to assist passengers with disabilities on and off the van and motor vehicle Ability to sit for extended periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of paid experience operating a motor vehicle. Experience driving a passenger van is preferable.

Special:

A satisfactory driving record as obtained from the California Department of Motor Vehicles.

A valid Class C driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

A valid First-Aid and CPR/AED card or certificate, issued by an authorized agency, must be obtained within 60 days after appointment and kept valid during the term of employment.

SPECIAL NOTES

Employees in this class may be required to work varying shifts.

Must comply with District and Transportation Services Division policies as it pertains to Drug and Alcohol testing to maintain a drug-free and alcohol-free workplace.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class 01-05-23 JPK/BM

SUBJECT TO THE APPROVAL OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: TITLE CHANGE AND SALARY REALLOCATION FOR THE CLASS OF COORDINATOR OF

CIVIC ENGAGEMENT, OFFICE OF THE SUPERINTENDENT

RECOMMENDATIONS:

I. a. It is recommended that, effective January 5, 2023, the following class, position, and all employment lists be reclassified, for the purpose of title change only:

From To

<u>Current Title</u> <u>Proposed Title</u>

Coordinator of Civic Engagement, Director of Development and Civic

Office of the Superintendent (2312) Engagement (2312)

- b. The proposed change in the class title will better reflect the concept of the job function. The class description with moderate changes is submitted for approval in conjunction with this report.
- c. The title change will have no effect on the status or seniority of the incumbents.
- d. Final approval is to be given to the amendment of Rule 596, Overtime to reflect the title change from Coordinator of Civic Engagement, Office of the Superintendent to Director of Development and Civic Engagement in the list of classes exempt from the overtime payment provisions of the rule.
- II. a. It is recommended that the salary be reallocated effective upon approval by the Board of Education:

Monthly Rates

Current \$10,667.82 \$11,256.84 \$11,869.35 \$12,530.05 \$13,214.23

Proposed \$11,138.47 \$11,769.17 \$12,434.28 \$13,136.28 \$13,878.85

b. The Office of the Superintendent has requested that the above classification's salary be reallocated due to the District's alignment efforts. The proposed salary is based on internal alignment. Internally, the proposed class has been evaluated to be similar in scope and responsibility to other existing classifications that are responsible for interfacing with various internal and external stakeholders to identify and define needs that will be used to plan, develop, and coordinate strategies. Therefore, the recommendation for the proposed salary rates of \$11,138.47- \$13,878.85/month or \$133,661.64 - \$166,546.20/year is appropriate.

KG/RGK/BM

c: Talent Acquisition and Selection Branch Classified Employment Services Branch Files Unit

Case: 12357

CLASS DESCRIPTION
MANAGEMENT
Management - District
CLASS CODE 2312

COORDINATOR OF CIVIC ENGAGEMENT, OFFICE OF THE SUPERINTENDENT DIRECTOR OF DEVELOPMENT AND CIVIC ENGAGEMENT

DEFINITION

Develops, plans, coordinates, and administers <u>partnerships and civic engagement and grant</u> strategies and initiatives for the Engagement Office of the Superintendent.

TYPICAL DUTIES

Develops and manages civic engagement and grant strategies and initiatives for the Engagement Office of the Superintendent.

Liaises with the Board of Education staff, senior management staff, Chamber of Commerce, Mayor's office, parent groups, and community committees and commissions on civic organizations. engagement matters.

Advises and develops the strategic planning cycle, as well as implementation strategy, for the District by facilitating multiple forums and implementation conversations with multiple stakeholders at all levels.

Develops and writes strategic communications for various meeting formats ranging from policy briefings, community town halls, and conversations with elected, civic, and community leaders.

Initiates, coordinates, and convenes committees, special teams, and roundtables to address recommendations that improve the quality of services offered by the District.

Coordinates with various civic partners.

Oversees internal and external partnerships District-wide to manage and implement engagement, grant, and partnership opportunities.

Monitors participation rates, produces post-event and program reports and analyzes results for use in grant reporting as well as future program design and implementation.

Monitors grant funding and requests.

Conducts research, compiles data, and writes reports, correspondence, memoranda, and bulletins. May represent the Office of the Superintendent in meetings, as necessary.

Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Coordinator of Civic Engagement, Office of the Superintendent Director of Development and Civic Engagement is responsible for developing partnerships, grant and civic engagement strategies, and acts as a liaison for the Engagement Office of the Superintendent with various community, parent, and civic organizations.

The Senior Director of Engagement and Partnerships leads the development and implementation of engagement strategies to align District parent and community services with civic engagement partnerships and resources in support of student achievement.

An Executive Coordinator, Office of the Superintendent acts as a liaison for the Superintendent of Schools and serves as the primary liaison between the Superintendent of Schools and the Board of Education and the Superintendent's direct reports.

The Director, Partnerships and Grants facilitates the identification of District needs and priorities for funding and donations and seeks large-scale funding opportunities and partnerships aligned to match identified needs.

SUPERVISION

Administrative direction is received from the <u>Senior Director of Engagement and Partnerships</u> Superintendent of Schools. <u>General Ssupervision may be is exercised over grants and partnership staff.</u>

CLASS QUALIFICATIONS

Knowledge of:

<u>Business</u>, industry, civic, and community involvement in educational programs and public education.

Community and civic-based partnerships.

Grant terms and conditions.

Communications methods, media, and their most effective uses

The ethnic, cultural, and socio-economic diversity of the population served by the District Effective management and supervisory techniques.

Principles of strategic planning, program development, and program review.

Current trends in joint projects between public schools, the private sector and/or nonprofit organizations.

Principles and practices of merit system provisions and organizational development.

Public relations principles

District organization, operations, procedures, and policies

District oral and written communications standards, methods, media, and their most effective uses.

Office practices and procedures, word processing, and spreadsheet software applications Current issues of educational policy and procedure

Microsoft Windows operating system or Macintosh/Apple operating system

Ability to:

Develop, plan, and implement short and long-range goals and strategies

Monitor the progress of funding and grant requests

Align messages across different types of media to different audiences

Analyze and evaluate the effectiveness of plans, policies, programs, and organizations

Formulate and express ideas effectively in both written and oral forms with all levels of Management and stakeholders

Speak effectively before a variety of groups and solicit cooperation

Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public

Exercise independent judgment and initiative

Analyze situations accurately and adopt an effective course of action

Plan and organize work

Compose and edit correspondence, reports, bulletins, and memorandums

Develop efficient methods for obtaining and reporting information

Oversee multiple projects and issues while working effectively under pressure in meeting deadlines

Analyze complex written materials.

Supervise, train, and evaluate the work of personnel.

Operate and use computers and other office equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a <u>Bb</u>achelor's degree, preferably in public relations, community relations, public administration, business administration, or a related field. <u>A</u> graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of supervisory or management level experience coordinating and implementing community and/or civic engagement initiatives. Experience in grants and funding planning, development, execution and reporting is preferable.

Four years of professional civic engagement experience or experience analyzing, managing, and implementing strategic plans and initiatives. Experience in California K-12 school district is preferable.

Special:

A valid California driver license and the availability of private transportation or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

- 1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
- 2. Travel to locations throughout the District may be required.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Retitled 01-05-23 BM

PERSONNEL COMMISSION LOS ANGELES UNIFIED SCHOOL DISTRICT ESTABLISHMENT OF CLASS

CASE No. 12358

RECOMMENDATION(S):

CLASS TITLE: EFFECTIVE DATE:

Events Director January 5, 2023

GROUP, SERIES:

MONTHLY SALARY RANGE:

Business Administrative Series, Executive/Administrative Group

\$8,814.69 \$9,302.09 \$9,816.84 \$10,349.84 \$10,921.92

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Business Administrative Series, Executive/Administrative Group

BACKGROUND:

Due to the District alignment, the Office of the Superintendent requests the establishment of the proposed Events Director to plan, coordinate, supervise, and assist with the logistics and execution of various special events and conferences for District leaders.

BASES OF RECOMMENDATION:

The incumbent in the proposed class will be the primary individual responsible for establishing, monitoring, and evaluating timelines and projected costs for various District events; securing all services, equipment, and documentation required for an event; and collaborating with District administrators and staff, vendors, law enforcement agencies, community leaders, and state, county, and city officials to ensure the safety and success of all events

A class description detailing the duties and responsibilities of the class is submitted for approval in conjunction with this report.

The proposed classification is based on both external market data and internal alignment considerations. Staff surveyed other public agencies and found that the 75th percentile of geographically adjusted maximum annual rates for positions of similar scope and level of responsibility is \$131,900.00/yr. Additionally, the proposed salary is in alignment with other District classifications with a similar scope and level of responsibility in terms of planning, coordinating, and supervising special events and campaigns. Therefore, the proposed salary range of \$8,814.69 - \$10,921.92/mo. or \$105,776.28 - \$131,063.04/yr. is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Events Director in the list of classes exempt from the overtime payment provisions of the rule.

RGK/BM/MM PC1A (Rev. 08/11) Presented to the Personnel Commission on January 5, 2023

EVENTS DIRECTOR

DEFINITION

Plans, coordinates, and oversees the logistics and execution of various special events and conferences for District leaders.

TYPICAL DUTIES

Oversees and directs various District events which includes the establishment, monitoring, and evaluation of timelines and projected costs.

Communicates with the Office of the Superintendent and various District departments and committees to determine even needs.

Coordinates and collaborates with various District departments and stakeholders regarding event details such as scheduling, logistics, and various event needs including vendor and sponsor coordination, delivery services, transportation services, catering, audiovisual, health and safety, and custodial needs.

Supervises, coordinates, and assists with the onsite production, setup, and breakdown of events.

Coordinates with event venues, appropriate law enforcement agencies, cities, and counties to negotiate fees and contracts, coordinate street closures and fire marshal approvals, and verify all necessary event documentation is in order.

Ensures compliance of District events with relevant health, safety, and Americans with Disabilities Act (ADA) regulations and laws.

Develops and maintains professional relationships with event sponsors and various stakeholders to coordinate event-related matters and to continue partnerships.

Coordinates and participates in the development, preparation, and distribution of a variety of marketing and promotional materials in support of special events and meetings such as registration lists, badges, seating charts, labels, gift bags, etc.

Develops, coordinates, and maintains the District's events calendar.

Solicits and analyzes feedback from event organizers and participants to evaluate the success of events and identify areas for improvement.

Develops and implements policies, procedures, and best practices for events.

Prepares reports and maintains accurate documentation and financial records of all events.

Supervises event personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Events Director works with various District offices to plan, coordinate, and oversee the execution of various special events and conferences for the District.

The Senior Advisor, Office of Communications plans and implements the District's social media and digital media activities.

SUPERVISION

The Events Director receives general direction from the Senior Advisor, Office of Communications. Supervision is exercised over lower-level staff. Work direction may be provided to technical and clerical staff assisting with an event.

CLASS QUALIFICATIONS

Knowledge of:

Principals of supervision

Methods and techniques involved in managing, coordinating, and planning events

Preparation of contracts and contract terminology

Union provisions as they pertain to event planning and staffing

Event scheduling and booking principles and procedures

Lighting, sound, and stage equipment

Audio/Video (A/V) terminology

Health and safety codes, laws and regulations

Americans with Disabilities Act (ADA) laws

Federal, state, and municipal laws and regulations governing public assembly

Basic public relations, diplomacy, conflict resolution and customer service skills

Procedures of estimating event costs and record keeping techniques

Basic arithmetic

Microsoft office

Ability to:

Plan, organize, and coordinate events with external agencies and organizations

Plan, organize, and prioritize work to meet deadlines

Oversee multiple projects and issues while working effectively under pressure

Establish and maintain effective and harmonious working relationships with other employees,

officials of the District and other agencies, students, families, and the public

Plan and direct a variety of activities

Exercise independent judgment and initiative

Prepare and negotiate contracts and agreements

Handle sensitive and complex issues

Operate staging and audiovisual equipment

Coordinate crowd control and security procedures

Supervise, coordinate, and schedule the work of assigned staff

Communicate effectively both orally and in writing

Prepare detailed reports and maintain accurate financial records

Make arithmetic computations

Special Physical Requirements:

Safely push, pull, and/or lift up to 50 pounds with assistance Stand and walk for long periods of time.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree preferably in communications, public relations, hospitality, or business administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of experience planning, coordinating, and overseeing events such as press conferences, dignitary visits, school and job fairs, festivals, ceremonies, or large scale meetings for executives.

Special:

A valid driver's license to legally operate a vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

The incumbent in this classification may be required to work evenings and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class 01-05-22 BM/MM

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR Date: January 5, 2023

TO: THE PERSONNEL COMMISSION

SUBJECT: PERSONNEL COMMISSION ACTIVITY REPORT FOR THE <u>SECOND</u> QUARTER OF 2022-2023 SCHOOL YEAR

| CLA | SSIFIED EMPLOY | MENT | SERVICES BRANCH (CESB) | | | | | |
|--|---------------------|-----------|------------------------|--|--|--|--|--|
| <u>T</u> 0 | OPICS | NUMBER OF | | | | | | |
| New Hire & Rehire Ac Reemployment Lists) | etions (not from | 2,824 | | | | | | |
| Rehire Actions (from I | Reemployment Lists) | 4 | | | | | | |
| Promotion Actions | | 635 | | | | | | |
| Leave Actions | | 1,223 | | | | | | |
| Substitute Calls - Filled | d | 45% | | | | | | |
| Substitute Calls - Unfi | lled | 54% | | | | | | |
| CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB) | | | | | | | | |
| New Classifications | | 7 | | | | | | |
| Abolishment of Unuse | d Classifications | | 6 | | | | | |
| Reclassification | No Changes | 2 | 42 | | | | | |
| Studies | Reclassifications | 41 | 43 | | | | | |
| Salary Reallocations | | 2 | | | | | | |
| CD Revisions | | 68 | | | | | | |
| Duty Statement Review | vs | 369 | | | | | | |
| TALENT ACQUISITION AND SELECTION BRANCH (TASB) | | | | | | | | |
| Number of Lists Produ | ced | 125 | | | | | | |
| Number of Eligibles or | n Eligibility Lists | 1,973 | | | | | | |
| Number of Application | ns Received | 10,524 | | | | | | |
| Number of Candidates | Tested | 5,760 | | | | | | |

| ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING) | | | | |
|--|--------|--|--|--|
| Number of Training Sessions Conducted | 80 | | | |
| Number of Training Participants | 15,037 | | | |
| Number of Tuition Reimbursement Requests | 87 | | | |
| Number of Online Training Modules Completed | 10,337 | | | |