

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

Council Meeting

TUESDAY, JANUARY 14, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JANUARY 23, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of December 5, 2024.
3. Receipt of minutes of the meeting of December 19, 2024.
4. Public Comment

NOTE: Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1-1½ 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.

CONSENT ITEMS (5-10)

5. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in Classification & Compensation Branch, Personnel Commission, from Human Resources Specialist II (\$39.36885-\$48.25636/hr.) to Human Resources Specialist III (\$49.17330-\$60.51953/hr.), effective December 20, 2024. (RDA 436, Human Resources Series)
 - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective December 17, 2024. (RDA 1867, Instructional Assistance Series)
 - c. Position in Program Support Services Central Office, from Office Technician (\$22.52000-\$30.70002/hr.) to Senior Office Technician (\$24.35477-\$32.63323/hr.), effective December 13, 2024. (RDA 3114, Clerical Series)
6. Approval of Class Descriptions recommended, effective January 23, 2025: **APPROVED**

Data Center Technician
Senior Sustainability Specialist
Sustainability Specialist

7. Authorization of Field of Competition in forthcoming examinations: **APPROVED**

<u>Class Title</u>	<u>Recommendation</u>
Human Resources Specialist III (\$49.17330-\$60.51953/hr.) Class Description dated February 1, 2012.	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.
Data Center Technician (\$37.00605-\$45.32851/hr.) Senior Sustainability Specialist (\$60.42037-\$74.1692/hr.) Sustainability Specialist (\$57.43159-\$70.46212/hr.) Class Descriptions dated January 23, 2025.	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.

8. It is recommended that the following reclassification action be ratified: **APPROVED**

Food Service Manager ~~IV~~ VI to Food Service Manager V (Case 12666)

9. a. Title Change for the Class of Library Aide. (Case 12659) **APPROVED**

b. Approval of Class Descriptions recommended, effective January 23, 2025: **APPROVED**

Library Technician

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

<u>Class Title</u>	<u>Recommendation</u>
Library Technician (\$23.21612-\$28.12342/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. Amendment to Rule 505, Suspension of Personnel Commission Rule Revisions. Tentative approval recommended, effective January 23, 2025. (Case 12670) **APPROVED**

Purpose: This rule was established in 1975. At the time, it was deemed that in such an emergency, there may not be sufficient time to amend rules to ensure continuance of the District's business; therefore, it was necessary to establish the rule to permit suspension and/or amendment of specific provisions of the rules in order to continue the operations of the District.

11. Receipt of Correspondence and Recommended Disposition. (See Addendum)
12. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:
 - A. Employee Discipline/Dismissal/Appeals
 - B. Exam Appeals
13. Reconvene Regular Session and report of actions taken in Closed Session.
14. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeal for:

Building & Grounds Worker (R.P., Case 0232)
15. Consideration of the recommendation of Staff on the Examination Appeals for:

Complex Project Manager (J.R., Case 0326)
Food Service Manager V (A.G., Case 0327)
Food Service Manager V (M.A., Case 0328)
Food Service Manager V (N.H., Case 0329)
Food Service Manager V (N.P., Case 0330)
Senior Financial Analyst (E.M., Case 0331)
16. Receipt of the Personnel Commission Activity Report for the Second Quarter of the 2024-2025 School Year.

Please send an email to Suzanne Morrow (suzanne.morrow@lausd.net) if you intend to address the Commissioners at this meeting including the item that you wish to discuss.

The Los Angeles Unified School District Personnel Commission, in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access and/or participate in Personnel Commission meetings to please contact the Personnel Commission (suzanne.morrow@lausd.net) or District office at (213) 241-7800. Please contact the District as soon as possible before the scheduled Personnel Commission meeting to ensure that the Commission or District may assist you.

If you will require translation services at this meeting, please contact Suzanne Morrow 48 hours in advance. If you are unable to notify us of the need for translation services 48 hours in advance of the meeting, your item will be postponed.

DATA CENTER TECHNICIAN

DEFINITION

Conducts initial analysis, monitors, diagnoses and reports problems, and facilitates the repair of District network and systems components.

TYPICAL DUTIES

Monitors and conducts initial analysis on network activities and selected systems components using various monitoring programs such as Nagios, ~~Cricket, Aruba~~, BMC, and Watch List.

Coordinates operation schedules for backups, restores, nightly batch jobs, ~~Tivoli Storage Manager (TSM), Tivoli Workload Scheduler (TWS), Tivoli Identification Manager (TIM)~~, and system shutdowns and restarts.

Analyzes, coordinates, and schedules new ~~and ongoing basis, BPS, BW, MyDATA, MISIS, and SAP object jobs and centralized workload management~~ job streams ~~on an ongoing basis~~.

Monitors the physical computing resources ensuring that all processes and streams achieve the Service Level Agreement (SLA) established.

Maintains daily, weekly, and monthly production schedules for all District applications.

~~Uses UNIX editors~~ script editors to create and modify shell scripts, application configuration files, and other system files.

Participates in monitoring and operating of the server and open systems consoles to ensure that multi-processing is completed properly.

~~Conducts server tests and records response time of the server to identify any server, system, or device malfunction.~~

Coordinates decommissions, memory upgrades, OS rebuilds, basic startups and shutdowns for hardware, and refreshes of infrastructure cabling, network, storage and server equipment.

Identifies and resolves basic hardware and software malfunctions and ~~other systems errors~~. resolves faulty components in network, storage or server equipment.

Documents, and reports, ~~and redirects complex~~ hardware and software malfunctions and other systems errors to management or the appropriate personnel and ~~creating~~ creates service tickets as needed.

~~Maintains logs of machine usages and hardware malfunctions.~~

Accurately identify, track, and document all physical and virtual assets within the data center, including regular updates on their status, location, and history within an inventory system.

Monitors operating equipment such as school site video surveillance and determines course of action to be taken when an issue is identified.

Travels to and Mmonitors the District's various Data Centers ~~Data Center, Disaster Recovery Data Center, Out-of-State Data Center, and Enterprise Server for any issues~~ and responds to any issues that may arise.

Reports physical security access concerns or incidents and escorts third party vendors or IT support on-premises at data centers or network sites.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Data Center Technician maintains production schedules for all applications and is responsible for monitoring and detecting issues in the District's network and systems components of all the data centers.

~~The Network Operations Manager is responsible for managing the day-to-day activities of the Network Operations Center.~~

~~An IT Field Services Technician I installs, configures, and analyzes problems of desktop and laptop computers and software, and performs maintenance, service and repairs desktop and laptop computers and related peripherals.~~

A Supervising Data Center Technician supervises one shift of the operation of mainframe/server and open systems consoles and computer peripheral equipment, personnel, coordinates the flow of computer inputs and outputs, and maintains production schedule commitments.

The Director of Data Center Operations directs and is responsible for equipment and operations, software support, and technical programming standards in the main data center. The Deputy Director of Data Center Operations assists in the management of this function.

SUPERVISION

General direction is received from the Supervising Data Center Technician. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Uses, capabilities, characteristics, operation, and care of a server and open system consoles and computer peripheral equipment
Fundamentals of data processing and programming
Word processing, spreadsheets, e-mail systems, and scheduling software
Standard network and systems monitoring procedures
Nagios, Cricket, Aruba, BMC Control-M, InfoSim, and Watch List
~~Tivoli Storage Manager (TSM), Tivoli Workload Scheduler (TWS), and Tivoli Identification Manager (TIM)~~
Backup software and procedures
Primary fault management automation
TCP/IP networking, routing, and routed network fundamentals
Computer systems architecture
Windows system administration
UNIX structure, administration, and editing functions
Facilities, concepts, and uses of computer operating systems
Computer programming concepts
Data entry procedures and scheduling techniques
Records and forms design techniques

Ability to:

Read and write job control language statements and Unix shell scripts
Conduct research and organize written technical material and data into approved formats
Interpret and analyze technical material ~~and report and express technical concepts clearly and accurately~~
Work effectively with others
Write clear, concise reports, and other materials
Describe network problems in understandable terms
Monitor and detect errors in network activities and selected network systems components
Assist in configuration of network monitoring tools

Communicate effectively both orally and in writing
Manage multiple concurrent tasks
Diagnose and understand reasons for system failures
Complete assigned tickets efficiently.
Complete required security and data center management training
Follow procedures and adhere to timelines.

Special Physical Requirements:

Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, and pull
Ability to work in a noisy, 68 degree climate controlled indoor environment
Safely lift and carry objects weighing up to fifty pounds
Safely maneuver flat carts, dollies, pallets, and other hand carts loaded with equipment, paper, and other supplies
Visual acuity as required for electrical work.
Adequate color perception to identify color-coded conductor wires
Work safely at heights including the use of ladders, scaffolds and other related equipment.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college level courses in computer science or a related field.

Experience:

Six months of experience in monitoring and first-level troubleshooting of servers, network hardware, and storage and backup devices. Experience with open system schedulers such as ~~Tivoli Workload Scheduler~~ or Control M is highly preferable.

Special:

A valid A+ certification or Network+ certification is preferable.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.
Employees in this class may be required to work a flexible schedule, including any shift and day of the week, holidays 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.

SENIOR SUSTAINABILITY SPECIALIST

DEFINITION

Supervises, coordinates and participates in program management and design review, design standards, conducting research, analyzing, and developing communications, ~~and~~ goals, and metrics for sustainability initiatives involving alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and related rebate and incentive programs.

TYPICAL DUTIES

Supervises personnel engaged in the implementation and execution of sustainability projects and programs, from planning through construction and post-occupancy evaluations.

Researches the impact and efficacy of emerging sustainability technologies and provides recommendations to management.

Acts as a liaison to District offices on sustainability-related matters including the improvement and/or implementation of sustainability protocols.

Prepares and maintains guidelines, protocols and metrics for reporting sustainability performance measures, conformance to building codes, ordinances and safety requirements to ensure quality construction, maintenance, and operation.

Develops the scope of work of contracts and task orders for vendors and contractors providing services to the Eco-Sustainability Office, sustainability unit.

Develops and evaluates requests for qualifications (RFQ) and requests for proposals (RFP) for proposed sustainability projects.

Develops and implements sustainable design standards for construction, repair and modernization projects.

Manages and oversees compliance with Collaborative for High Performance Schools (CHPS) and Leadership in Energy and Environmental Design (LEED) during the design and construction phases of related projects.

Develops and participates in outreach and sustainability awareness campaigns.

Conducts cost analysis studies and makes fund and resource allocation recommendations.

Develops incentive programs to garner support and enlist District-wide participation in sustainable program efforts.

Monitors and evaluates sustainability programs effectiveness and recommends or implements modifications and procedural changes for improvement.

Collaborates with local, state and federal agencies, service providers, non-profit and community organizations in implementing sustainability efforts.

Coordinates inter-departmental activities and personnel to support sustainability initiatives and practices.

Reviews state and federal laws related to sustainability and analyzes their impact on District programs and practices.

Identifies opportunities for instituting gardens and greening programs District-wide.

Prepares and publishes reports, bulletins, presentations, procedural manuals, contracts and forms related to sustainability efforts.

Delivers presentations to the Board of Education, administrators, employees, and other groups on sustainability-related issues.

Reviews scope of work, plans and specifications, and provides analysis and recommendations regarding sustainability initiatives standards for compliance with District Board resolutions, guidelines and design policies.

Makes field investigations and gathers data related to greening, building and transportation decarbonization or climate resilience and other sustainability work.

May confer with information technology personnel in the development or restructuring of specialized software or systems used by the unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Sustainability Specialist supervises, coordinates, and participates in research, analysis and communications for the development and implementation of District-wide sustainability goals and initiatives.

A Sustainability Specialist performs a variety of professional-level duties primarily oriented toward the research, analysis and execution of sustainability objectives and assists higher-level personnel in performing more complex assignments.

SUPERVISION

General direction is received from a higher-level administrator. General supervision is exercised over lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices and current trends in sustainability

Applicable state and local codes pertaining to school construction

Local, State and Federal laws, principles, practices, ordinances and legal requirements in sustainability, alternative energy, green building and related areas

Functional site planning and school site analysis

Architecture and civil, structural, plumbing, electrical, and mechanical engineering as related to sustainability programs.

Research techniques, statistical analysis and graphic representation

Principles of budget grant and contract preparation, administration and management

School facilities and classroom design and equipment

Request for qualification (RFQ), request for proposal (RFP) and contracting procedures

Division of the State Architect (DSA) project review and certification protocols

Principles of cost benefit analysis

Emerging technological advances in sustainability practices

Federal and state requirements for fund availability and use

The Collaborative for High Performance Schools (CHPS)

LEED and CEQA requirements

Adobe Photoshop and InDesign; Microsoft Word, Excel, Powerpoint and Outlook

Major computer-aided software systems such as AutoCAD, CAFM, and GIS

Water and energy conservation efforts and practices

Ability to:

Plan, conduct, and evaluate complex sustainability and alternative energy issues

Manage contracts and task orders specific to school facilities design, construction, and sustainability issues

Review and evaluate sustainability strategies, analysis and cost estimates

Review sustainability programs for conformance to approved plans and specifications

Review plans using major computer-aided software systems such as AutoCAD and/or Revit

Inspect sustainability programs for conformance to approved plans and specifications

Plan and implement incentive programs for sustainability efforts

Work effectively with commissioned architects and related consultants, representatives of government agencies, private contractors, vendors, District administrators, parents and community members, and school personnel
Analyze architectural problems and present appropriate solutions
Express difficult and complex concepts clearly and concisely in oral and written form
Analyze and interpret complex laws and regulations impacting sustainability efforts
Conduct meetings, discussions, and make presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, or energy management, ~~environmental science, urban planning, or related field~~ supplemented by coursework in statistics, cost analysis, engineering, energy management, energy auditing, or urban planning. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis and must be supplemented by coursework in statistics, energy management, energy auditing, engineering, or cost analysis.

Experience:

Five years of program or project management experience in a professional-level position with related to greening or landscape projects, climate literacy and/or climate resilience, or building and transportation decarbonization, preferably for schools. Experience must have included responsibility for activities such as program coordination, administrative analysis, financial analysis, program development, and contract negotiation, ~~preferably in a facilities construction, modernization, or sustainability or energy management program.~~

The following work experience and accreditation are preferable:

Experience managing projects or programs regulated by state or federal environmental/ sustainability issues
Experience with the Collaborative for High Performance Schools (CHPS)
LEED Professional Accreditation by the Green Building Certification Institute (GBCI)
A valid certificate of Registration as a licensed Landscape Architect issued by the California State Board of Landscape Architects.
An IA Certified Landscape Irrigation Auditor Certification

Special:

~~A valid California Driver License~~
~~Use of an automobile~~

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

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.

SUSTAINABILITY SPECIALIST

DEFINITION

Performs, participates, and coordinates a variety of technical duties in support of sustainability initiatives including program management and design review, research and design standards, analysis, metrics, and communications pertaining to alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and rebate and incentive programs.

TYPICAL DUTIES

Supports and participates in the development and execution of sustainability projects and programs, objectives, from planning through construction and post-occupancy evaluations. Assists in the development and compilation of metrics for sustainability performance measures. Confers with and advises District personnel, community-based partners, vendors, contractors, manufacturers' representatives, and officials of other public agencies, on matters pertaining to the District's sustainability programs and other sustainability guides.

Assists in the implementation of District-wide rebate and incentive programs.

Acts as a liaison to District offices on sustainability-related matters including the improvement and/or implementation of sustainability protocols.

Researches the impact and efficacy of emerging sustainability technologies and provides recommendations to management.

Consults with District personnel and public/private agencies for best practices in sustainability and alternative energy projects.

Assists with the development of Requests for Qualifications and Requests for Proposals on sustainability projects.

Assists with the preparation, negotiation, scope development, and management of work contracts and task orders for services rendered by the Eco-Sustainability Office, sustainability unit.

Assists in preparing cost estimates and life cycle cost analysis for greening, building and transportation decarbonization or climate resilience and other sustainability projects and programs.

Identifies, evaluates, consults and garners support from external partners in providing resources to support sustainability initiatives and protocols.

Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form and develops recommendations on District and other sustainability initiatives

Designs or formats and implements new forms, bulletins, and manuals.

Reviews scope of work, plans and specifications, and provides analysis and recommendations regarding sustainability initiatives standards for compliance with District Board resolutions, guidelines and design policies.

Makes field investigations and gathers data related to greening, building and transportation decarbonization or climate resilience and other sustainability work.

May assists in preparing and maintaining sustainability policy and procedures, guidelines, standards and specifications to align with Board resolutions and to assure conformance to building codes, ordinances, and safety requirements and to improve the quality and economy of construction, maintenance, and operation.

May deliver presentations to the Board of Education, administrators, employees, and other groups on sustainability-related issues.

May assist in the evaluation of proposed legislation or in the implementation of approved legislation.

May conduct studies and prepare reports on budget analysis, financial management, and proposal preparation, database management, spreadsheet analysis and word processing applications.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Sustainability Specialist performs a variety of professional-level duties primarily oriented toward the research, analysis and execution of sustainability objectives and assists higher-level personnel in performing more complex assignments.

A Senior Sustainability Specialist supervises, coordinates, and participates in research, analysis and communications for the development and implementation of District-wide sustainability goals and initiatives.

SUPERVISION

General supervision is received from a supervisory or administrative employee. Functional supervision may be exercised over employees in lower-level technical and support classes.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices and current trends in sustainability

Applicable state and local codes pertaining to school construction

Local, State and Federal laws, principles, practices, ordinances and legal requirements in sustainability, alternative energy, green building and related areas

Functional site planning and school site analysis

Architecture and civil, structural, plumbing, electrical, and mechanical engineering as related to sustainability programs.

Research techniques, statistical analysis and graphic representation

Principles of budget grant and contract preparation, administration and management

School facilities and classroom design and equipment

Request for qualification (RFQ), request for proposal (RFP) and contracting procedures

Division of the State Architect (DSA) project review and certification protocols

Principles of cost benefit analysis

Emerging technological advances in sustainability practices

Federal and state requirements for fund availability and use

The Collaborative for High Performance Schools (CHPS)

LEED and CEQA requirements

Adobe Photoshop and InDesign; Microsoft Word, Excel, Powerpoint and Outlook

Major computer-aided software systems such as AutoCAD, CAFM, and GIS

Water and energy conservation efforts and practices

Ability to:

Plan, conduct, and evaluate complex sustainability and alternative energy issues

Understand contracts and task orders specific to school facilities design, construction, and sustainability issues

Review and evaluate sustainability strategies, analysis, and cost estimates

Review sustainability programs for conformance to approved plans and specifications

Review plans using major computer-aided software systems such as AutoCAD and/or Revit

Implement incentive and rebate programs for sustainability efforts

Work effectively with commissioned architects and related consultants, representatives of government agencies, private contractors, vendors, District administrators and school personnel

Express difficult and complex concepts clearly and concisely in oral and written form

Analyze and interpret complex laws and regulations impacting sustainability efforts

Conduct meetings, discussions, and make presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, or energy management, environmental science, urban planning, or related field supplemented by coursework in statistics, cost analysis, engineering, energy management, energy auditing, or urban planning. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis and must be supplemented by coursework in statistics, energy management, energy auditing, building systems, engineering, or cost analysis.

Experience:

Two years of program or project management ~~experience in a professional level position with related to greening or landscape projects, climate literacy and/or climate resilience, or building and transportation decarbonization, preferably for schools. Experience must have included responsibility for activities such as program coordination, administrative analysis, financial analysis, program development, and or contract negotiation, preferably in a facilities construction, modernization, or sustainability or energy management program.~~

The following work experience and accreditation are preferable:

Experience managing projects or programs regulated by state or federal environmental/sustainability issues

Experience with the Collaborative for High Performance Schools (CHPS)

LEED Professional Accreditation by the Green Building Certification Institute (GBCI)

A valid certificate of Registration as a licensed Landscape Architect issued by the California State Board of Landscape Architects.

An IA Certified Landscape Irrigation Auditor Certification

Special:

A valid California Driver License

Use of an automobile

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Rrequirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, Mmanagement 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
01-23-2025
YG

District Notification Date: 12-03-2024
Union Notification Date: 12-03-2024

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
Esteban Torres HS (1860601)	1300	Food Service Manager VI (4294)	Food Service Manager V (4297)	30343868(C)

Reason for Reclassification: The revised duties and responsibilities of the position are consistent with the recommended classification.

The Food Services Division has requested to reclassify this vacant position based on the current average daily meals served (ADMS) and Teamster's has agreed.

The subject position has been assigned duties that meet the class concept of the respective Food Service Manager classification as the level of a position within this series is dependent on the Average Daily Meals Served (ADMS).

Primary School	ADMS
FSM I	800-949
FSM II	950-1499
FSM III	1500 and above

Secondary School	ADMS
FSM IV	799 and below
FSM V	800-1599
FSM VI	1600-2499
FSM VII	2500 and above

Status of Incumbent: The subject position is vacant.

Effective Date: January 2, 2025

Approved: RGK/SD

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECCO, PERSONNEL DIRECTOR

SUBJECT: **TITLE CHANGE FOR CLASS**

RECOMMENDATIONS:

It is recommended that, effective January 23, 2025, the following classes, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From</u> <u>Current Title</u>	<u>To</u> <u>Proposed Title</u>
Library Aide (2680)	Library Technician (2680)

BASES OF RECOMMENDATION:

The California School Employee Association (CSEA) requested that the Personnel Commission review the classification of Library Aide. Commission staff studied various Library Aide positions across the District to get a better understanding of the duties assigned to them. Additionally, a survey was conducted of other school districts and found that comparable positions are commonly called 'technicians'. The proposed title change will better reflect the concept of the job function. The class description with moderate changes is submitted for approval in conjunction with this report.

Status of Incumbent(s): The title change will have no effect on the status or seniority of the incumbents.

Case: 12659

RGK/BM/SH

LIBRARY AIDE TECHNICIAN

DEFINITION

Provides assistance to students and teachers in a school library ~~media center~~ and performs informational, clerical and computer-related duties to support library functions.

TYPICAL DUTIES

Assists in the overall school library functions by maintaining catalogs, lists, and records in the District's ~~centralized computerized library system~~ Library and Resource Management System; processing, circulating, and shelving books and various learning materials; stamping, labeling, mending, ~~and cleaning, and weeding~~ library books and other learning resources; ~~and performing regular inventories; and preparing forms and notices.~~

Provides guidance and assistance to students in the selection of books and in using other library resources.

Adds library copies into a database utilizing the District's ~~central computerized library system~~ Library and Resource Management System and generates related reports including statistics reports and patron data reports.

~~Provides assistance to teachers in the instruction of information using the District's centralized computerized library system.~~

Presents educational information to students under the supervision of ~~the~~ a Teacher Librarian or a qualified certificated classroom teacher.

Provides assistance to students in accessing research materials and retrieving information using the District's Library and Resource Management System to support units of study.

Assists parents with accessing library services and instructional media for students.

Assists visiting certificated teachers in the supervision of students visiting the library media center and review the work of student helpers or service students.

Assists the Teacher Librarian or ~~Coordinating Field Librarian~~ school site administrator in the selection and ordering of library materials according to current District selection and review policy.

Helps maintain a learning environment that is inviting, safe, well-organized, collaborative, inclusive, up-to-date and an orderly and functional room environment conducive to learning.

In collaboration with a school site administrator, may develop and maintain library policies and procedures.

Completes the annual California Department of Education Library Evaluation in the absence of a Teacher Librarian.

May assists in coordinating events ~~such as book fairs~~ and planning activities that encourage and motivate students to read.

May read-aloud and provide book talks to groups of students.

May collect reimbursement for damaged, lost, or late books and materials.

May maintain records, prepare reports, mend, distribute, collect, and perform inventory of school site textbooks and workbooks.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Library Technician Aide ~~provides library media services for students and teachers staff.~~

A Library Media Clerk performs specialized ~~clerical~~ duties in library media centers or administrative offices that require the application of library clerical knowledge skills.

SUPERVISION

General supervision is received from a Teacher Librarian ~~School Administrative Assistants~~ or a certificated administrator. Technical supervision may be received from a Teacher Librarian or certificated Library and Textbook Services Support staff. Work direction may be exercised over volunteers, student helpers, or service students.

CLASS QUALIFICATIONS

Knowledge of:

Filing and record-keeping procedures
Library organization and terminology
Recordkeeping and report preparation techniques
Microsoft Office
Web browsing techniques
Correct English grammar, spelling, and punctuation
Written communication skills

Ability to:

Develop positive, cooperative relationships with others
Learn and apply District book ordering procedures
Learn Dewey Decimal Classification System
Learn and apply inventory methods and practices including adding copies and removing damaged items from collections
File and order resources in alphabetical and numerical order
Keep accurate records and generate reports
Effectively read and write English
Work and Communicate effectively with students, parents, faculty and administrators
Use a computer

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the District Proficiency Test and the Instructional Assistance Test.

Experience:

Six months of clerical or library experience, including use of a computerized library system is preferable.

SPECIAL NOTE

Employees will be required to complete the Destiny Library Manager and library practicing protocols training prior to completion of the probationary period.

Some employees may be required to complete the Destiny Textbook Manager and textbook practicing protocols training.

Ability to speak and read in a language other than English may be required for some positions.

The 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
01-23-24
BM/SH

District Notification Date: 12/5/2024
Union Notification Date: 12/10/2024

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: REVISION AND TITLE CHANGE OF PERSONNEL COMMISSION RULE 505, SUSPENSION OF PERSONNEL COMMISSION RULE PROVISIONS (TENTATIVE)

EXPLANATION:

Rule 505, Suspension of Personnel Commission Rule Provisions, was established in 1975. At the time, it was deemed that in such an emergency, there may not be sufficient time to amend rules to ensure continuance of the District's business; therefore, it was necessary to establish the rule to permit suspension and/or amendment of specific provisions of the rules in order to continue the operations of the District.

RECOMMENDATION:

The recommended changes below will update the title and streamline the Rule to allow for suspension of Personnel Commission rules and not just specific rule provisions:

RULE 505, SUSPENSION OF PERSONNEL COMMISSION RULES PROVISIONS

- A. ~~If the Personnel Commission has been advised by the Board of Education or the Superintendent that an actual or imminent concerted labor action has disrupted or is about to disrupt the business of the District, any Commission rule or the specific provisions of any rule may be suspended or amended by the Commission for such period of time as determined by the Commission, provided that such suspensions or amendments do not conflict with specific provisions of law or existing collective bargaining agreements. Any such suspensions or amendment will be limited, insofar as practicable, to classes, organizations, or units of employees of the District who are involved in or affected by a concerted labor action.~~
- A. The Personnel Commission may suspend or amend Personnel Commission Rules by a vote of two-thirds of the Personnel Commission.
- B. ~~When the Personnel Commission has suspended or amended rules under the provisions of Paragraph A, above, it may immediately adopt such emergency rules and amendments to existing rules as it may deem necessary to be applicable during the period of suspension or amendment of regular rules, or during the time determined by the Commission in order to continue the operations of the District.~~

DVG/RGK

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

Date: January 23, 2025

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE SECOND
QUARTER OF 2024-2025 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
TOPICS			NUMBER OF
New Hire & Rehire Actions (not from Reemployment Lists)			1,246
Rehire Actions (from Reemployment Lists)			6
Promotion Actions			236
Leave Actions			1398
Substitute Calls - Filled			44,847 (73%)
Substitute Calls - Unfilled			16,714 (27%)
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
New Classifications			6
Abolished Classifications			3
Title Changes			7
Salary Reallocation			1
Reclassification Studies	No Changes	1	25
	Reclassifications	24	
CD Revisions			20
Position Reviews and Actions/Non-Routines			1,428
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced			91
Number of Eligibles on Eligibility Lists			2,351
Number of Applications Received			12,312
Number of Candidates Tested			6,240

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	65
Number of Training Participants	4,801
Number of Tuition Reimbursement Requests	117
Number of Online Training Modules Completed	1,810