

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

Council Meeting

TUESDAY, JANUARY 17, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JANUARY 26, 2023
3:00 P.M., VIA ZOOM

<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

Meeting ID: 994 9200 8592



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=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

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If you join the meeting by phone 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-____-____-____)

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Meeting ID: 994 9200 8592

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Administration of Oath of Office to Commissioner Devin Osiri.
3. Approval of minutes of the meeting of December 15, 2022.
4. Receipt of minutes of the meeting of January 5, 2023.

CONSENT ITEMS

5. Ratification of Reclassification by Director's Approval: **APPROVED**

- a. 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 20, 2022. (RDA 1771, Instructional Assistance Series)

5. Continued - Ratification of Reclassification by Director's Approval:

- 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 January 9, 2023. (RDA 1772, Instructional Assistance Series)
- c. 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 January 12, 2023. (RDA 1773, Instructional Assistance Series)
- d. Position at Fleet Maintenance, Transportation Services Division, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective January 3, 2023. (RDA 3076, Clerical Series)
- e. Position at Harvard Elementary School, Local District West, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective December 19, 2022. (RDA 3077, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective January 26, 2023: **APPROVED**

Audit Manager, Inspector General's Office
Controller
Deputy Controller
Food Production Assistant
Food Production Supervisor
Food Production Worker
Information Resources Support Assistant
Naturalist

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

<u>Class Title</u>	<u>Recommendation</u>
Audit Manager, Inspector General's Office (\$9,427.19-\$11,745.53/mo.) Controller (\$13,712.02-\$17,082.05/mo.) Deputy Controller (\$12,286.37-\$15,305.82/mo.) Naturalist (\$23.79450-\$29.42626/hr.) Class Description dated January 26, 2023.	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.
Information Resources Support Assistant (\$21.96386-\$27.11391/hr.) Class Description dated January 26, 2023.	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.

8. Abolishment of Unused Classes. (Case 12369) **APPROVED**

9. 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 not 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.

10. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:

- a. Disciplinary Appeals
 - Senior Food Service Worker
 - Special Education Assistant
 - Special Education Trainee

11. Reconvene Regular Session and report of actions taken in Closed Session.

12. Consideration of the recommendation of staff on the Disciplinary Appeals for:

Senior Food Service Worker (Case 0869)
Special Education Assistant (Cases 0211, 0219, 0331, and 0378)
Special Education Trainee (Case 0073)

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.

AUDIT MANAGER, INSPECTOR GENERAL'S OFFICE

DEFINITION

Plans, directs, and participates in a broad auditing program by managing audits of the District's contracts, financial and/or operational functions to assure adherence to established policies and procedures, contract terms and conditions, and internal controls.

TYPICAL DUTIES

- Assigns, trains, and supervises a group of internal audit and contract audit staff members.
- Manages complex financial, performance, and/or contract audits.
- Prepares and approves a comprehensive program of audit coverage for assigned school or facility.
- Conducts annual risk assessments entity-wide and prepares a draft annual Audit Work Plan based on the results of the risk assessment process.
- Contacts schools and facilities to schedule audits and assigns audits to the audit staff.
- Supervises, develops, and improves the professional capabilities of the audit staff through on-the job training and staff meetings and seminars to ensure that they successfully carry out their job responsibilities.
- Appraises employee performance on an annual basis, as well as providing informal appraisals throughout the year.
- Maintains contact with the audit staff to keep abreast of the status of all audits and keeps the Deputy Inspector General informed of audit status and any problems affecting the timely completion of assigned audits.
- Reviews audit workpapers to ensure that audit report findings and conclusions are valid and are supported by well documented, adequately referenced, and properly completed workpapers.
- Reviews and edits audit reports prepared by the audit staff to ensure that relevant information is provided to management on a timely basis.
- Ensures that audit reports present findings, conclusions, recommendations, and potential monetary benefits to inform the Board of Education and to motivate management to take corrective action.
- Authorizes the publication of audit reports, under the direction of the Deputy Inspector General, ~~Internal Audit and Contract Audit.~~
- Reviews important contracts and proposals, as requested, to offer constructive suggestions prior to execution.
- Determines which audits require a follow-up audit to ensure that corrective actions have been implemented.
- Keeps informed of the status of District's financial and business functions and policies and procedures relevant to the audits assigned.
- Consults and coordinates with the District's public accountants, in cooperation with the Deputy Inspector General, the internal auditing program versus the outside auditing program to determine how each can serve the other and avoid duplication of effort and excess cost.
- Approves time sheets for the audit staff.
- May attend entrance and exit conferences with the audit team during engagements as needed.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Audit Manager, Inspector General's Office assists in administering the District's internal auditing program and directs complex and sensitive audits of financial and operational functions, as well as contract audits.

The Deputy Inspector General, Audits plans, directs, organizes, and manages the functions of the Office of Audits.

The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.

~~The Deputy Inspector General directs and reviews audit and investigative activities. The Deputy Inspector General assists in the overall direction of the function and acts for the Inspector General during absence in the exercise of delegated authority.~~

A Principal Auditor, Inspector General's Office performs complex audit engagements and/or supervises several auditors in conducting audits of financial and operational functions.

SUPERVISION

General supervision is received from the Deputy Inspector General, Audits. Supervision is exercised over lower-level auditing and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Federal Acquisition Regulations
- Fundamental principles of accounting and auditing.
- Laws, rules, regulations, practices, procedures, contracts, budgets, and fiscal practices pertaining to accounting and auditing.
- Principles of supervision and training.
- Current trends and developments in auditing and accounting.
- Cost Accounting Standards
- California Public Contract Code
- Statistical sampling techniques and methodologies

Ability to:

- Provide leadership and technical assistance
- Train a high performance audit team capable of accomplishing objectives
- Develop methods and procedures to implement policies and regulations to improve efficiency of programs
- Hire and maintain an audit staff capable of accomplishing objectives
- Analyze and interpret highly complex financial and non-financial data
- Determine strategies to achieve goals
- Perform statistical sampling
- Express difficult concepts effectively orally and in writing
- Prepare clear and conclusive audit workpapers
- Write clear and concise narrative audit reports
- Plan, perform, and coordinate technical auditing operations
- Analyze situations, identify problems, and recommend solutions
- Handle highly confidential information
- Use professional judgment to think and act independently
- Establish and maintain effective working relationship with District personnel, audit bench, and the public
- Plan, organize, schedule, and direct the work of audit staff
- Evaluate work methods and staff performance

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a degree in accounting, business administration or a closely related field equivalent. Possession of a Certified Public Accountant (CPA) or a Certified Internal Auditor (CIA) certificate is desired.

Experience:

~~Five~~Six years of professional auditing experience in public accounting firms, government agencies, or private industry. The aforementioned experience to include two years of supervisory experience.

Special:

May be required to travel for the completion of audit projects

~~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.

SPECIAL NOTE

Exempt from FLSA.

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
01-26-2023
SD

	Class Codes
CONTROLLER	1004
DEPUTY CONTROLLER	1007

DEFINITION

The Controller is responsible for assisting the Chief ~~Business~~ Financial Officer with the administration of the Accounting and Disbursements Division by planning, organizing, directing, and reviewing the functions of accounting for all District funds; treasury; audit; payroll administration; payments of non-salary obligations; and a wide variety of related financial and reporting functions. A Deputy Controller assists in the management of the Accounting and Disbursement Division and acts for the Controller as required.

TYPICAL DUTIES

Directs and administers the activities of the Accounting and Disbursements Division, including:

- Districtwide accounting for revenues, expenditures, and balance sheet accounts preparation of financial reports, revenue and expenditure forecasting, cash-flow management, investments and financing, maintenance of official accounting records and transactions, and related financial functions.

- Directs, reviews, and facilitates financial and school audits, including the preparation of the Comprehensive Annual Financial Reports (CAFR).

- Manages lower-level directors on the payment, audits, and accounting for salary disbursements, payroll deductions, and related payroll obligations.

- Establishes and maintains liaison with federal and state agencies on the interpretation of fiscal legislations, filing of reimbursement claims, required records, documentation, reports, and the receipt of income from those sources.

- Assures that activities, records, and reports adhere to applicable laws, regulations, requirements from federal and State agencies, governmental, and accounting standards.

- Directs and coordinates the compilation and analysis of data for the District's mandated periodic reports and for special reports as required.

- Manages lower-level directors with the maintenance of job-cost and stores inventory records, payment of non-salary obligations, and related functions.

- Directs, reviews, and participates in the analysis and implementation of the District's integrated financial systems, including payroll, human resources, budget, procurement, and accounts payable.

- Participates with other administrators in the development, planning, and implementation of Districtwide and internal division policies and procedures.

- Directs, reviews, and participates in the financial and procedural analysis of legislative and collective-bargaining proposals and provides data for District negotiators and administrators.

- Represents the Chief ~~Business~~ Financial Officer as assigned.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Controller directs and coordinates the administration of the Accounting Controls, Financial Audits, Student Body Accounting, Accounts Payable, General Accounting, Treasury, Revenue, and Payroll Services Branches of the Accounting and Disbursements Division.

A Deputy Controller assists in the administration of the Accounting and Disbursement Division, participates in the planning and organizing of Division functions, and acts for the Controller as required.

The Chief Business ~~Financial~~ Officer is the executive responsible for the direction of accounting, treasury, audits, disbursements, business, and financial activities of the District.

The Director of Budget Services and Financial Planning directs and coordinates the administration of Budget Services, Financial Planning and School Fiscal Services Branches of the Budget Services and Financial Planning Division.

SUPERVISION

Administrative direction is received from the Chief Business ~~Financial~~ Officer. The Controller exercises administrative direction over subordinate deputy controllers and branch directors. A Deputy Controller receives administrative direction from the Controller and exercises general direction over branch directors and lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- The Government Accounting Standards Board Pronouncements
- Theory and practice of accounting and auditing, including governmental tax, school accounting and auditing; program budgeting and accounting; budgetary control; payroll/personnel/position control systems; and financial reporting
- Theory of business, personnel organization, and management
- Established project management procedures
- California School Accounting Manual and the provisions of the Education Code and other laws pertinent to financing, payment of obligations, and accounting for public schools and public sector
- Board of Education and Personnel Commission rules, California School Accounting Manual, California Education Code, and regulations
- Basic organization, legal foundation, and financial structure of California school districts
- Federal, State, and local laws pertinent to the activities of the Division and financial operations of the District
- Principles of public administration and personnel management
- Integrated computer information systems and methods applicable to a wide variety of accounting and related financial systems, including school and central budgets, payroll, personnel, position control, benefits, accounts payable, job cost, student body accounting, capital projects, fixed assets, and procurement
- Cash-flow management and projections
- District collective bargaining agreements

Ability to:

- Direct and coordinate complex financial, audit, and reporting activities through lower-level directors and managers
- Evaluate procedures and problems and develop strategies and effective solutions
- Be proactive and be able to share decision-making in a timely manner
- Foster rapport with, and seek cooperation from, employees in the organization, including school administrators, teachers, and students
- Analyze laws, rules, and accounting regulations and pronouncements
- Work in a fast-paced environment; multi-task; and ensure project timelines comply with legal, state, and other mandated deadlines
- Prepare clear, concise, and effective reports, letters, and other documents
- Make formal and effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting or a related field. A degree in accounting is preferable. ~~master's degree is preferable.~~

Experience:

Three years of experience as an executive or manager with responsibility for the accounting, auditing, budgeting, or disbursements, ~~or other financial management~~ of an organization of preferably with at least 1,000 employees and with a budget of at least ~~\$100~~\$250 million. The aforementioned experience must include professional level experience in the same areas, preferably in accounting or auditing. Public sector experience is ~~preferred~~ preferable.

Special:

A Certified Public Accountant (CPA) license is preferable

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
01-26-23
SD

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit C
Class Codes

FOOD PRODUCTION ASSISTANT
FOOD PRODUCTION WORKER

4399
4398

DEFINITION

Performs a variety of routine tasks related to the receiving, cooking, plating, packaging, shipping, and sanitation efforts in a high volume food processing plant. Duties involving extended periods of heavy lifting or other strenuous physical activity are assigned to Food Production Assistants.

TYPICAL DUTIES

Assists in unloading food supplies and moves the supplies to appropriate holding locations, such as refrigerators, freezers, or other storage areas.
Unpacks by hand or by machine various foods from cans, cartons, or other containers.
Performs a variety of hand and machine-assisted operations in washing, mixing, measuring, weighing, slicing, or otherwise preparing foods for cooking, baking, or packaging.
Assists in cooking and baking by adding specified quantities of ingredients, putting in and removing products from kettles and ovens, and delivering them to assembly and packaging areas.
Participates in the plating, packaging, and assembly of food items by loading, adjusting, and operating production line machines and by hand placing or packing food items as necessary to complete the assembly process.
Cleans up spills, and makes minor adjustments to, and removes food or packaging obstructions from food dispensing equipment.
Prepares completed food products for shipment by placing products on trays, baskets, pallets, or carts, counting and moving them into site refrigeration/freezer or delivery trucks.
Disassembles, assembles, cleans, and sanitizes a variety of automated and manual equipment; cleans and sanitizes work areas; and assists in general facility cleaning.
May operate a ~~forklift~~ or pallet jack for use as a supply transporter.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Food Production Workers and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a forklift or supply transporter.

A Food Production Supervisor supervises a crew of Food Production Workers and/or Food Production Assistants in a functional unit of a high volume food production facility and performs the most responsible and complex food production duties.

A Food Service Worker prepares, produces, heats, cooks, and serves a variety of foods from fresh, canned, dry or frozen state and assists in other related tasks in a designated Food Service production and/or service area and performs cleaning and sanitizing duties according to Food Services Operating Standards.

SUPERVISION

Immediate supervision is received from employees in Food Services supervisory classes. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Use, care, and cleaning of food preparation equipment and utensils
Basic principles of food sanitation and handling
Safety rules and procedures related to working with machinery, food preparation equipment, and utensils
Microsoft Office

Ability to:

Perform a variety of machine and hand operations rapidly and thoroughly
Work effectively with other employees
Learn to operate a ~~forklift or supply transporter~~ pallet jack
Communicate orally

Special Physical Requirements:

Auditory acuity as required to hear oral communications while noisy machinery is in operation
Visual acuity as required to measure, weigh, and package foods and ingredients
Good depth and space perception as required to operate a ~~forklift or supply transporter~~ pallet jack
Manual dexterity as required to operate or to work in close proximity to food production machinery
Stand and walk on concrete and tile floors for long periods of time
Work in refrigerated areas
Safely lift and carry items weighing up to:
a) 40 pounds (Food Production Worker)
b) ~~100~~ 75 pounds (Food Production Assistant)

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Experience in the manufacturing, packaging or processing of foods in large quantities and in the care of related equipment is preferable.

Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained at time of appointment.

~~This~~ The 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 relevant 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
01-26-23
SD

District Notification Date: 12/9/2022
Union Notification Date: 12/20/2022

FOOD PRODUCTION SUPERVISOR

DEFINITION

Supervises food services staff and participates in the work of a crew in a major unit of food production at a high volume food processing facility.

TYPICAL DUTIES

- Supervises and participates in the unloading, stocking, and proper storing of food items in storerooms, refrigerators, freezers, and other locations.
- Supervises and participates in the preparation of food items, such as the opening of cans and packages, washing of fruit and vegetables, and mixing of dry ingredients.
- Determines and controls settings for cooking and baking equipment and mixes ingredients according to recipes in preparing a variety of food products.
- Assures that proper quantities of foods and packaging materials are available and directs and supervises the placement, loading, and operation of food dispensing machines.
- Supervises and participates in automated meal production, and monitors food quality, packing, and assembly operations to detect and resolve minor difficulties, such as equipment malfunction, improper packaging, or assembly and line sanitation matters; and may order line shutdown to resolve issues.
- Supervises the loading of meals on trucks and establishes and modifies delivery routes for efficient and timely meal deliveries.
- Supervises and oversees the meal counts and ordering of food items through the Cafeteria Management System (CMS), correct preparation, packing, and labeling of special diet meals and menus, creates and revises pick tickets, and maintains a summary detail log, production load sheets, and route sheets for each school on a daily basis.
- Establishes and maintains sanitary and safe working conditions in food service environments, based on approved Hazardous Analysis Critical Control Points (HACCP) housekeeping and safety standards, which includes disassembling, sanitizing, and reassembling large equipment parts.
- Reviews, modifies, and submits the requisition of non-food items for approval and insures payment of invoices.
- Assists with the monthly inventory process and records findings on CMS.
- Coordinates the efforts of various units to adjust to changes in meal production schedules.
- Supervises the operation of a forklift, ~~supply transporter~~ pallet jack, or high lift stacker and trains staff in the utilization of industrial equipment such as conveyor belt lines, industrial can openers, large scale mixers, pistons and pump fillers. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Food Production Supervisor supervises a crew of Food Production Workers and/or Food Production Assistants in a unit of a high volume food processing facility and performs the more responsible and complex food processing duties.

An Assistant Food Production Manager supervises the preparation of production schedules; preparation and assembly of meals; sanitation and maintenance of food production areas and related equipment; ordering, warehousing, and distribution of food and supplies to production areas and schools; and daily office and personnel functions, including record maintenance.

Food Production Workers and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a forklift or ~~supply transporter~~ pallet jack.

SUPERVISION

General supervision is received from a Regional Food Services Manager, Assistant Food Production Manager or Food Production Manager. Supervision is exercised over Food Production Workers, Food Production Assistants, and Senior Food Production Assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Quantity food preparation
- Modern equipment related to automated meal assembly and packaging
- Concepts of food receiving, handling, storage, inventorying and ordering Principles of supervision
- Safety rules and practices pertaining to food processing establishments
- Hazardous Analysis Critical Control Points (HACCP) principles of food handling, safety, and sanitation standards and techniques
- Basic nutritional concepts
- Utilize various computer applications such as word processing, spreadsheet, database, and email

Ability to:

- Supervise, train, and evaluate work performance
- Operate manual, power, and automated equipment
- Understand oral and written instructions, directions, and recipes
- Recognize and resolve problems in automated meal processing and assembly Plan, calculate, and order foods in large quantities

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of commercial or institutional food processing experience in a high volume operation (minimum of 600 meals per day or the equivalent in mass production), preferably including supervisory experience.

Special:

A valid Food Protection Manager Certificate from an American National Standards Institute (ANSI) accredited organization.

SPECIAL NOTE:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained by the time of appointment.

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 the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
01-26-23
SD

District Notification Date: 12/16/2022
Union Notification Date: 12/16/2022

INFORMATION RESOURCES SUPPORT ASSISTANT

DEFINITION

Provides technical-clerical support services to schools and offices ~~with regard to the~~ regarding retrieval and interpretation of student and school data, collects and validates such data, and generates corresponding reports.

TYPICAL DUTIES

- Ensures student and school data integrity by validating source documents, interpreting coded information, identifying and correcting errors and miscalculations, ~~and resolving problems using edit reports.~~
- Explains student information system procedures and applications for accessing, extracting, receiving, and interpreting online reports, files, and District publications to consultants and school and office personnel.
- Collects, codes, and inputs data collected from source documents such as District surveys into information systems.
- Applies pertinent State and federal laws and District policies and procedures ~~such as the Public School Accountability Act, No Child Left Behind Act, Deferred Action for Childhood Arrivals, and the Federal Education Rights and Privacy Act~~ in reporting student and school information.
- Generates mandated and informational reports at the request of the administration to be submitted to County, State, and federal agencies concerning student, staff, and school data on topics such as enrollment figures, classroom size, graduation and dropout rates, enrollment and attendance dates, and teacher qualifications and assignments.
- Evaluates and tests online forms during software development to assess program functionality, identify program errors, and make recommendations to computer programming personnel for improvement.
- Retrieves student records and validates and certifies accurate student data.
- Writes and edits user manuals, operational procedures, newsletters, and related materials.
- Verifies ~~that the accuracy of~~ student and school assessment data ~~changes and new reports in the MyData System are accurate~~ District data systems.
- Creates and maintains databases, files, and other records pertinent to student and school information sources.
- Contacts District offices and surrounding school districts to obtain and clarify student and school information.
- Maintains, extracts, and imports student and school information into databases.
- Provides prompt and accurate information to District staff, school personnel, and parents on the telephone or in-person.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Information Resources Support Assistant applies knowledge of pertinent laws, rules, and procedures in the preparation and processing of District-wide student and school data.

The IT Customer ~~Service~~ Support Representative receives telephone calls, faxes, and electronic mail, and chat requests from school and office personnel requesting technical support regarding computer software and hardware problems and electronic/computer equipment repair, replacement, and maintenance or provide other Information Technology Division applications support.

SUPERVISION

General supervision is received from a supervisory or administrative employee. Work direction may be exercised over clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

English usage, grammar, punctuation, spelling, and vocabulary

Best customer service practices

Data processing codes and procedures to compile student and school reports from student information systems

Sources of information needed to verify and correct student and school related documents

State and federal laws and District policies relative to reporting student and school Information

Student Information Systems, ~~MiSIS~~, MiSiS, ~~MyData~~, Data Management and Reporting Systems

Microsoft Office Suites

Basic arithmetic

Ability to:

Speak clearly and communicate effectively

Recognize, evaluate, and explain problems related to student and school data processing

Interpret and present technical concepts clearly and concisely, both orally and in writing

Remain calm and pleasant and ~~W~~work effectively under the pressure of a heavy workload with frequent interruption

Input data accurately

Compile, analyze, and compute data accurately

Establish and maintain rapport with District personnel and customers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in ~~business communications office technology~~, business communications, and computer technology, or computer applications ~~and office technology~~.

Experience:

Two years of experience entering, reporting, and interpreting ~~LAUSD~~ student and school information data. Completion of 60 semester units or 90 quarter units from a recognized college or university may substitute for one year of the required experience.

Special:

~~Some positions may require a valid California Driver License and the use of an automobile.~~

A valid driver's license to legally operate a motor vehicle in the State of California and the availability of private transportation, or the ability to utilize an alternative method of transportation may be required for some positions.

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Revised
01-26-23
SH

Administration Notification Date: 12-12-22
Union Notification Date: 12-13-22

NATURALIST

DEFINITION

Conducts educational programs in environmental education, natural science, and human relations for students; conducts hikes and campfire programs; and performs various manual duties related to center facilities, animals, trails, and supplies at an outdoor-education center.

TYPICAL DUTIES

Presents instructional programs to students regarding environmental education, natural science, human relations, and STEM (science, technology, engineering, and mathematics) curriculum by demonstration and instruction in a natural setting.
Obtains data and prepares training aids for courses in astronomy, botany, ecology, geology, hydrology, meteorology, mythology, and zoology.
Conducts hikes, tours, campfire programs, and craft classes.
Orients teachers, parents, and students to the outdoor education facility.
Coordinates instructional presentations with teachers and administrators.
Prepares and maintains exhibits.
Clears and develops new trails and maintains existing trails in safe condition, including clearing chaparral, removing weeds and bushes, and cutting tree branches.
Feeds and cares for animals.
Assists in maintaining the center in a safe, clean condition and in opening and closing the center.
May assist in ordering, unloading, or organizing center supplies and equipment.
May supervise students.
May supervise the center in the absence of an administrator.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Naturalist prepares and presents instructional materials to students regarding environmental and outdoor education studies, STEM curriculum, conducts nature hikes, and leads recreational activities related to outdoor education.

The Outdoor-Education Center Manager directs and coordinates the operations of an outdoor-education center.

An Outdoor-Education Assistant (Male) supervises male students during play periods, meals, and at night in the dormitories.

An Outdoor-Education Assistant (Female) performs the same functions for female students.

SUPERVISION

General supervision is received from the Outdoor-Education Center Manager or the Assistant Outdoor-Education Center Manager and a certificated Coordinator, Outdoor Education. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

A variety of outdoor education subjects that may include astronomy, botany, ecology, geology, hydrology, meteorology, mythology, and zoology
Acceptable behavior required of students
First-aid procedures

Ability to:

Enforce safety and disciplinary rules
Establish and maintain effective relationships with students and adults
Develop and present instructional materials to students
Lead hikes, recreational activities, and conduct craft classes
Identify and repair trail hazards

Special Physical Requirements:

Strength, endurance, and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches
Safely lift and carry objects weighing up to 50 pounds

ENTRANCE QUALIFICATIONS

Education:

~~Graduation from a high school or evidence of equivalent educational proficiency, recognized college or university with a bachelor's degree preferably with a major and successful completion of 9 semester units or equivalent quarter units of coursework, at a recognized college or university, in one of the natural or physical sciences, or education, or forestry. Additional experience conducting outdoor education programs may be substituted on a year for year basis for up to two years of the required education, provided that the requirement of a high school diploma or equivalent is met. Graduation from a recognized college or university with a bachelor's or associate's degree in the above areas is preferable.~~

Education and Experience:

~~One year~~ Six months of paid experience or verifiable volunteer experience in developing or conducting nature study programs or youth group activities. An additional 3 semester units or equivalent quarter units of coursework, at a recognized college or university, in one of the natural or physical sciences, or education may be substituted for the aforementioned required experience.

Special:

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
Water's-Safety Instructor, ~~senior life-saving~~, and CPR Certificates are preferable.

SPECIAL NOTE

Duties involve variable daily hours. Sleeping facilities are provided at the Center.

~~This~~ The class description is not a complete statement of essential functions, responsibilities or requirements. Entrance ~~R~~requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by relevant law, ~~M~~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
01-26-23
MJM

Union Notification Date: 01/06/2023
District Notification Date: 01/06/2023

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective January 26, 2023:

I. The following classes be abolished:

Deputy Chief Communications Officer (1921)
Deputy Director of eLearning (4811)
Deputy Director of Project Support - School Occupancy (1955)
Director of eLearning (1189)
Truck Dispatcher (5736)

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 classifications:

Deputy Chief Communications Officer (1921)
Deputy Director of eLearning (4811)

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