

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

Council Meeting

TUESDAY, JANUARY 31, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, FEBRUARY 9, 2023
3:00 P.M., VIA ZOOM

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

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=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

Meeting ID: 994 9200 4544

*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 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. 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.

3. Approval of minutes of the meeting of January 5, 2023.
4. Receipt of minutes of the meetings of January 26, 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 January 19, 2023. (RDA 1774, Instructional Assistance 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 January 25, 2023. (RDA 1775, Instructional Assistance Series)
- c. Position at Certificated Workforce Management, Division of Human Resources, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective February 1, 2023. (RDA 3078, Clerical Series)
- d. Position at Barton Hill Elementary School and Maritime STEAM Magnet, Local District South, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective January 26, 2023. (RDA 3079, Clerical Series)
- e. Position at Diego Rivera Learning Complex-Performing Arts Community School, Local District South, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective January 26, 2023. (RDA 3080, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective February 9, 2023: **APPROVED**

Mobile Device Management Administrator
Mobile Device Management Specialist
Outdoor-Education Center Maintenance Worker
Program and Policy Development Advisor, Innovation and Improvement Sciences

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

<u>Class Title</u>	<u>Recommendation</u>
Mobile Device Management Administrator (\$8,942.27-\$11,069.56/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.
Outdoor-Education Center Maintenance Worker (\$28.95000/Flat rate)	
Class Description dated February 9, 2023.	

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

Case 12152
Case 12382
Case 12385
Case 12388

9. Abolishment of Unused Classifications. (Case 12384) **APPROVED**

10. a. Establishment of the Classification of Charter Schools Fiscal Oversight Manager. (Case 12368) **APPROVED**

b. Approval of Class Description recommended, effective February 9, 2023: **APPROVED**

Charter Schools Fiscal Oversight Manager

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

Class Title

Charter Schools Fiscal Oversight Manager
(\$7,951.84-\$9,871.02/mo.)

Recommendation

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. Title Change for the Classification of Local District Support Coordinator. (Case 12376) **APPROVED**

b. Approval of Class Description recommended, effective February 9, 2023: **APPROVED**

Region Support Coordinator

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

Class Title

Region Support Coordinator
(\$9,894.83-\$12,339.13/mo.)

Recommendation

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. a. Establishment of the Classification of Strategic Enrollment Administrator. (Case 12383) **APPROVED**

b. Approval of Class Description recommended, effective February 9, 2023: **APPROVED**

Strategic Enrollment Administrator

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

Class Title

Strategic Enrollment Administrator
(\$11,509.75-\$14,263.64/mo.)

Recommendation

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.

13. Salary Reallocation Recommendation for the Class of Deputy Director of Transportation. (Case 12364)
APPROVED

14. 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.

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

- a. Disciplinary Appeals
 - Campus Aide (Restricted)
 - IT Project Manager
 - School Facilities Attendant
- b. Examination Appeals
 - Senior Insurance Technician

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

17. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeal for:

Campus Aide (Restricted) (Case 0206)

18. Consideration of the recommendation of Staff on the Disciplinary Appeals for:

IT Project Manager (Case 0699)
School Facilities Attendant (Case 0077)

19. Consideration of the recommendation of staff on the Examination Appeal for:

Senior Insurance Technician (Case 0211)

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.

MOBILE DEVICE MANAGEMENT ADMINISTRATOR

DEFINITION

Plans, coordinates, and directs the configuration, implementation, and on-going support activities of Mobile Device Management (MDM) server components, including the configuration of hardware and software, the deployment of mobile devices, mobile applications, security policies and procedures, and District mobile technology upgrades.

TYPICAL DUTIES

Plans, organizes, directs, and coordinates all activities related to the management, configuration, implementation, and support of the MDM application servers, software components, mobile devices, and mobile device management systems.

Leads the design and development of the MDM environment.

Confers with vendors and District departments to integrate the identity management system and define security protocols for mobile devices and the MDM application server.

Controls and protects data and security configuration settings for all mobile devices in the District.

Confers with the Office of Curriculum, Instruction and School Support to manage the installation of authorized third-party applications.

Coordinates the activities associated with mobile application development and directs the deployment of enterprise mobile application.

Coordinates activities with District executives, division administrators, and other District employees to evaluate and discuss the needs for new and/or modified application systems and makes recommendations to the Chief Information Officer.

Develops and advises division administrators on internal policies, procedures, and programs to improve the efficacy of the Mobile Device Management System.

Prepares and presents concepts and business case proposals and makes recommendations to division Executive Management for decision-making.

Meets with vendor representatives to evaluate products and services.

Confers with and makes presentations to special committees, District representatives, and vendors regarding identified needs, proposed solutions, business strategies, and project status.

Develops and manages workflow strategies for successful implementation and integration of new mobile devices and technologies.

Reviews and participates in the development of technical specifications and the negotiation, administration, and evaluation of contracts for equipment and services.

Evaluates staff performance and conducts progressive discipline when necessary.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Mobile Device Management Administrator directs and coordinates all aspects of MDM deployments and enterprise mobile application implementation and is responsible for the operations of the LAUSD's Mobile Device Management (MDM) unit.

A Mobile Device Management Specialist plans and coordinates the configuration, implementation, and administration of LAUSD's Mobile Device Management (MDM) application server software, including the installation of security profiles, mobile applications, and configurations for successful mobile device deployment and support.

SUPERVISION

The Mobile Device Management Administrator receives general direction from a higher-level administrator, and provides supervision over Mobile Device Management Specialists and other lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

MDM system architecture including MDM gateway server, MDM device management server, MDM enrollment server and databases
Mobile device management systems such as Microsoft Endpoint Manager (Intune), Workspace ONE, and JAMF
JAVA, Cold fusion, and SQL
Application level security administration
Installing and configuring web applications, web servers and in depth understanding of web technologies
Installation and configuration of Internet servers such as apache and IIS
Application configuration server for fault tolerance, including plastering, load balance and distributed content caching
Web standards, LAN, WAN, WLAN terminology and Internet protocols such as DNS, DHCP, FTP, HTTP, SSL, and TCP/IP
MDM standards including open mobile alliance device management (OMA DM)
IKEv2 Mobility and Multihoming (MOBIKE) protocol
Software Component Management Object (SCOMO)
Active directory domain service, MDM software distribution, certificate services, exchange servers and domain controllers and single sign on systems
Project Management and project planning
Principles of business decision-making and group dynamics
Mobile device management architecture and mobile device lifecycle
Software applications for mobile devices, productivity and security software
Data management, configuration, and security settings for mobile devices including computers, smart phones, and tablets
Research and best practices related to mobile technology support
Technology proposals and evaluation criteria for the acquisition of new technologies and services
RFP development for mobile devices and MDM systems for a large educational institution
Customer Service best practices and the measurement (metrics) of those practices

Ability to:

Exercise strong problem solving and analytical skills
Install, configure, and manage the components of MDM software including MDM system architecture, MDM gateway server, and MDM device management server
Apply patches and upgrades as necessary
Analyze, integrate, and manage the components of mobile applications involving diverse systems and platforms
Set up monitoring tools
Plan, schedule, and direct the operations of the mobile device management unit
Delegate to subordinates and evaluate operational effectiveness
Recommend data-driven business process solutions
Communicate effectively orally and in writing
Develop and explain recommendations and decisions
Plan, organize, track, and coordinate work to meet deadlines
Exercise discretion in the dissemination of information

Supervise, train, and evaluate subordinates
Analyze, integrate, and manage the components of MDM software applications involving diverse systems and platforms
Develop support strategies, knowledge base systems, and best practices related to the support of mobile technologies
Execute IT process improvement and initiatives aimed at reducing cost and improving operational efficiency in a technology environment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Business, Information Systems, Computer Science or a related field. Qualifying experience in addition to that listed below may be substituted for the required education on a year for year basis provided that graduation from high school or evidence of equivalent education proficiency is met. Certification in Project Management Professional (PMP) is preferable.

Experience:

Four years of server management and support experience that includes domain controllers, IIS, DNS, DHCP, apache and SQL. One year of experience in the design, implementation, integration, and management of MDM server components. The aforementioned experience must have included managing a server of 5000 users or more. Supervisory or project management experience is preferable.

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 private transportation.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District 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 a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
02-09-23
MCV

MOBILE DEVICE MANAGEMENT SPECIALIST

DEFINITION

Plans and coordinates the configuration, implementation, and administration of Mobile Device Management (MDM) application server software, including the installation of security profiles, mobile applications, and configurations for successful mobile device deployment and support.

TYPICAL DUTIES

Configures, implements, installs, and supports the MDM application servers, mobile device profiles, security policies, mobile applications, and other MDM components.
Installs, configures and supports the identity management components of the MDM application server software.
Identifies, installs, and integrates authorized third party applications on all mobile devices.
Collaborates in the development of MDM server infrastructure and operational designs.
Supports mobile device deployment teams throughout project or mobile device deployments.
Proposes security policies and process changes for the MDM application server management systems.
Evaluates the effects of new mobile applications on existing mobile devices, school network and/or wide-area network and makes recommendations for setting configurations as required.
Coordinates the creation of email accounts, mobile application purchase accounts, device sync accounts, and other accounts necessary for successful mobile technology deployments and utility.
Provides technical support, assistance, and consultation to faculty, staff and/or lower-level consultants.
Consults with technical, managerial, school staff, and end users and recommends solutions to problems affecting MDM or mobile device operations.
Prepares and shares necessary information with cross-functional units for the successful implementation of mobile deployments.
Monitors the implementation of Mobile Device Management systems to insure that program requirements, milestones, documentation, and schedules are met.
Develops and recommends best practices for the deployment and management of mobile devices, mobile applications, textbooks, and other instructional related materials.
Collaborates in the development of training materials, workflows, and support documentation of mobile technologies.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Mobile Device Management Specialist plans and coordinates the configuration, implementation, and administration of LAUSD's Mobile Device Management (MDM) application server software, including the installation of security profiles, mobile applications, and configurations for successful mobile device deployment and support.

The Mobile Device Management Administrator directs and coordinates all aspects of MDM deployments and enterprise mobile application implementation and is responsible for the operations of the LAUSD's Mobile Device Management (MDM) unit.

SUPERVISION

A Mobile Device Management Specialist receives general direction from the Mobile Device Administrator. Technical supervision is exercised over District standards, procedures, methods, and materials related to Mobile Device Management. May supervise lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Mobile device management systems and ~~mobile device lifecycle~~ such as Microsoft Endpoint Manager (Intune), Workspace ONE, and JAMF

Mobile device lifecycles

Software applications and operating systems for mobile devices

Productivity software and security applications

Mobile and security profiles for mobile devices, including computers, smart phones, and tablets

Computer hardware, peripheral equipment, and thin clients

Web standards, LAN, WAN, WLAN terminology and Internet protocols such as DNS, DHCP, FTP, HTTP, SSL, and TCP/IP

MDM standards including open mobile alliance device management (OMA DM)

Software Component Management Object (SCOMO)

Active directory domain service, MDM software distribution, certificate services, exchange servers, domain controllers and single sign on systems

Basics of database design concepts

Research and best practices related to technology support

Windows imaging and deployment tools including WinPE, DISM, SIM, Windows RE, Sysprep, MSI/CAB/EXE installation, application deployment and patch management

Group Policy objects (GPO) editing via Local Group Policy Editor and Group Policy Management Console (GPMC)

Windows scripting including VBScript, PowerShell, Windows Command-line scripts

Current Microsoft Windows mobile operating system management including local/domain accounts, driver and application installation, software deployment and device management via System Center Configuration Manager (SCCM)

Chromebook lifecycle management

Google management console for enterprise

Ability to:

Install, configure, and manage the components of MDM server software

Apply patches and upgrades as necessary

Monitor and analyze mobile application traffic

Set up monitoring tools

Remain customer focused, listen and communicate effectively with customers

Work independently, exercise initiative, tact and good judgment

Express difficult and complex concepts clearly and concisely in writing and orally

Analyze data and determine the necessary action to resolve problems

Utilize software tools to troubleshoot and diagnose complex issues

Multi-task and function in a fast-paced environment with frequent changes and multiple deadlines

Capture new technology concepts and demonstrate effective communication

Work with cross-functional teams to ensure stability of all supported platforms

Exercise strong problem solving and analytical skills

Review, analyze, and prepare recommendations in IT processes, methods, and procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Business, Information Systems, Computer Science or a closely related field. Additional qualifying experience beyond that required may be substituted for the required education on a year-to-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met. Certification in MCSE, MCITP, or other IT Professional certification is preferable.

Experience:

Three years of experience in the integration and management of windows application servers and the installation, configuration, and support of applications and devices. Two years of the above experience must have been in managing a server of at least 1500 users or more.

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 private transportation.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District Conflict of Interest Code.

~~This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.~~

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
02-09-23
MCV

OUTDOOR-EDUCATION CENTER MAINTENANCE WORKER

DEFINITION

Maintains buildings, grounds, and equipment at a District outdoor-education center.

TYPICAL DUTIES

Maintains buildings and other structures by performing plumbing, electrical, and concrete work not requiring journey level skills.
Keeps required records and makes scheduled reports on the use of the swimming pool and center automotive equipment.
Clears roads by use of a tractor.
Tests, regulates, and maintains the drinking-water system.
Maintains planted and landscaped areas.
Orders necessary supplies and equipment for custodial, gardening, and maintenance activities.
Drives a 2-1/2-ton truck to pick up supplies and assists in loading, unloading, organizing, and storing supplies.
Performs custodial operations necessary to maintain buildings, grounds, and swimming pool in a sanitary condition.
Assists employees temporarily assigned from Maintenance and Operations for repair and maintenance projects.
Keeps weeds, tree branches, and chaparral cleared to the proper distance from buildings and hauls rubbish to the designated disposal area.
Cleans cages and cares for and feeds animals.
Constructs and maintains educational displays.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Outdoor-Education Center Maintenance Worker is assigned to the outdoor-education center and is responsible for the general cleaning, maintenance, and limited repair of the equipment, buildings, and grounds of the center.

An Equipment Mechanic performs a variety of shop and field repair work of a semiskilled and unskilled nature without technical supervision.

A Maintenance Worker performs a variety of tasks to assist with the maintenance and repair of school buildings, equipment, appliances, or grounds, including moving, installing, repairing, and maintaining of school and office furniture and equipment.

SUPERVISION

General supervision is received from the Outdoor-Education Center Manager or Assistant Outdoor-Education Center Manager. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Building maintenance and repair
- Rough construction and repair methods and materials used in carpentry, electrical, plumbing, and cement trades
- Filter and chlorination systems for drinking water and swimming pools

Ability to:

- Use tools common to building and mechanical craft fields
- Make minor repairs and alterations to buildings and equipment
- Keep records of supplies and equipment
- Operate a 2-1/2-ton truck, a small tractor, and other motor vehicles
- Work effectively with school personnel, the public, and students

Special Physical Requirements:

- Sufficient strength and endurance as required to perform heavy manual labor and lift and move objects safely weighing up to 75 pounds
- Good vision and depth perception as required to drive a truck and tractor and to read gauges

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in general maintenance work.

Special:

- A valid ~~California~~ California 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.
- A State of California Water Treatment Operator Certificate must be obtained within six months after appointment and must be kept valid during the term of employment.
- A State of California Wastewater Operator Certificate must be obtained within six months after Appointment and must be kept valid during the term of employment.
- A State of California Swimming Pool Service Technical Certificate must be obtained within six months after appointment and must be kept valid during the term of employment.

SPECIAL NOTES:

Some positions may be required to have variable work hours including weekends and evenings.

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Revised
02-09-2023
MJM

Union Notification Date: 01/17/2023
District Notification Date: 12/23/2022

PROGRAM AND POLICY DEVELOPMENT ADVISOR,
INNOVATION AND IMPROVEMENT SCIENCES

DEFINITION

Advises Senior District Management in designing, developing, and implementing the District-wide initiatives in the area of innovation and improvement sciences, including but not limited to, School Performance Accountability, School Choice, and Enrollment System, and Innovation School Design.

TYPICAL DUTIES

Plans, organizes, and leads the development, implementation, and management of innovative District-wide initiatives focused on improvement sciences.

Designs and develops recommendations of various policies, guides, procedures, and memos that are under the jurisdiction of the Division of Instruction.

Strategizes, plans, and aligns various system-wide efforts under the School Portfolio or Innovation office.

Convenes and facilitates cross-functional working groups to align and integrate initiatives and efforts District-wide.

Advises the ~~Chief Academic Officer~~ Deputy Superintendent of Instruction on issues relating to educational policy innovation in the improvement sciences.

Analyzes school performance data, enrollment trends, demographic projections, program outcomes, and fiscal considerations to support policy recommendations and decisions.

Designs and creates training modules on the District's choice, enrollment, and accountability systems.

Conducts trainings for Senior Management, various divisions, and schools regarding system implementations and creates training videos and online content for public assess.

Represents the Division of Instruction in briefing and presenting findings and recommendations to the Board of Education and Senior Management.

Acts as a liaison amongst the Board of Education members, Senior Management, and other divisions regarding District-wide initiatives.

May direct and manage the grants programs for the Division of Instruction.

May Prepare, review, and expedite funding and grant applications, locate new sources for funding projects, and review grant contracts and preparation of required reports in order to ensure compliance with the funding terms and conditions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Policy Development Advisor, Innovation and Improvement Sciences serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of improvement sciences with District goals and initiatives.

A Program and Policy Development Specialist serves as a staff assistant to senior management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

A Program and Policy Development Advisor, Innovation and Improvement Sciences receives administrative direction from a division level administrator or higher and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Educational theory and practices for K-12 programs
- Federal and State grant programs and conditions
- Concepts and business applications of data management systems and procedures
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to school improvement initiatives
- Federal and State academic accountability systems
- Research techniques, including business statistical analysis and graphic presentation of data
- Principles and practices of merit system provisions, organizational development, and supervision
- Federal and State funded categorical programs

Ability to:

- Present information regarding District programs and initiatives in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Monitor the progress of funding and grant requests and identify what is specifically required to move them forward
- Communicate effectively both orally and in writing
- Prepare clear and concise reports and presentations
- Explain and implement policies, procedures, and goals
- Synthesize facts, concepts, and influences that affect systems and procedures
- Prepare and review grant applications
- Objectively apply and review decisions
- Evaluate procedures and problems and develop and implement improvements
- Plan and direct a variety of activities through subordinate supervisors
- Remain calm under interpersonal pressure
- Analyze programmatic and financial data, laws, and regulations
- Direct, evaluate, and train staff
- Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from recognized college or university with a bachelor's degree preferably in public policy, public administration, social science, or related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience implementing and managing complex initiatives and strategies pertaining to improvement sciences. Experience in a California K -12 school district is preferable.

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 private transportation, 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.

Revised
02-09-23
MCV

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION
FROM: KARLA GOULD, PERSONNEL DIRECTOR
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Educational Resource Aide (Spanish Language/Restricted) (4925) (\$17.22400-\$18.31557/hr.)	To:	Audiologic Resource Aide (4904) (\$18.72568-\$22.96944 /hr.)
POS:	30076112 (6-Hour, C Basis) 30075825 (6-Hour, C Basis) 30076651 (6-Hour, C Basis) 30076389 (6-Hour, C Basis)	POS:	30076112 (6-Hour, C Basis) 30075825 (6-Hour, C Basis) 30076651 (6-Hour, C Basis) 30076389 (6-Hour, C Basis)
Location:	Audiology Resource Unit, Low Incidence Programs, Division of Special Education	Incumbent:	W. Garcia (EN795681) 30075825 C. Moreno (EN701651) 30076389 Vacant position 30076112 Vacant position 30076651 (Cost Center 1018801)

Reason for Reclassification: The subject positions meet the class concept of an Audiologic Resource Aide in that the positions are assigned to perform a variety of highly specialized clerical functions independently in an assigned District audiology resource clinic. Duties include assisting the audiologists in making phone calls to parents in Spanish; translating from English to Spanish for an audiologist during family/student intake health interviews, in explaining the hearing evaluation process and school-based audiometric screening results; inputting referral information into an internal Access database and Welligent system; confirming student information in Welligent; creating physical files, as well as an electronic file for each student; answering emails/phone calls to/from families, outside clinics, hospitals, schools and other District personnel; and scheduling student hearing appointments and calendars for the audiologist using Google Calendar. The subject positions will be under general supervision from a Senior Audiologist

Status of Incumbent: The incumbents W. Garcia (EN795681), and C. Moreno (EN701651) are reachable on the eligibility list for Audiologic Resource Aide and may be appointed to the reclassified position or be otherwise assigned. Positions 30076112 and 30076651 are vacant.

Effective Date: January 27, 2023

RGK/SH

c: Talent Acquisition and 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: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Senior Assignment Technician (2725) (\$22.59130-\$27.87204/hr.)	To:	Supervising Assignment Technician (2720) (\$26.30584-\$32.50177/hr.)
POS:	30070442 (A Basis)	POS:	30070442 (A Basis)
Location:	Certificated Administrative Assignments and Selection Unit, Division of Human Resources	Incumbent:	A. Cruz (EN766237) 30070442; Cost Center 1059101

Reason for Reclassification:

The subject position meets the class concept of Supervising Assignment Technician in that it has been assigned responsibilities to fully supervise a team of Assignment Technicians which includes approving leaves, evaluating work performance, planning , and auditing the work of the team. Other duties include preparing assignment transactions involving certificated administrators; coordinating and monitoring the processing of such assignments; handling inquiries and explaining assignment transactions to employees and retirees; generating reports containing District-wide certificated assignments information requested by administrators and other departments; and initiating and processing non-routine payment requests and overpayments for all certificated employees..

Status of Incumbent: Incumbent A. Cruz (EN766237) is reachable on the eligibility list for Supervising Assignment Technician and may be appointed to the reclassified position or be otherwise assigned.

Approved: January 25, 2023

RGK/JPk

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION
FROM: KARLA GOULD, PERSONNEL DIRECTOR
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Executive Secretary (2380) (\$30.68142- \$38.26066 /hr)	To:	Administrative Assistant (2071) (\$32.41210-\$40.15022/hr)
POS:	30064794 (A Basis)		30064794 (A Basis)
Location:	P-12 Instruction, Division of Instruction	Incumbent	Vacant (Cost Center 1096901)

Reason for Reclassification: The subject position meets the class concept of an Administrative Assistant in that the position will be responsible for providing administrative support to the Senior Executive Director, P-12 Instruction and other administrators as needed. Duties include assisting in coordinating and updating special projects and initiatives; scheduling and maintaining the Senior Executive Director's calendar; preparing, editing, reviewing and processing interoffice correspondence, bulletins, memorandums, references guides and other District documents; and coordinating and developing recommendations on special projects and office management. Therefore, the reclassification to Administrative Assistant is appropriate.

Status of Incumbent: The position is vacant.

Effective Date: January 30, 2023

RGK/SH

c: Talent Acquisition and 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: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

From:	Program and Policy Development Advisor (1935) (\$10,667.82- \$13,214.23/ Monthly)	To:	Program and Policy Development Advisor, Innovation and Improvement Sciences (5450) (\$10,667.82 - \$ 13,214.23/ Monthly)
POS:	(30465527) A Basis		(30465527) A Basis
Location:	Office of the Deputy Superintendent of Instruction	Incumbent:	Vacant Cost Center (1094501)

Reason for Reclassification: The subject position meets the class concept of Program and Policy Development Advisor, Innovation and Improvement Sciences in that the incumbent in the position will work directly with the Deputy Superintendent of Instruction and perform duties specific to innovation and improvement such as organizing and leading District-wide innovation and improvement sciences initiatives; developing recommendations of policies and guidelines for the Division of Instruction, and advising Senior District Management on issues related to educational policy innovation.

Status of Incumbent: The position is vacant.

Approval Date: January 31, 2023

RGK/LKD

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

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 February 9, 2023:

- I. The following classes be abolished:
 - Administrative Services Manager, Office of the Superintendent (2160)
 - Assistant Gardening Supervisor (4173)
 - Assistant Hardware Supervisor (3258)
 - Carpentry Supervisor (Building Moving) (3192)
 - Special Assistant, Office of the Superintendent (1019)
 - Special Assistant to the Chief Executive Officer, Office of Educational Services (1131)
- 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: Administrative Services Manager, Office of the Superintendent, Special Assistant, Office of the Superintendent, and Special Assistant to the Chief Executive Officer, Office of Educational Services.
- IV. Final approval to Rule 765, Senior Management Employees to remove the following classification: Special Assistant, Office of the Superintendent.

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

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS**

CASE No. 12368

RECOMMENDATION(S):

CLASS TITLE:

Charter Schools Fiscal Oversight Manager

EFFECTIVE DATE:

February 9, 2023

GROUP, SERIES:

Accounting Series, Financial Analysis Group

MONTHLY SALARY RANGE:

\$7,951.84 \$8,406.50 \$8,876.25 \$9,358.57 \$9,871.02/ month*

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Accounting Series, Financial Analysis Group.

BACKGROUND:

The administration of the Charter Schools Division (CSD) requested the establishment of the proposed classification to perform oversight visits at Charter Schools and fulfill mandated fiscal oversight responsibilities. Currently, the Division is utilizing the Fiscal Services Manager classification to perform fiscal oversight duties. The establishment of the proposed new class would better represent the duties and responsibilities currently assigned to the subject positions.

BASES OF RECOMMENDATION:

An incumbent in the proposed class will be responsible for planning, coordinating, and conducting financial monitoring for assigned Charter Schools to ensure financial solvency and compliance. An incumbent in the proposed class will also be responsible for:

- Reviewing annual independent audit reports for fiscally independent charter schools authorized by the District and identifying key areas of interest in oversight responsibilities.
- Conducting mandatory oversight visits to each individually assigned independent charter school annually and as needed.
- Reviewing new and renewal charter petitions and material revision requests.
- Conducting the Community Impact Analysis, including the enrollment trend analysis and fiscal impact analysis, as applicable and required by charter laws and regulations, and District policy.

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 internal alignment considerations. The proposed salary is in alignment with the Fiscal Services Manager (\$7,951.84 - \$9,871.02/mo.) classification. Although the proposed classification has a different focus, it has similar scope and level of responsibility with the Fiscal Services Manager in terms of compiling and analyzing fiscal data and supervising fiscal activities. Therefore, the proposed salary range of \$7,951.84 - \$9,871.02/mo. or \$95,422.08 - \$118,452.24/yr. is appropriate.

*The proposed salary range may be subjected to adjustments in accordance with applicable District-approved or negotiated salary increases.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Charter Schools Fiscal Oversight Manager in the list of classes exempt from the overtime payment provisions of the rule.

CHARTER SCHOOLS FISCAL OVERSIGHT MANAGER

DEFINITION

Plans, coordinates, and conducts financial monitoring for fiscally independent charter schools authorized by the District to ensure financial solvency and compliance with the charter schools' governing board-adopted fiscal policies and procedures and federal, state, and District regulations and requirements.

TYPICAL DUTIES

Reviews annual independent audit reports for fiscally independent charter schools authorized by the District and identifies key areas of interest in oversight responsibilities.

Conducts mandatory oversight visits to each individually assigned independent charter school annually and as needed.

Reviews new and renewal charter petitions and material revision requests.

Conducts the Community Impact Analysis, including the enrollment trend analysis and fiscal impact analysis, as applicable and required by charter laws and regulations, and District policy.

Reviews fiscal policies and procedures established and approved by charter schools' governing boards and tests for compliance.

Analyzes charter schools' budgets, cashflow projections, financial Local Control Accountability Plans (LCAPS), and a variety of financial transactions such as check disbursements, bank and credit card transactions, cash transactions, check registers, invoices, and bank reconciliation statements to identify potential issues.

Supervises and participates in the analysis of charter schools' interim financial reports and performs variance and analytical reviews.

Conducts segregation of duties interviews of school leaders, staff, and others responsible for the financial administration of the school and/or the charter management organization to evaluate internal controls and procedures, and management of public funds.

Attends charter schools' board meetings on an annual and as-needed basis.

Issues notices as part of the charter authorizer's tiered-intervention process and performs follow-up reviews as necessary to assure corrective actions have been implemented.

Coordinates and prepares the Local Control Funding Formula revenue calculation tools used in reviewing charter schools' budgets.

Plans, coordinates, analyzes, and supervises activities concerning Charter Schools Division's budget, enrollment projections, oversight revenue estimates, and financial activities, including expenditure forecasting, budget control, and position control.

Develops, recommends, and participates in the implementation of changes in Charter Schools Division policies, procedures, reporting, and budget.

Prepares a variety of reports that include facts, findings, conclusions, and recommendations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Charter School Fiscal Oversight Manager plans, coordinates, and conducts fiscal reviews for charter schools authorized by the District to ensure financial solvency and compliance with their charter policies and procedures as well as federal, state, and District regulations and requirements.

A Fiscal Oversight Administrator plans, coordinates, and supervises the administration of fiscal activities related to the budgetary matters and petition reviews of charter schools; and performs professional-level forensic investigative and fiscal reviews of charter schools in connection with alleged improprieties of charter schools, employees, vendors, and contractors.

SUPERVISION

Direct supervision is received from a Fiscal Oversight Administrator. Supervision may be exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamental principles of accounting and auditing
- Generally Accepted Accounting Principles
- Investigative fraud techniques
- Fraud schemes and data analysis techniques
- Provisions of the Education Code and other laws and regulations affecting public charter school accounting.
- Principles and practices of public administration, with emphasis on budget and fiscal affairs
- District and charter school budgetary practices and procedures
- Financial regulations of regular and specially funded programs and charter schools
- Effective writing and communication strategies
- Microsoft Office and Windows operating systems

Ability to:

- Analyze complex budgets; fiscal controls, procedures, and systems; and financial legislation
- Express sensitive and complex concepts clearly, orally and in writing
- Work effectively with a wide range of District personnel, charter school personnel, charter school stakeholders, and the public
- Write clear, concise, and conclusive reports
- Use critical judgment in the evaluation of data and the development of clear, concise budget plans, procedures, training materials, and reports
- Plan and manage work to meet deadlines
- Conduct thorough investigations
- Identify pertinent information/evidence during a review or investigation
- Maintain confidentiality of evidence gathered

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, business, finance or a closely related field. Additional experience beyond that which is listed below, may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Three years of external auditing, internal auditing, school fiscal policy review, forensic accounting, or charter school fiscal oversight experience. Experience in governmental accounting, automated accounting systems, or charter school audit review is preferable. One year of the aforementioned experience may be substituted by possessing certification as either a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Fraud Specialist (CFS) or a Certified Forensic Accountant (CFA).

Special:

Certification as either a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Fraud Specialist (CFS) or a Certified Forensic Accountant (CFA) 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.

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
01-26-23
RGK/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 FOR CLASS**

RECOMMENDATIONS:

It is recommended that, effective February 9, 2023, the following class, 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>
Local District Support Coordinator (1240)	Region Support Coordinator (1240)

BASES OF RECOMMENDATION:

As part of the District realignment, Local Districts are now referred to as Regions. This necessitates a title change for the class of Local District Support Coordinator. The proposed change in the class title will better reflect the concept of the job function. The class description with minor 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.

RGK/LKD

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

~~LOCAL-DISTRICT~~ REGION SUPPORT COORDINATOR

DEFINITION

Assists a ~~Local-District~~ Region in coordinating and developing a system of support for identified schools that may be underperforming in certain critical areas.

TYPICAL DUTIES

Coordinates, develops, and implements an aligned system of support for identified schools to ensure that program goals and outcomes related to student engagement and/or achievement are met.
Liaises with principals and program stakeholders of the identified schools to ensure understanding of available resources.
Researches and analyzes data and best practices from school districts and recommends ways to integrate the practices within the District.
Develops and manages collaborative partnerships with community-based organizations to support improvement in targeted areas.
Develops, maintains, and promotes positive professional relationship with volunteers, vendors, media, community representatives, organizations, and the general public.
Coordinates with various agencies to organize trainings.
Gathers and evaluates feedback from the field to better align programs and initiatives to achieve intended outcomes.
May evaluate and strengthen existing programs to achieve academic, attendance, and other educational goals.
May participate in implementing effective school-based strategies to help increase student attendance and academic achievement.
May prepare proposals for grant funding for identified schools.
May review pertinent existing and proposed city, State, and federal legislation and reports for potential effects on the District's programs related to student engagement and/or achievement and makes recommendations.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A ~~Local-District~~ Region Support Coordinator supports, identifies, and connects schools with resources in support of a strategic plan or program.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

General supervision is received from an Administrator of Operations (AOO), Administrator of Instruction, or designee.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures and policies that relate to the strategic plan or program
- Research techniques, including business statistical analysis and graphic presentation of data
- Statistical analyses and various methods of presentation
- Community-based organization, educational agencies, and other local, State, and federal agencies related to student engagement and/or achievement
- Utilize various computer applications such as word processing, spreadsheet, database, and email
- Grant acquisition techniques
- Grant terms and conditions

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- 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
- Effectively manage sensitive issues and find resolutions to complex problems
- Develop and translate policies and procedures into practical applications
- Make presentations to program staff, community based organizations, and others who are interested in and may be of assistance to the Persistently Underperforming Innovation Schools
- Prepare grant applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, public policy, or a closely related field.

Experience:

Four years of professional-level experience with responsibility for coordinating and implementing a plan or program involving community outreach activities and community relations, preferably for an organization that provides educational services. A master's degree in education, public affairs, public policy, or closely related field may be substituted for up to two years of the required experience.

or

Four years of professional-level experience in a K-12 environment facilitating collaboration with stakeholders on identifying goals for student achievement, assessing progress toward meeting the goals, and serving as a resource for and liaison to the stakeholders of the school community. A master's degree in education, public affairs, public policy, or closely related field may be substituted for up to two years of the required experience.

Special:

A valid ~~California Driver License~~ driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, ~~and the availability of private transportation,~~ 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.

Revised & Title Change
02-09-23
LKD

District Notification Date: 1-20-23
Union Notification Date: 1-23-23

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS**

CASE No. 12383

RECOMMENDATION(S):

CLASS TITLE:

Strategic Enrollment Administrator

EFFECTIVE DATE:

February 9, 2023

GROUP, SERIES:

Business Administrative Series, Executive/Administrative
Group

MONTHLY SALARY RANGE:

\$11,509.75 \$12,145.35 \$12,806.79 \$13,519.85 \$14,263.64

SALARY SETTING BASIS:

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

BACKGROUND:

The Office of the Chief Strategy Officer requests the establishment of the proposed Strategic Enrollment Administrator to lead the District-wide enrollment and program planning activities of the Strategic and Program Planning Office (SEPPO) to improve student enrollment and help families enroll into LAUSD schools.

BASES OF RECOMMENDATION:

The incumbent in the proposed class will advise on the District's enrollment policy, student recruitment strategy, and program planning; oversee District-wide enrollment, District transfers, school consolidations, and various student enrollment and recruitment initiatives; direct the analysis of student enrollment and retention data; manage and implement District-wide policies that impact student enrollment; and oversee staff responsible for student enrollment activities such as student outreach campaigns, recruitment initiatives, dropout prevention and recovery, and selection requirements of school choice programs.

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

The proposed salary is based on internal alignment considerations. The proposed classification operates at a scope and level comparable to District classifications that are responsible for directing and administering the activities, programs, and policies and procedures for District-wide initiatives; providing advice and solutions to executive and senior staff on various issues and practices; and assessing the effectiveness and impact of services provided to District students and staff. Therefore, a salary range of \$11,509.75 - \$14,263.64/mo. (\$138,117.00 - \$171,163.68/yr.) is appropriate.

RULE AMENDMENT(S):

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

STRATEGIC ENROLLMENT ADMINISTRATOR

DEFINITION

Oversees, manages, and administers District-wide enrollment and program planning activities of the Strategic Enrollment and Program Planning Office (SEPPPO).

TYPICAL DUTIES

Directs, coordinates, and advises regarding the District's enrollment policy, student recruitment strategy, and program planning.

Oversees and directs the District-wide Unified Enrollment, School Search Tool Website, annual School Choices Campaign, Born to Learn Initiative, grade configuration requests, new Choice program applications from schools, inter/intra district transfers, open enrollment, and school consolidations.

Directs the analysis of District enrollment and retention data, school program selection, and consolidations and implementation of District initiatives to assess effectiveness and impact on student enrollment.

Coordinates with various District offices to ensure District policies and decisions are determined while including the impact on student enrollment

Identifies, recommends, and coordinates school site and regional office visits to review the implementation of enrollment, student recruitment strategies, and program planning, policies, and activities.

Oversees the staff responsible for activities for the data collection, analysis, and interpretation; outreach campaigns, case management approaches, recruitment initiatives, dropout prevention and recovery, enrollment policies and procedures, program planning and selection requirements of school choice programs, and federal and State regulations pertaining to enrollment.

Builds, facilitates, and maintains collaborative partnerships with District administrators of early education through adult education and all District divisions to ensure coherence in District-wide policies, programs, and professional development and to increase awareness, engagement, and communication in all schools toward the goal of improving enrollment and helping families enroll.

Develops and publishes reports and presentations to District's senior leadership and the Board of Education.

Oversees the SEPPPO budget, staff, and evaluates the Office's operational needs.

Performs duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Strategic Enrollment Administrator plans, implements, and provides advice regarding the District's strategic enrollment program planning and retention activities.

The Director of Strategic Data and Evaluation provides administrative direction to formative and summative evaluation studies regarding the effectiveness of the instructional programs and educational projects from both qualitative and quantitative perspectives.

SUPERVISION

Administrative direction is received from the certificated Senior Executive Director, Strategy and Innovation. General supervision is exercised over the staff in the Strategic Enrollment and Program Planning Office (SEPPPO).

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Public school enrollment procedures, school choice programs, permit processes, and open enrollment
- Concepts and business applications of data management systems and procedures Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to school improvement initiatives
- Federal and State academic accountability systems
- Needs of high-risk student populations and communities
- Effective management principles and techniques

Ability to:

- Plan, schedule, and direct multiple evaluation projects, involving personnel in District organizational units, delegate to subordinates, and evaluate operational effectiveness
- Evaluate procedures and problems and develop and implement improvements, policies, procedures, and goals
- Build and maintain working relationships with regional offices, school sites, and central office
- Promote and lead change management initiatives and community engagement
- Synthesize facts, concepts, and influences that affect systems and procedures
- Analyze enrollment data and trends to craft new outreach enrollment and retention strategies
- Plan and direct a variety of activities
- Communicate effectively both orally and in writing
- Prepare clear and concise reports and presentations
- Direct, evaluate, and train staff

ENTRANCE QUALIFICATIONS

Education:

Graduation from recognized college or university with a bachelor's degree preferably in public policy, public administration, social science, or related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of management experience implementing and managing initiatives and strategies pertaining to improvement sciences, student attendance services, or educational options. Three years of leadership experience in a California K -12 school district central office is preferable.

Special:

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.

SPECIAL NOTE

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

New Class
02-09-23
RGK/LKD

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: SALARY REALLOCATION RECOMMENDATION FOR THE CLASS OF DEPUTY DIRECTOR OF TRANSPORTATION

RECOMMENDATION:

It is recommended that the salary of Deputy Director of Transportation be reallocated upon Board approval:

Salary Range

Current	\$10,243.47	10,821.28	11,433.54	12,078.98	12,762.52 /monthly
Proposed	\$11,625.33	12,281.84	12,981.37	13,707.95	14,482.46 /monthly

BASES OF RECOMMENDATION:

The Office of the Chief Business Officer has requested the salary reallocation of the Deputy Director of Transportation to ensure market comparability. A salary survey was conducted and the 75th percentile of the external market data is approximately \$14,460.56/month top step or \$173,526.75/annual top step. Therefore, the recommendation to reallocate the salary to \$11,625.33 - 14,482.46/month or \$139,503.96 - \$173,789.52/annual is appropriate while maintaining approximately 18.4% difference from the Director of Transportation

RGK/JPK

c: Classified Employment Services Branch
Files Unit