

REVISED

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

Council Meeting

TUESDAY, FEBRUARY 7, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, FEBRUARY 16, 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>

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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-____-____-____)*

Dial by your location

+1 213 338 8477 US (Los Angeles)

Find your local number: <https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of January 26, 2023.
3. Receipt of minutes of the meeting of February 9, 2023.

CONSENT ITEMS

4. 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 February 2, 2023. (RDA 1776, Instructional Assistance Series)

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

<u>Class Title</u>	<u>Recommendation</u>
Audiologic Resource Aide (\$18.72568-\$22.96944/hr.) Class Description dated July 21, 2022.	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.
Senior Energy Specialist (\$40.59292-\$50.31519/hr.) Class Description dated August 21, 2013.	
Senior Investigator (\$45.85452-\$ 56.85420/hr.) Class Description dated August 31, 2015.	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. Eligibility list for the class may be established for a period of six months. The Personnel Commission also authorizes that the eligibility list duration may be extended by the Personnel Director.

6. Abolishment of Unused Classifications. (Case 12369) **APPROVED**

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

Case 12391

8. Virtual Access to Personnel Commission Meetings. (Case 12397) **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

- Campus Aide (Restricted)
- Locksmith
- 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:

Locksmith (Cases 0545 and 0865)

13. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeals for:

Campus Aide (Restricted) (Case 0206)

Special Education Trainee (Case 0991)

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.

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 16, 2023:

- I. The following classes be abolished:

Auditor, Inspector General's Office (1401)
Director of Strategic Enrollment (1216)
School Volunteer Programs Director (2094)
- II. The Personnel Director 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: Director of Strategic Enrollment (1216) and School Volunteer Programs Director (2094)

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

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:	Instructional Aide-Computer Lab (4495) (\$20.56980 - \$25.40686/ Hourly)	To:	IT Support Technician (2210) (\$23.09912- \$28.53222/ Hourly)
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POS:	(30492143) C Basis	(30492143) C Basis
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Location:	Estrella Elementary, Region East	Incumbent:	C. Gonzales (EN 1106739) Cost Center (1294201)
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Reason for Reclassification: The subject position meets the class concept of IT Support Technician in that the incumbent is responsible for installing and testing computers and related devices on a local area network; installing commercial off the shelf software; inspecting and diagnosing hardware malfunctions; troubleshooting hardware and commercial off the shelf software problems, mobile computing device hardware, software applications and peripheral devices; maintaining site inventory of technology; and acting as a resource in technology-related matters.

Status of Incumbent: Incumbent C. Gonzales (EN 1106739) is reachable on the IT Support Technician eligibility list and may be appointed to the reclassified position or be otherwise assigned.

Effective Date: February 02, 2023

RGK/JAP

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: **VIRTUAL ACCESS TO PERSONNEL COMMISSION MEETINGS**

RECOMMENDATION:

It is recommended that the Personnel Commission, upon its return to in-person meetings in accordance with the provisions of the Brown Act, continue to allow public comment and oral presentations by parties associated with appeal matters to be offered virtually.

BASIS OF RECOMMENDATION:

Since 2020, meetings of the Board of Civil Services Commissioners have been held virtually. Both public comment as well as Board presentations have been offered virtually using Zoom. With the lifting of the Governor's Emergency Order, the Personnel Commission will return to in-person public meetings in compliance with the Brown Act as contained in section 54950 et seq. of the state Government Code. It is expected that the March regular meeting will be held in person at Beaudry.

For two years, virtual meetings have allowed the public and parties associated with appeals access to provide their opinions or present their cases virtually. Members of the public and employees of the District would otherwise need to take off work and commute to a downtown location, where traffic and parking are often challenges. Additionally, there is no prohibition which would exclude these types of virtual participation of employees and members of the public. Opening up Personnel Commission meetings to both in-person and virtual participation will allow maximum access to the meetings for employees and the public.

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