

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

Council Meeting

TUESDAY, FEBRUARY 11, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, FEBRUARY 20, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of January 23, 2025.
3. Receipt of minutes of the meeting of February 13, 2025.
4. Public Comment

NOTE: Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1-1½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

CONSENT ITEMS (5-9)

5. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective February 6, 2025. (RDA 1872, Instructional Assistance Series)
6. Approval of Class Descriptions recommended, effective February 20, 2025: **APPROVED**

Assistant Contract Administration Manager
Contract Administration Manager
Marketing Representative
Police Officer

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

<u>Class Title</u>	<u>Recommendation</u>
Deputy Controller (\$15,102.03-\$18,813.44/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.
Class Description dated November 9, 2023.	
Contract Administration Manager (\$10,988.49-\$13,609.12/mo.)	
Police Officer (\$37.28437-\$46.39166/hr.)	

Class Descriptions dated February 20, 2025.

Assistant Contract Administration Manager (\$10,528.72-\$13,059.13/mo.)	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.
Marketing Representative (\$42.65806-\$52.32267/hr.)	

Class Descriptions dated February 20, 2025.

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

Case 12679

9. a. Reestablishment and Title Change for the Class of Chemical Laboratory Supervisor. (Case 12608) **APPROVED**

b. Approval of Class Description recommended, effective February 20, 2025: **APPROVED**

Laboratory Supervisor

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

<u>Class Title</u>	<u>Recommendation</u>
Laboratory Supervisor (\$48.75951-\$59.96625/hr.)	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

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

- A. Employee Discipline/Dismissal/Appeals
- B. Examination Appeals

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

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

Campus Aide (Restricted) (A.J., Case 0282)

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

Class "A" Commercial Truck Driver (D.B., Case 0002)
Food Service Worker (A.C., Case 0358)
IT Infrastructure Project Network Engineer (P.C., Case 0505)

14. Consideration of the recommendation of Staff on the Examination Appeals for:

Administrative Analyst (J.S., Case 0339)
Coordinator of Legislative Advocacy (G.C., Case 0340)
Environmental Safety Officer (C.M., Case 0341)
Police Detective (A.A., Case 0342)
Police Detective (O.L., Case 0343)

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

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

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

	Class Codes	Unit
CONTRACT ADMINISTRATION MANAGER	2359	Mgmt.-District
ASSISTANT CONTRACT ADMINISTRATION MANAGER	2360	Mgmt.-Unit J

DEFINITION

A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, construction, goods, general services, and/or professional services contracts. An Assistant Contract Administration Manager assists the Contract Administration Manager in the performance of duties.

TYPICAL DUTIES

Manages, directs, and supervises subordinate staff with the daily administration and long term planning of contracts for the District that comply with federal, State, local, California Education Code, California Public Contract Code, District procedures, contract provisions, and applicable codes and regulations.

Develops, implements, and monitors goals, objectives, policies, procedures, work standards, and internal controls.

Prioritizes and oversees the development and completion of Requests for Proposal (RFP), Invitations for Bids (IFB), and/or Requests for Qualification (RFQ).

Oversees the advertising, pre-qualification, pre-award, recommendation to award, and post-award functions.

Oversees the selection process and due diligence requirements, reviewing and forwarding the work of the selection panel and the panel chairperson to the contracting officer for approval.

Reviews bid specifications and/or scopes of work prior to advertising.

Reviews and analyzes contracts, advises on contract provisions, and recommends approval of contracts for submission to the Board of Education.

Analyzes and interprets provisions of federal and State regulations and California Education Code sections pertinent to contracts and agreements.

Analyzes issues and prepares reports and recommendations regarding technical and project specific contractual matters to the Board of Education and various committees.

Acts as a liaison between managers, contractors, vendors, and District personnel regarding prequalification, bid and contract administration processes.

Compiles and reviews requests for similar products and services from departments and divisions.

Consults with District administrators and legal counsel regarding the legal interpretation of procurement and/or contract terms and conditions and issues such as protests, claims, and law revisions.

Trains staff and conducts in-service training and orientation programs related to contract administration activities.

Evaluates staff performance and conducts progressive disciplinary procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements related to staff.

Coordinates with departments in the District to manage business outreach efforts to encourage business participation in contracts with the District.

Collects and reviews data and metrics to establish and measure achievement of key performance metrics for the team.

May act in place of a higher-level manager in case of absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, procurement, construction, goods, general services, and/or professional services contracts.

A Senior Contract Administration Manager manages contract administration activities associated with the prequalification, development and negotiation of procurement, construction, architectural and engineering, professional services, and goods and general services contracts.

An Assistant Contract Administration Manager supports the Contract Administration Manager by providing direct oversight of staff in the execution, review, and approval of contract administration duties.

SUPERVISION

Contract Administration Manager

General supervision is received from a Senior Contract Administration Manager, branch director, or higher-level designee. General supervision is exercised over Assistant Contract Administration Managers and/or other lower-level personnel.

Assistant Contract Administration Manager

General supervision is received from a Contract Administration Manager, Senior Contract Administration Manager, branch director, or higher-level designee. General supervision is exercised over lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Legal terminology related to procurement, construction, and architectural and engineering contract administration
Principles and practices of public procurement, contract administration, and expenditure control
Provisions of federal and State regulations and applicable codes pertaining to contracts, surety bonds, and insurance
Regulations governing contractor licensing requirements
Principles of organization, personnel management, and progressive disciplinary procedures
Pertinent employee health and safety laws, regulations, and District policies and procedures
Cost and price analysis
Acquisition life cycle and planning
Microsoft Office Suite

Ability to:

Exercise good judgment in making decisions
Develop and implement goals, objectives, policies, procedures, and internal controls
Recognize, analyze, and deal effectively with problems and issues
Analyze acquisition data to develop strategic acquisitions
Utilize database system tools to effectively manage workload
Communicate effectively, both orally and in writing
Work effectively with administrators, District personnel, and the public
Work well under pressure of multiple priorities and short deadlines

Work with a wide variety of financial, contract, and construction computer systems
Supervise, train, and evaluate the work of direct and nondirect reporting personnel
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Understand, interpret, and apply laws, rules, regulations, policies, and procedures
Maintain confidentiality

ENTRANCE QUALIFICATIONS

Contract Administration Manager

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, business or public administration, finance, school business administration, law, or a related field.

Experience:

Five years of professional contract administration experience comprised of any of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting.
- Formal competitive bidding and contract administration for one or more contracting methods: Request for Proposal (RFP), Invitation for Bid (IFB), Best Value, Design Build, professional services, and/or architectural and engineering.
- Amendments/change orders, cure remedies for deficiencies, cost and price analysis, and contract/project close out activities

The above experience must have included three years of supervisory experience or providing technical work direction overseeing the development and administration of contracts.

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.

Assistant Contract Administration Manager

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, finance, school business administration, law, 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 for up to two years.

Experience:

Four years of professional contract administration experience comprised of any of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting.
- Formal competitive bidding and contract administration for one or more contracting methods: Request for Proposal (RFP), Invitation for Bid (IFB), Best Value, Design Build, professional services, and/or architectural and engineering.

- Amendments/change orders, cure remedies for deficiencies, cost and price analysis, and contract/project close out activities

The above experience must have included two years of supervisory experience or providing technical work direction overseeing the development and administration of contracts or supervisory experience.

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.

Revised
2-20-25
SH

District Notification Date: 1-9-25
Union Notification Date: 1-23-25

MARKETING REPRESENTATIVE

DEFINITION

Under general supervision, develops, plans, supervises, and participates in a wide variety of marketing activities, projects, and studies related to marketing and public relations for a branch.

TYPICAL DUTIES

Conducts market research using a variety of techniques such as surveys and comparison to competitor's product.

Performs market research activities to provide information relating to sales potential and market conditions for the organization's products or services.

Writes, designs, and edits marketing and promotional materials such as marketing brochures, sales kits, flyers, and other promotional materials; and coordinates special marketing events.

Gathers and examines information relating to the promotion of initiatives, services, or sale of products.

Analyzes factors such as pricing, distribution, and product performance.

Researches and summarizes data to provide management statistical reports and recommendations, and assist with the development of marketing plans.

Assists department in preparing budget proposals, ~~establishing rebate programs~~, and soliciting sponsors and in-kind services.

Supervises the work of technical and clerical employees staff assisting in strategic marketing activities, projects, and studies.

~~Works with staff on marketing material.~~

Implements marketing strategies to meet organizational objectives by evaluating customer research, market conditions, and competitor data; and consults with administrators to modify marketing plans as needed.

Writes and edits copy of promotional and informational materials such as catalogs and brochures.

Assists in designing, coordinating, and presenting marketing programs, publicity efforts, social media campaigns, photo shoots, and advertising campaigns and participates in identification and resolution of related problems.

Conducts, or assists in conducting portions of market research activities to identify targeted populations and to identify the appropriate media for distribution of promotional information.

Maintains database records and files including mailing lists and publication distribution information.

May travel to various sites for marketing and promotional projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Marketing Representative plans and coordinates a wide variety of marketing activities, projects, and studies related to marketing and public relations for an Branch office.

A Senior Marketing Representative coordinates Division-wide strategic marketing activities, projects, and research relating to the marketing and communications for a Division and its branches.

~~A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies, equipment, furniture, foods, and services for District use.~~

A Social Media Assistant will assist with social media messaging, posting, and monitoring; and analyzing social media posts, tweets, photos, videos, and conversations as they relate to the District, departments, and schools.

SUPERVISION

General supervision is received from higher-level administrative personnel. Supervision may be received from a Senior Marketing Representative. ~~General Supervision is~~ may be exercised over assigned technical and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Database support tools for managing large amounts of information
- Public relations and community outreach
- Quantitative and multi-faceted market research
- Statistical analysis and data gathering techniques
- Concepts, methods, and techniques used in planning and implementing effective marketing and information programs
- Strategic marketing
- Principles of graphic design
- Budgetary practices and procedures
- Microsoft Office

Ability to:

- Supervise effectively
- Establish and evaluate collaborative projects
- Develop support among diverse District and private-sector constituencies
- Communicate effectively orally and in writing
- Successfully market products and services
- Develop strategies for marketing positioning
- Act as a spokesperson before the public
- Monitor and evaluate program effectiveness
- Identify, collect, analyze, and synthesize data
- Operate a computer and associated peripheral equipment
- Design, create, and make presentations using various media, including social media
- Prepare program proposals

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in marketing, public relations, journalism, English, communications, public or business administration, or closely related field.

Experience:

Four years of experience in marketing, including one year of providing work direction, involving the design, development and implementation of marketing programs and the writing and placing of news releases, advertisements, prospectuses, or news and feature articles for the various communications media. Completion of the District's Exceptional Supervisor Certificate Program may substitute the one year of the required work direction experience.

Special:

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

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

Revised
02-20-25
RGK/BM

District Notification Date: 2-11-25
Union Notification Date: 2-12-25

POLICE OFFICER

DEFINITION

Performs police work in the prevention, control, and investigation of crimes against students, District personnel, and protection of District property to ensure that essential police functions and community-based policing are carried out.

TYPICAL DUTIES

Maintains law and order at District facilities, including collaborative problem-solving and control of incidents of violence directed against District facilities, personnel, or students.

Enforces violations of California vehicle codes and penal codes, and all other violations of city, county, State, and federal law and statutes as necessary.

Contacts and cooperates with local law-enforcement agencies in the prevention, control, and investigation illegal activities by persons or groups directed against District facilities, personnel, or students.

Investigates crimes affecting District facilities, personnel, and students.

Performs special protective duties as directed.

Observes, collects, preserves, and records physical and oral evidence of crimes, including fingerprints.

Determines class of crime; modus operandi; and the extent of loss, damage, or injury; and analyzes information in order to solve or reduce the incidence of criminal acts involving District facilities, personnel, and students.

Identifies, locates, and interviews witnesses, and maintains positive relations with the community.

Checks police files and records for modus operandi and possible suspects.

Prepares reports about crimes against District property and offenses against District personnel or students.

Attends and participates in hearings and trials of suspects.

May make community appearances as a speaker on matters relating to the School Police Department.

May act as law enforcement liaison amongst District schools and offices and juvenile courts, probation offices, and local law-enforcement agencies.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Police Officer performs police work in the prevention, control, and investigation of crimes against students, District personnel, and the protection of District property to ensure that essential police functions and community-based policing are carried out.

A Senior Police Officer performs journey-level police work while engaged in community-based policing, the maintenance of law and order at District facilities, and oversees Police Officer Trainees during the FTO program.

SUPERVISION

General supervision is received from a Sergeant or higher-ranking personnel. Work direction is received from supervisory personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Sections of the Education Code that pertain to school related safety and laws
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Geographical layout of the District
- Local law-enforcement, service, and emergency agencies
- Threat assessment processes
- Security measures and devices
- School Police Department alarm systems

Ability to:

- Apply collaborative problem solving techniques with school personnel, law enforcement officers, and the public in order to develop solutions to problems and increase trust in police
- Deemphasize the paramilitary aspects of the job
- Think clearly and logically, use good judgment and maintain composure, and make quick and appropriate decisions in emergency situations
- Maintain complete and accurate records and prepare clear and concise reports
- Operate two-way radio equipment and enunciate clearly when broadcasting
- Communicate effectively both orally and in writing

Special Physical Requirements:

- Visual field and depth, and color and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

Special:

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

An appointee must be legally authorized to work in the United States.
Ability to speak and understand Spanish is preferable.

SPECIAL NOTES

1. Appointment is subject to fingerprinting, a review of conviction record, and a comprehensive background investigation.
2. An appointee must be at least 21 years of age at the time of appointment.
3. An appointee must successfully complete a California Peace Officer Standards and Training (CA P.O.S.T.) accredited academy.
4. An appointee must successfully complete the Los Angeles School Police Department's California Peace Officer Standards and Training (CA P.O.S.T.) approved Field Training Program (F.T.P.)
5. An appointee must qualify quarterly with departmentally approved firearms at a designated police range.

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
02-20-25
SH

District Notification Date: 12-10-24
Union Notification Date: 1-3-25

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: DAVID V. GRECO, PERSONNEL DIRECTOR
SUBJECT: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

From:	Social Media Assistant (2172) (\$33.37330 - \$40.80979)	To:	Marketing Representative (2183) (\$42.65806 - \$52.32267)
POS:	(30517790) A Basis	POS:	(30517790) A Basis
Location:	Division of Adult and Career Education	Incumbent:	J. Borja (EN 1098594) Cost Center (1107011)

Reason for Reclassification: The subject position meets the class concept of Marketing Representative (2183) in that the position is responsible for writing, designing, editing, and distributing digital and physical marketing and promotional materials for the Division of Adult and Career Education (DACE); planning and conducting photo and video shoots for advertising campaigns; meeting with staff at adult schools and occupational centers to assist them with planning, developing and implementing advertising campaigns; securing vendors for campaigns; managing the Division's newsletter and website; conducting surveys for market research; and collecting and reviewing data for campaigns to determine their effectiveness. Additionally, the position will provide work direction to designated staff overseeing marketing tasks at adult schools and serve as the Division's central point of contact for marketing questions and concerns.

Status of Incumbent: Incumbent J. Borja (EN 1098594) must compete in the examination for Marketing Representative, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned.

Effective Date: February 10, 2025

RGK/BM

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

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
REESTABLISHMENT AND RETITLE OF A CLASS**

CASE No. 12608

RECOMMENDATION(S):

<u>CLASS TITLE:</u> Chemical Laboratory Supervisor	<u>PROPOSED NEW TITLE:</u> Laboratory Supervisor	<u>EFFECTIVE DATE:</u> February 20, 2025
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GROUP, SERIES:

Administrative Group, Health Series

HOURLY SALARY RANGE:

\$48.75951 51.36485 54.05609 56.95865 59.96625

SALARY SETTING BASIS:

Future salary movement to be based on related classes in the Administrative Group, Health Series.

BACKGROUND:

The Chemical Laboratory Supervisor was abolished on September 14, 2005 due to a reorganization of the duties and functions within the Office of Environmental Health and Safety (OEHS). In 2009, management of the lab was reassigned from OEHS to the Maintenance and Operations Branch (M&O). In M&O, the day-to-day supervision of the lab was performed by a Senior Administrative Analyst while an Electron Microscopist, who was receiving a differential, provided technical directions in a lead role. M&O is requesting the reestablishment of the Chemical Laboratory Supervisor to streamline the supervisory and technical lead roles that had been performed separately by a Senior Administrative Analyst and Electron Microscopist as well as manage compliance within the lab.

BASES OF RECOMMENDATION:

Incumbents in the classification will be responsible for planning, supervising, and scheduling the work of employees assigned in the asbestos testing laboratory and determining and establishing methods and procedures to be followed in conducting research. The duties of the class include, but are not limited to:

- Establishing objectives, standards, guidelines, budgets, and practices for the District's asbestos analysis laboratory.
- Ensuring laboratory compliance to Federal, State, and Local environmental regulations and guidelines through NVLAP accreditation, self-assessments, audits, inspections, investigations, and corrective action.
- Performing routine Quality Assurance (QA) and Quality Control (QC) duties, including, assigning, compiling, tabulating, graphing, and statistically analyzing data, and reporting results, as required.

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

The salary level of the reestablished class maintains the hourly range it would have had if it had not been abolished (\$48.75951 - 59.96625 /hour) with future salary movement based on the movement of Environmental Assessment Coordinator.

RULE AMENDMENT(S):

NONE

CHEMICAL LABORATORY SUPERVISOR

DEFINITION

Plans, supervises, and schedules the work of employees assigned in the environmental health and asbestos testing laboratory and determines and establishes methods and procedures to be followed in conducting research.

TYPICAL DUTIES

Supervises employees using equipment, such as ~~gas chromatographs, atomic absorption spectrophotometers, UV visible spectrophotometers, compound light microscopes, balances, refractometers, centrifuges, ultrasonic cleaners, and a transmission electron microscopes.~~ x-ray detectors, evaporators, plasma ashers, polarized light microscopes, stereo microscopes, phase contract microscopes, refractometers, balances, and muffle furnaces, to analyze water, air, and other materials to detect and measure the presence of chemicals, asbestos, or other harmful ingredients.

Trains laboratory employees in the use and care of equipment, proper procedures and safe practices for laboratory tests and research, and preparation of laboratory reports.

Establishes objectives, standards, guidelines, budgets, and practices for the District's asbestos analysis laboratory.

Develops and maintains a program of quality control to assure accuracy of testing procedures and reports and prepares and updates a quality-control procedures manual and creates data forms for analysis and calibration.

Supervises the day-to-day operations of the laboratory, including analysis scheduling, approving employee timesheets, vacations, and absences, analysis of chemicals and other District products, evaluates their safety characteristics, and makes recommendations regarding their use and safety precautions and procedures.

Ensures laboratory compliance to Federal, State, and Local environmental regulations and guidelines through NVLAP accreditation, self-assessments, audits, inspections, investigations, and corrective action.

Reviews, interprets, and implements compliance to federal, State, and local environmental regulations and guidelines.

Assures that required State, Federal, and other necessary laboratory accreditations for asbestos and metal analyses analysis are maintained.

Reviews and signs laboratory reports which may include Transmission Electron Microscopy (TEM), Polarized Light Microscopy (PLM), Phase Contrast Microscopy (PCM) and Point Count analysis reports.

Performs routine Quality Assurance (QA) and Quality Control (QC) duties, including, assigning, compiling, tabulating, graphing, and statistically analyzing data, and reporting results, as required.

Coordinates interlaboratory QC round robin testing with outside asbestos laboratories.

Supervises the preparation and analysis of samples using TEM, PCM, PLM and Point Count Method.

Prepares communications regarding laboratory test results and studies to District schools and offices and to local environmental health and safety, and air quality enforcement agencies.

Contacts EPA and California testing laboratories and various academic authorities in refining methodologies and up to date instrumentation requirements.

Coordinates operations and usage of the Laboratory Information Management System (LIMS).

Ensures that supply and material inventory are maintained to meet projects needs and orders supplies and equipment. Advises, assists, and instructs environmental health personnel in procedures for collecting field samples.

Coordinates the maintenance and repair of laboratory equipment and instrumentation and calibrates laboratory equipment as required.

Serves as a liaison between the District and other governmental agencies regulating laboratories, such as the EPA and the National Institute of Standards and Technology, to acquire and maintain laboratory certification and participation in accredited programs.

Operates laboratory equipment to analyze samples and to demonstrate techniques.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The ~~Chemical~~ Laboratory Supervisor supervises the employees and activities of the environmental health and asbestos testing laboratory, ~~participates in performing the more difficult studies,~~ develops laboratory methods and techniques, and reviews test results.

The ~~Principal Safety Officer~~ assists in planning, developing, and implementing safety programs related to environmental conditions and accident prevention and participates in management training for employee safety.

An ~~Environmental Health Technician~~ performs bulk and air sample analysis, using polarized light and phase contrast microscopy, and collects air and water samples in the field.

An Electron Microscopist operates a transmission electron microscope and related equipment to conduct tests of samples to detect and classify asbestos.

An Environmental Laboratory Analyst performs bulk and air sample analysis, using polarized light and phase contrast microcopy.

SUPERVISION

General supervision is received from the ~~Principal Safety Officer.~~ Facilities Environmental Technical Manager or other administrator. General supervision is exercised over ~~Environmental Health Technicians and other personnel assigned to the laboratory.~~ Environmental Laboratory Analysts, Electron Microscopist and other personnel assigned to the laboratory.

CLASS QUALIFICATIONS

Knowledge of:

Laboratory equipment

~~Principles of organic, inorganic, and physical chemistry, including qualitative and quantitative analysis~~

~~Laboratory testing procedures, including methods of study of air, water, and hazardous materials and pollutants involved in asbestos studies~~

State, federal, and local regulations pertaining related to Chemical Hygiene & Safety, Hazardous material handling and disposal, and occupational environmental health and safety & health

Governmental agencies dealing with ~~environmental health~~ and certification of laboratories

Laboratory record keeping procedures

~~Current developments in research in the field of air and industrial hygiene chemistry~~

Safe laboratory practices and procedures

Laboratory qualification and accreditation procedures pertaining to the National Institute of

Standards and Technology (NIST) and the National Voluntary Laboratory Accreditation Program (NVLAP), and American Industrial Hygiene Association (AIHA) participation
Transmission Electron Microscopy (TEM); Polarized Light Microscopy (PLM); Phase Contrast Microscopy (PCM) and Point Count analysis
Refractive index measurements

Ability to:

Establish work priorities
Supervise and train employees
Develop and implement quality control standards
Perform transmission electron microscopy
Perform polarized light and phase contrast microscopy
~~Analyze chemical problems in the laboratory and devise methods of solution~~
~~Initiate and supervise the performance of special chemical or other laboratory analyses~~
Statistically analyze data and interpret laboratory testing reports
Communicate effectively orally and in writing
Work effectively with District employees, environmental consultants and personnel from other public agencies and testing laboratories

Special Physical Requirements:

Visual acuity to perform phase contrast and polarized light microscopy
Normal color vision
Safely lift and move supplies and equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major preferably in chemistry, biochemistry, biology, engineering, or a natural or physical science and completion of a recognized training in Asbestos Identification by Polarized Light Microscopy or equivalent.
Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Three years of professional experience working in a laboratory analyzing environmental samples. One year of the required experience must have included providing work direction. Supervisory experience is preferable. Three years of experience in the analysis of water, wastewater, solid waste, hazardous waste, or other environmental samples. A master's degree in one of the educational specialties cited above may be substituted for one year of the required experience, and a doctoral degree may be substituted for two years of the required experience.

Special:

A valid California Driver License.
Certification in Asbestos Analysis by TEM or Advanced Asbestos Analysis by TEM preferred.

SPECIAL NOTE

- ~~1. Exempt from FLSA.~~
1. Requires wearing a negative pressure respirator
2. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos.
3. Employees in this class are subject to call at any hour.
4. Completion of a NIOSH Course 582 for sampling and evaluating airborne asbestos required before the end of the probationary period.

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.

Reestablished
02-20-2025
YG