

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

Council Meeting

TUESDAY, FEBRUARY 21, 2023  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, MARCH 2, 2023  
3:00 P.M., Room 2-202  
BEAUDRY BUILDING, 2<sup>ND</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of February 9, 2023.
3. ~~Receipt of minutes of the meeting of February 16, 2023.~~ **PULLED**

**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 9, 2023. (RDA 1777, 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 February 14, 2023. (RDA 1778, Instructional Assistance Series)
  - c. Position at Nobel Charter School, Region North, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective February 8, 2023. (RDA 3081, Clerical Series)
5. Approval of revised Class Descriptions recommended, effective March 2, 2023: **APPROVED**

Campus Aide and (Restricted)

Campus Aide (Spanish Language) and (Restricted)

Campus Aide (Female) and (Restricted)

Campus Aide (Female) (Spanish Language) and (Restricted)

Campus Aide (Male) and (Restricted)

Campus Aide (Male) (Spanish Language) and (Restricted)

Coordinator of Policy Research and Development

Environmental Health Manager, Environmental Programs

Procurement Policy Officer

Senior Director, Information Technology

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

Class Title

Recommendation

Mill Filer  
(\$37,780.00/Flat Rate)  
Class Description dated March 28, 1990.

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.

Coordinator of Policy Research and Development  
(\$9,222.47-\$11,419.62/mo.)  
Environmental Health Manager, Environmental Programs  
(\$9,349.37-\$11,574.70/mo.)  
Senior Director, Information Technology  
(\$12,200.23-\$15,120.58/mo.)  
Class Descriptions dated March 2, 2023.

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Procurement Policy Officer  
(\$7,951.84-\$9,871.02/mo.)  
Class Description dated March 2, 2023.

Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

7. Receipt of Correspondence and recommended disposition. (See Addendum)

8. 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.

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

a. Examination Appeals

➤ Special Education Assistant

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

11. Consideration of the recommendation of Staff on the Examination Appeal for:

Special Education Assistant (Case 0213)

Please send an email to Suzanne Morrow ([suzanne.morrow@lausd.net](mailto: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](mailto: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.*

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit B

Class Codes

CAMPUS AIDE AND (RESTRICTED)	4687
CAMPUS AIDE (SPANISH LANGUAGE) AND (RESTRICTED)	4690
CAMPUS AIDE (FEMALE) AND (RESTRICTED)	4688
CAMPUS AIDE (FEMALE) (SPANISH LANGUAGE) AND (RESTRICTED)	4689
CAMPUS AIDE (MALE) AND (RESTRICTED)	4691
CAMPUS AIDE (MALE) (SPANISH LANGUAGE) AND (RESTRICTED)	4692

DEFINITION

Assists in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on a school campus and at bus loading points at the direction of a school administrator or teacher.

TYPICAL DUTIES

Patrols school corridors, locker rooms, rest rooms, assembly and athletic facilities, gymnasiums, bus-loading areas, and other campus locations in order to observe student behavior and prevent violations or unsafe activities.

Provides information to school administrators regarding causes and effects of campus and community tension.

Gathers information and provides advice regarding gang activities.

May direct students and others and take action, as necessary, to prevent injury to persons or damage to property.

May discuss with student groups issues relating to narcotics, gambling, attendance, gang activities, vandalism, safety, and community relations.

May work with groups authorized to be on the campus before and after school and keep the campus free of unauthorized persons.

May assist school administrators in contacting parents regarding students with behavioral problems and in discussing campus security with parent and community groups.

May assist a certificated employee in supervising students during field trips and special events.

May assist a certificated employee in counseling individual students or groups of students or in assisting student clubs.

May deliver, set up, lay out, or collect equipment and other materials.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Campus Aide patrols school facilities in order to prevent violations of rules or safe practices. Employees in the classes designated as (Female) or (Male) are required to enter restrooms or locker rooms that are restricted to persons of the designated sex. Employees in the (Restricted) classes are employed in accordance with Education Code Section 45105 or 45108. Employees in the classes designated "(Spanish Language)" are required to speak Spanish as part of their duties, for which they receive a salary differential.

An Education Aide III works in a school under the immediate supervision of a teacher or certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children.

~~An Early Education Center Aide II assists teachers in the development and preparation of instructional materials and assists in assessing developmental levels.~~

## SUPERVISION

Supervision is received from a school administrator or teacher. No supervision is exercised over District employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Adolescent development and problems
- Vocabulary and usage of terms common to youth in the area served by the school

### Ability to:

- Establish good relations with individual students and groups
- Communicate orally with District staff, parents, and students
- React quickly and appropriately in emergencies
- Operate two-way radio equipment
- Work effectively with District personnel, students, parents, the public, and others

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Special:

Ability to speak Spanish is required in the classes designated as (Spanish Language).  
For the "restricted" class, applicants must reside in a designated geographic area surrounding the school where the position is assigned.  
~~A valid California Driver License and use of an automobile may be required for some positions.  
Completion of a State approved campus safety training program required of employees assigned more than 20 hours a week.~~

## SPECIAL NOTES

Completion of a State approved campus safety training program is required.

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 relevant 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.

## COORDINATOR OF POLICY RESEARCH AND DEVELOPMENT

### DEFINITION

Coordinates the analysis of research and policy development regarding student achievement, and school and District performance on State and local accountability measures and provides support, guidance, and training around these subject areas, demographics, and District reconfiguration and performs a number of related staff functions.

### TYPICAL DUTIES

Analyzes and reviews data regarding student achievement, and school and District performance on State accountability metrics, demographics, and District reconfiguration and makes recommendations regarding these subjects to directors and school principals administrators.

Conducts ad hoc analyses and Prepares strategic plans reports to meet the needs of the District reconfiguration proponents balanced by the requirements of students and staff rights as defined by the Education Code and collective bargaining agreements.

Collects and provides analysis of data regarding lowest performing schools and student groups.

Analyzes, on a school by school and District-level basis, data regarding compliance with court decrees and legal settlements State and federal reporting requirements and provides metric support.

Represents the Office of Data and Accountability directors in meetings with District administrators, school community representatives, and officials of other governmental agencies.

Prepares responses to correspondence involving the interpretation or explanation of Board policies or programs that involve student data.

Provides information and training regarding compliance with federal education law requirements and develops presentations for stakeholder; presents updates and guidance around State and federal accountability systems, and provides a broad range of support around the associated data. school demographics and reconfiguration for use in the collective bargaining process.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Coordinator of Policy Research and Development functions as a staff resource for the ~~Executive Director,~~ Office of Data and Accountability by developing and assisting in the implementation of District policy regarding student achievement; and school performance; measures, demographics, and District reconfiguration.

A Program and Policy Development Advisor, Budget serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal, ~~policy, and procedural~~ matters.

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

### SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

~~Demographics and the distribution of students throughout the District~~  
Research design and methodology regarding student achievement, school performance,  
school utilization, and demographics, and measurement of federal, State, and local  
accountability indicators  
Statistical methods and graphic presentation  
Database software programs and data extraction techniques  
Organization and functions of the District administration  
City, County, State, and federal laws, regulations, and policies regarding student data privacy  
and protections ~~educational facility utilization and boundary determinations~~  
Electronic data processing concepts and practices, data management techniques and their  
application to the development and maintenance of management information systems  
Principles of public relations  
Principles of supervision

### Ability to:

Plan and direct activities and operations  
Run data system queries, extract data, sort, update, and merge data files from a variety of  
sources  
Quickly pull, summarize, and validate data in response to urgent requests  
Create reports and produce spreadsheets, pivot tables, graphs and customized data files  
Work effectively and elicit cooperation from senior management, employees, community  
members, and representatives of other agencies  
Communicate effectively both orally and in writing  
Conduct meetings utilizing consensus building techniques and make effective presentations  
Make, support, and explain recommendations  
Organize resources to meet goals and deadlines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree  
in education, public policy, statistics, research methods, data science, data analytics ~~school~~  
~~business management, business or public administration~~ or a related field is preferable.

### Experience:

Four years of professional experience above the entry level in administrative analysis, data  
systems analysis, educational research, and report writing.

### 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.



## SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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Revised  
03-02-23  
SH

District Notification Date: 2-3-23

## ENVIRONMENTAL HEALTH MANAGER, ENVIRONMENTAL PROGRAMS

### DEFINITION

An Environmental Health Manager, Environmental Programs directs and oversees the planning, developing, and directing of District-wide environmental policies and programs.

### TYPICAL DUTIES

Plans, directs, and coordinates the District's Hazardous Material Management, environmental compliance, solid waste management, non-hazardous waste recycling, Air Pollution Prevention, the California Environmental Quality Act (CEQA), site assessment, and Storm Water Programs. Develops various environmental programs and establishes guidelines and procedures in accordance with local, State, and federal rules and regulations. Reviews relevant environmental legislation that affects the District and coordinates the implementation of the compliance schedule and guidelines with legal requirements pertaining to site assessment, CEQA, and hazardous waste. Directs and evaluates the line management and supervision of the organization's staff. Establishes criteria for site inspections, authorizes necessary corrective measures, and may prohibit use of unsafe equipment and facilities. ~~Manages all activities pertaining to Title V of the Clean Air Act.~~ Develops and implements periodic environmental compliance audits and reports findings to site management and regulatory agencies as required. Plans and administers a budget. Establishes or recommends schedules and priorities, including contingency plans, and may direct the allocation of resources in emergencies. Meets with and may address a variety of groups, including employees, administrators, officials of public agencies, and community organizations. Prepares and presents reports to the Board of Education. Supervises the preparation and publication of District policies and procedures pertaining to site assessment, CEQA, and hazardous materials management. Reviews proposed legislation related to environmental compliance, advises the Office of the Government Relations on its effects, and may propose legislation. Directs the review of work performed by contractors for compliance with State, federal, local, and District environmental requirements. Directs the review of architectural, engineering, and equipment plans from the standpoint of environmental compliance. Reviews and determines relevance of environmental projects and develops justifications. Directs and participates in the training of technical personnel. Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Health Manager, Environmental Programs directs and oversees the planning, developing, and implementing of environmental programs related to environmental compliance, CEQA, and site assessment.

The Deputy Environmental Health and Safety Director assists in the overall administration of Environmental Health and Safety, carries out special projects, and acts for the Director during absence and in the exercise of delegated authority, and serves as the District's CEQA officer.

The Site Assessment Program Administrator manages and oversees site assessment and CEQA activities to ensure evaluation of District acquisitions, existing facilities, and assessment of environmental impacts.

## SUPERVISION

General direction is received from the Director, of Environmental Health and Safety or the Deputy Environmental Health and Safety Director. General direction is exercised over personnel assigned to the Office of Environmental Health and Safety.

## CLASS QUALIFICATIONS

### Knowledge of:

- Applicable environmental regulations of governmental agencies
- Principles of site assessment activities, engineering, geology, and hazardous materials
- Methods and technologies for assessment and remediation of air, surface, and subsurface contamination
- Construction, maintenance, and environmental hazards to be found in a large public school system
- Basic principles of contract law, public purchasing, research, cost analyses and control, budgeting, accounting, and merit-system personnel administration
- Federal, State, and local environmental health and safety regulations, including the California Environmental Quality Act, applicable to District operations
- Activities and facilities of national, State, and local environmental professional organizations
- Administrative organization of the Los Angeles Unified School District
- Principles of public relations
- Principles of training, employee evaluations, and employee relations
- Concepts of progressive discipline

### Ability to:

- Plan and direct multiple programs, delegate to subordinates, and evaluate operational effectiveness
- Recognize situations that create environmental liability and exposure and determine appropriate corrective measures
- Communicate effectively in writing and orally
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze written materials and oral communications
- Read blueprints, architectural drawings, and other plans
- Work effectively with District personnel and the public
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, geology, urban planning, environmental & occupational health, or a closely related field. ~~Additional qualifying experience may be substituted for up to two years of the required education on a three years of experience for one year of education basis.~~ A master's degree in one of the above-mentioned areas is preferable.

### Experience:

Four years of experience in the environmental health and safety field above the professional entry level. Three years of this experience must be in developing, and implementing or coordinating environmental compliance, CEQA, site assessment, or hazardous waste programs for a large private or public organization. Two years of supervisory experience in the environmental health and safety field is required.

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.

SPECIAL NOTES

~~1. Management classes, exempt from bargaining units.~~

~~1. 2. Exempt from FLSA.~~

~~2. 3. Requires wearing a negative pressure respirator.~~

~~3. 4. Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders of the California Code of Regulations.~~

~~4. 5. The Environmental Health Manager, Environmental Programs is subject to call at any hour.~~

~~5. 6. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.~~

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Revised  
03-02-23  
BM

District Notification: 02/06/23  
Union Notification: 02/10/23

## PROCUREMENT POLICY OFFICER

### DEFINITION

~~The~~ A Procurement Policy Officer assists the Chief Procurement Officer in the management of the Procurement Services Division's Policy~~ies~~, Procedures, and Compliance ~~Unit~~ and the District's Credit Card Program.

### TYPICAL DUTIES

Administers the application of laws, rules, policies, and procedures in purchasing supplies and equipment, and contracting personal and professional services for schools, ~~local district~~ region offices, and other District administrative units.

Analyzes State and federal laws and regulations as they pertain to the Procurement Services Group-Division's policies and processes to ensure compliance.

Coordinates audits from the State and federal government and the Office of the Inspector General and provides written responses as necessary.

Develops and approves all communications disseminated from the Procurement Services Group Division such as the Procurement Manual, internal policies, controls and procedures, standards, advisories, bulletins, and forms.

Oversees and manages Key Performance Indicators for the Procurement Services Division.

Oversees and ensures credit card transactions are legitimate and enforces consequences to District employees as necessary.

Consults with Information Technology Services Division personnel in the maintenance and operation of automated office systems and programs applicable to the credit card program.

Conducts user acceptance testing of SAP functions when they are upgraded or created.

Documents and publishes contracting procedures and contract general conditions.

~~Determines implementation of procurement freezes from the Office of the Superintendent.~~

Supervises the preparation and maintenance of a variety of procurement related training materials and records.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Procurement Officer is responsible for the planning and coordination of District-wide purchasing and contracting activities ~~as a part of the District's Business Services Division.~~

~~The~~ A Procurement Policy Officer is responsible for managing ~~the~~ Policy~~ies~~, Procedures, and Compliance ~~Unit~~ and ~~the~~ administering the District's Credit Card Program.

### SUPERVISION

~~The~~ A Procurement Policy Officer receives administrative direction from the Chief Procurement Officer and exercises general supervision over technical and clerical employees. Work direction is exercised over contracted employees from credit card companies.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and practices of business and school administration as they relate to organization and management, budgetary and fiscal practices, material acquisition, purchasing, and contracting terms and conditions.  
Organization and policies of the Los Angeles Unified School District as well as laws and regulations pertaining to personnel management in the District  
Basic principles of cost analysis and control, budgeting, accounting, contract law, public purchasing, and research  
Capabilities of office automated systems and programs applicable to purchasing activities  
Legal bases and sources of finance of California public education and terminology related to contracting  
Procedures and techniques of operations analysis, record development and management, and statistical analysis and presentation  
Microsoft Windows Operating Systems and Office Suite Programs

### Ability to:

Delegate to subordinates, and evaluate operational effectiveness  
Estimate project requirements and organize resources to meet goals and deadlines  
Analyze written materials, oral communications, and contract problems  
Communicate effectively orally and in writing  
Make, support, and explain recommendations  
Interpret pertinent laws, rules, and regulations  
Conduct meetings and make presentations  
Work effectively with the public and school personnel  
Use a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor' degree, preferably courses in school business management, accounting, business, or public administration, or a related field.

### Experience:

Five years of analytical or administrative experience in purchasing, warehousing, inventory control, contract administration, or related activities in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA, including two years of supervisory 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.

## SPECIAL NOTES

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

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Revised  
03-02-2023  
JPK

District Notification Date: 02-08-23  
Union Notification Date: 02-08-23

## SENIOR DIRECTOR, INFORMATION TECHNOLOGY

### DEFINITION

Administers and directs staff engaged in the planning, organizing, executing and reviewing of technology functions in a group of branches or units within the Information Technology Services Division.

### TYPICAL DUTIES

- Directs and plans overall integration of physical infrastructure systems, development and release of business and student applications, technology support or communication and training goals and projects to meet District IT and instructional goals ~~Instructional Goals~~.
- Ensures integrated planning of all aspects of physical infrastructure, business and student applications, or a comprehensive educational technology plan or communication and training goals to reduce operational and IT labor costs, improve efficiency and student achievement.
- Prioritizes projects and phasing of projects, to ensure ~~insure~~ dependencies among projects are met and kept on an overall District schedule.
- Directs, reviews, and participates in studies to analyze and evaluate needs and services; equipment, supply, and human resources; feasibility and cost effectiveness; and other aspects of management.
- Participates at the executive level in the development and implementation of internal Division policies, procedures, and planning.
- Develops, reviews, and monitors standards for new and ongoing information technology projects.
- Directs and participates in the monitoring of evolving computer technology, information systems technology, communication and training technology and sponsors feasibility studies of the potential utilization of major technological advances and the use of these technologies and services in schools.
- Directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed acquisitions and equipment purchases.
- Directs, reviews, and participates in the analysis of current and prospective problems relative to District information technology systems or District technology support to schools or District communication training.
- Represents ~~the~~ Information Technology Services Division before the Board of Education and Bond Oversight meetings and participates in the development of District plans for a wide variety of subjects.
- Confers with representatives of private firms, other governmental agencies, other divisions, legal counsel, and the public in regard to matters affecting Information Technology Services ~~the Division~~.
- Directs and reviews management functions, including staff development, employee evaluation, and discipline.
- May oversee the implementation of processes for application release and the management of release schedules.
- May oversee the unit responsible for coordinating, troubleshooting, and configuring application release activities.
- Performs related duties as assigned.



## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Director, Information Technology is the administrative head of a group of branches or units within the Information Technology Services Division.

The Chief Information Officer is responsible for the development of strategic, innovative information services plans and the day-to-day operations of the information services function.

A ~~Deputy Chief Information Officer~~ Senior Administrator assists in the management of the Information Technology Services Division and acts as the Chief Information Officer as required.

A Director of IT plans, organizes, directs, administers, and coordinates the activities of a branch.

## SUPERVISION

A Senior Director, Information Technology receives administrative direction from the Chief ~~and Deputy~~ Chief Information Officer or designee and exercises administrative direction over Group branch administrators. General supervision is exercised over directors, managers, engineers, and or other employees in various offices of the related Group.

## CLASS QUALIFICATIONS

### Knowledge of:

Technical knowledge of computer systems (both mainframe and server farm), technical networks, information systems, Local and Wide Area Networks, telecommunications, convergence, organizational communication, training, strategic planning, and technical standards  
Principles of organization, management, systems analysis, budgeting, financial planning, and supervision  
Concepts and applications of enterprise level strategic planning for telecommunication, data networks, and other low voltage systems  
Concepts and applications of customer service practices and public relations concepts  
Principles of contract law, public purchasing, research, and cost analysis  
Collective bargaining law, labor agreements in the District, and merit-system personnel administration  
Sources of funding for educational grants and related technology functions for educational institutions  
Project and Release Management best practices  
Software development methodologies, design and implementation  
Principles of training, employee evaluation, employee relations, and progressive discipline  
Administrative organization of the District  
Principles of public relations

### Ability to:

Plan and direct complex projects that involve coordination and integration of multiple interrelated activities  
Formulate and implement program goals, objectives, and schedules  
Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives  
Coordinate personnel management activities and resolve immediate and long-range problems  
Develop and implement operating changes required to achieve goals and objectives  
Collect and analyze data and present effective oral and written reports  
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public  
Conduct meetings utilizing consensus building techniques and make effective presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree. A Master's Degree in Education, Business Administration or Computer Science is preferable.

### Experience:

Eight years of management or supervisory experience in a school district with an enrollment of at least 10,000 or a large private sector company of 25,000 employees or more. At least four years must include experience in information technology ~~or private sector training organization.~~ Experience in the classroom or at a school site 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 a motor vehicle.

## SPECIAL NOTES

1. Management class. Employees in this class are subject to call at any hour.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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Revised  
03-02-23  
JAP