

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

Council Meeting

TUESDAY, FEBRUARY 25, 2025
1:00 P.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, MARCH 6, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of February 13, 2025.
3. Receipt of minutes of the meeting of February 20, 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 (5-10)

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 10, 2025. (RDA 1873, Instructional Assistance Series)
 - b. 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 18, 2025. (RDA 1874, Instructional Assistance Series)
 - c. Position at Vista Middle School, Region North, from Office Technician (\$22.52000-\$30.70002/hr.) to Senior Office Technician (\$24.35477-\$32.63323/hr.), effective February 19, 2025. (RDA 3115, Clerical Series)

6. Approval of Class Descriptions recommended, effective March 6, 2025: **APPROVED**

Brass and Percussion Instrument Technician
Musical Instrument Repair Supervisor
Piano Technician
Senior Musical Instrument Technician
Stringed Instrument Technician
Woodwind Instrument Technician

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

<u>Class Title</u>	<u>Recommendation</u>
Associate Project Engineer II (\$49.04395-\$59.98924/hr.) Class Description dated November 19, 2019.	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.
Brass and Percussion Instrument Technician (\$45.17681/Flat Rate)	
Stringed Instrument Technician (\$45.17681/Flat Rate)	
Woodwind Instrument Technician (\$45.17681/Flat Rate)	
Class Descriptions dated March 6, 2025.	
Musical Instrument Repair Supervisor (\$55.59848/Flat Rate)	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.
Senior Musical Instrument Technician (\$48.54314/Flat Rate)	
Class Descriptions dated March 6, 2025.	
Piano Technician (\$45.17681/Flat Rate)	Open.
Class Description dated March 6, 2025.	

8. a. Establishment of the Class of Director of Educational Technology and Innovation. (Case 12685)

APPROVED

- b. Approval of Class Description recommended, effective March 6, 2025: **APPROVED**

Director of Educational Technology and Innovation

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

Class Title

Recommendation

Director of Educational Technology and
Innovation
(\$13,112.55-\$16,242.53/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.

9. a. Establishment of the Class of Senior Executive Director of Strategy. (Case 12686) **APPROVED**

- b. Approval of Class Description recommended, effective March 6, 2025: **APPROVED**

Senior Executive Director of Strategy

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

Class Title

Recommendation

Senior Executive Director of Strategy
(\$17,256.71-\$21,501.19/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.

10. Receipt of Correspondence and Recommended Disposition. (See Addendum)

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

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

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

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

Police Sergeant (J.C., Case 0139)

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

Campus Aide (Restricted) (A.J., Case 0280)
Senior Floor Covering Installer (J.H., Case 0549)

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

Administrative Assistant (C.W., Case 0344)
Electrician (V.C., Case 0345)
Operating Systems Specialist (D.B., Case 0337)

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.

BRASS AND PERCUSSION INSTRUMENT TECHNICIAN

DEFINITION

Repairs, overhauls, ~~and adjusts~~ and tunes a variety of brass and percussion instruments.

TYPICAL DUTIES

Repairs, overhauls, adjusts and tunes, washes, and cleans, ~~and sterilizes~~ brass and percussion instruments, including hornets, trumpets, trombones, sousaphones, euphoniums, French horns, tubas, helicons, mellophones, orchestra bells, song bells, autoharps, drums, tympanies, xylophones, marimbas, and alto, tenor, and baritone horns.
Repairs mouthpieces, slides, valves, valve keys, tubing, and waterkeys.
Performs soft and silver soldering, brazing, and burnishing.
Replaces felt and cork bumpers and pads.
Repairs and replaces drumheads, rods, hooks, and snares.
~~Remounts and replaces bars on orchestra and song bells, xylophones, and marimbas.~~
Tunes percussion instruments.
~~Assists in the~~ Repairs of instrument cases.
Fabricates or modifies parts.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Brass and Percussion Instrument Technician repairs ~~and adjusts~~ and tunes a variety of brass and percussion instruments.

The Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos.

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs musical instrument carrying cases, music stands, and related equipment.

SUPERVISION

General supervision is received from the Musical Instrument Repair Supervisor. Work direction is exercised intermittently over a Musical Instrument Repair Assistant.

CLASS QUALIFICATIONS

Knowledge of:

Principles of construction of brass and percussion instruments

Pertinent safety orders issued by the California Division of Industrial Safety and safety practices related to musical instrument repair
Methods, materials, and tools, such as lathes, drill presses, and honing machines, used in the repair, overhaul, and adjustment of instruments

Ability to:

Use hand and power tools, including drills, lathes, ~~and~~ honing machines, and ultrasonic machines
Read and understand instruction manuals and parts catalogs
Make computations of labor and parts costs
Keep legible records
Work effectively with District personnel

Special Physical Requirements:

Auditory acuity as required to inspect instruments to meet specifications
Visual acuity as required to inspect and repair instruments
Manual dexterity as required to make repairs of small items and operate machines
Safely lift and carry items weighing up to 85 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in the repair of brass and percussion instruments. Completion of a music instrument repair certificate, diploma, or equivalent credits from an educational institution may substitute for one year of the required experience.

Special

~~A valid California Driver License.~~

~~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 abilities. Management retains the discretion to add or change typical duties of the position at any time.~~

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MUSICAL INSTRUMENT REPAIR SUPERVISOR

DEFINITION

Manages the overall Musical Instrument Repair Shop operations in the District, supervises, assigns, inspects, and evaluates the work of assigned staff, provides technical work direction to staff, and monitors, inspects, and reviews work performed by vendors.

TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations performed by District shop and field work of musical instrument technicians.
Directs the fiscal management of the unit.
Prepares correspondence, reports, procedures, and policies.
Confers with school administrators regarding the need for repair of musical instruments and the scheduling thereof.
Evaluates damage to instruments and determines whether to repair or recommend replacement.
Establishes standards of workmanship and work schedules and approves time reports.
Estimates costs of labor and materials, orders non-stock parts, and inspects progress and finished work.
Assists in establishing contract specifications for musical instrument purchases and repairs.
Inspects or supervises the inspection of new instruments purchased for compliance with bid specifications.
Supervises the maintenance of records and the preparation of reports.
Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.
Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and in corrective and preventative safety measures.
Evaluates staff performance and conducts progressive discipline procedures and applies provisions of collective bargaining agreements when needed.
Identifies and evaluates equipment, supplies, techniques, and systems.
Ensures compliance with procurement procedures.
Enters work order and requisition data utilizing computer systems.
Communicates effectively with District staff, consultants, and the public using District communication applications.
May act in place of a higher-level supervisor in case of absence.
May participate or assist in obtaining contracts from private vendors.
May interact with, coordinate, and inspect the work of vendors.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos.

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs carrying cases, music stands and related equipment.

SUPERVISION

General supervision is received from a designated supervisor or manager. General supervision is exercised over Senior Musical Instrument Technicians, specialized musical instrument technicians, Musical Instrument Repair Assistants, and Stock Clerks.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- Tools, materials, parts, and methods used in shop and field repair of musical instruments, including pianos and organs
- Principles of supervision and management
- Care and use of tools and repair equipment
- Commercial sources of musical instrument parts and materials
- Microsoft Windows operating systems
- Microsoft Word, Excel and Outlook

Ability to:

- Recognize, analyze, and deal effectively with problems and issues
- Plan, organize, coordinate, and schedule the repair of musical instruments
- Estimate cost of repairs and replacements
- Care for and use tools and repair equipment
- Train and supervise employees
- Work effectively with school personnel, contractors, and vendors
- Diagnose instrument malfunctions and make appropriate recommendations
- Communicate effectively both orally and in writing
- Use a personal computer to input, edit, extract and format data and information
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Manage through direct reporting personnel
- Supervise, train, and evaluate the work of direct and nondirect reporting personnel
- Maintain confidentiality

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 40 pounds in inspecting or assisting with projects when needed
- Auditory acuity as required to test instruments
- Visual acuity as required to inspect and repair instruments
- Manual dexterity as required to make repairs of small items and operate machines

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of experience in musical instrument repair work with the Los Angeles Unified School District, or four years of paid lead or supervisory experience over repair work of a variety of musical instruments with a large musical instrument retailer or organization. Completion of a music instrument repair certificate, diploma, or equivalent credits from an educational institution may substitute for one year of the required experience.

Special:

~~A valid California Driver License.
Use of an automobile.~~

A Facilities Planner Training Program Certificate is required by completion of the probationary period.

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Revised
03-06-25
KM/MT2/HV

District Notification: 08-08-24
Union Notification: 09-20-24

PIANO TECHNICIAN

DEFINITION

Rebuilds, restores, repairs, regulates, and tunes pianos.

TYPICAL DUTIES

Rebuilds, restores, adjusts, regulates, and repairs pianos.

Tunes pianos to standard and concert specifications and tunes several pianos in unison.

Replaces parts such as strings, hammers, dampers, keys, pedals, flanges, bridle straps, and felts. Regulates the playing action, damper action, and pedal systems individually and to each other.

Repairs cases, fall boards, music racks, lids, legs, and prop sticks.

Estimates labor and material costs for rebuilding, restoring, repairing, regulating, and tuning.

Recommends replacement of pianos.

Evaluates new and used pianos for purchase and donations.

Evaluates delivered pianos for compliance with specifications and recommends approval of invoices.

May enter and retrieve work orders using computers or other peripheral equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Piano Technician repairs, tunes, and adjusts pianos at assigned schools and overhauls, rebuilds, and performs major repairs in a central repair shop.

The Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos.

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs carrying cases, music stands, and related equipment.

SUPERVISION

General supervision is received from the Musical Instrument Repair Supervisor and work direction is received from a Senior Musical Instrument Technician. Work direction may be exercised over a Musical Instrument Repair Assistant.

CLASS QUALIFICATIONS

Knowledge of:

Construction of pianos, and methods, materials, and tools used in rebuilding, restoring, repairing, regulating, and tuning pianos

Pertinent safety orders issued by the California Division of Industrial Safety and safety practices related to musical instrument repair

Microsoft Outlook

Ability to:

- Use hand and power tools, including drills and saws
- Tune several pianos in unison
- Read and understand instrument manuals and parts catalogs
- Make computations of labor and parts costs
- Keep legible records
- Work effectively with District personnel
- Operate a computer and peripheral equipment

Special Physical Requirements:

- Auditory acuity as required to inspect and tune pianos to meet specifications
- Manual dexterity as required to make repairs of small items and operate machines
- Visual acuity as required to inspect, repair, and evaluate pianos and organs
- Safely lift and carry items weighing up to 100 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of experience in rebuilding, repairing, and tuning a variety of pianos.

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.

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Revised
03-06-25
KM/MT2/HV

District Notification: 08-08-24
Union Notification: 09-17-24

SENIOR MUSICAL INSTRUMENT TECHNICIAN

DEFINITION

Assists the Musical Instrument Repair Supervisor in planning, directing, and coordinating musical instrument repair activities, and repairs, overhauls, ~~and adjusts~~ and tunes musical instruments.

TYPICAL DUTIES

Prepares estimates of labor and material costs to repair musical instruments.
Assigns, monitors, and reviews work for project tracking.
Prepares job orders and requisitions for stock and nonstock materials.
Enters employees' time into a computer payroll system, prints out time cards, and distributes time cards to employees.
Maintains a computer inventory of musical instruments received for repair and reviews the inventory records to determine the status of repair work.
Contacts a private company to have pianos moved and acts as a liaison between District schools and the company to resolve problems.
Resolves problems and provides information to teachers, principals, and vendors, and files memos, order forms, and job orders.
Repairs, overhauls, ~~and adjusts~~ and tunes musical instruments.
Acts for the Musical Instrument Repair Supervisor during absences.
May prepare correspondence, reports, instructions, description of tasks, and related documents as needed.
May orient work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices as needed.
Identifies and evaluates equipment, supplies, techniques, and systems.
May provide work direction to lower level personnel.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Musical Instrument Technician estimates musical instrument repair costs; assigns, monitors, and reviews work; and repairs, overhauls, ~~and adjusts~~ and tunes instruments.

A Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos and organs.

A musical instrument technician repairs, overhauls and adjusts a variety of instruments in one of four categories, brass and percussion, woodwind, stringed, or piano and organ.

SUPERVISION

General supervision is received from the Musical Instrument Repair Supervisor. Work direction is exercised over Brass and Percussion Instrument Technicians, Piano Technicians, Stringed Instrument Technicians, Woodwind Instrument Technicians, Musical Instrument Repair Assistants, and Maintenance Workers. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Tools, materials, parts, and methods used in shop and field repair of musical instruments and pianos
- Documents used in ordering and purchasing tools and materials
- Microsoft Word, Excel, and Outlook
- Specifications for purchases of new musical instruments and cases
- General principles for construction of pianos, brass and percussion, woodwind, and stringed musical instruments
- Safety practices related to the repair of musical instruments

Ability to:

- Provide work direction effectively
- Use hand and power tools
- Make computations of labor and parts costs
- Read and understand instrument manuals and parts catalogs
- Use a personal computer to input, edit, extract and format data and information
- Keep records
- Work effectively with District personnel and vendors
- Communicate effectively, both orally and in writing
- Perform multiple functions concurrently

Special Physical Requirements:

- Auditory acuity as required to test instruments
- Visual acuity as required to inspect and repair instruments
- Manual dexterity as required to make repairs of small items and operate machines
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry items weighing up to 100 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three years of paid experience in the repair of musical instruments. Completion of a music instrument repair certificate, diploma, or equivalent credits from an educational institution may substitute for one year of the required experience.

Special:

- ~~A valid California Driver License.~~
- ~~Use of an automobile.~~

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

Revised
03-06-25
KM/MT2/HV

District Notification: 08-08-24
Union Notification: 09-17-24

STRINGED INSTRUMENT TECHNICIAN

DEFINITION

Repairs, overhauls, and adjusts and tunes a variety of stringed instruments.

TYPICAL DUTIES

Repairs, overhauls, ~~and~~ adjusts and tunes stringed instruments, including violins, violas, cellos, guitars, ukuleles, and string basses.

Repairs or replaces bridges, sound posts, pegs, fingerboards, nuts and saddles, tailpiece guts, end buttons, end pins, whole necks, and broken edges.

Cuts, fits, and adjusts pegs, bridges, and sound posts.

Sets up and corrects instruments to proper proportion and measurements.

Restrings, cleans, and polishes instruments.

Repairs and rehairs bows.

Replaces frogs, screws, eyelets, ivory tips, and grips.

~~Assists in the Repairs of~~ instrument cases.

Fabricates or modifies parts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stringed Instrument Technician repairs and adjusts a variety of stringed instruments, including violins, violas, cellos, ~~and basses,~~ vihuelas, guitarron and other stringed instruments.

The Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos.

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs musical instrument carrying cases, music stands, and related equipment.

SUPERVISION

General supervision is received from the Musical Instrument Repair Supervisor. Work direction may be exercised over a Musical Instrument Repair Assistant.

CLASS QUALIFICATIONS

Knowledge of:

Principles of construction of stringed instruments

Methods, materials, and tools, such as lathes and drill presses, used in the repair, overhaul, and adjustment of stringed instruments

Pertinent safety orders issued by the California Division of Industrial Safety and safety practices related to musical instrument repair

Ability to:

- Use hand and power tools, including drills and lathes
- Read and understand instrument manuals and parts catalogs
- Make computations of labor and parts costs
- Keep legible records
- Work effectively with District personnel

Special Physical Requirements:

- Auditory acuity as required to inspect and tune stringed instruments
- Visual acuity as required to inspect and repair instruments
- Manual dexterity as required to make repairs of small items and operate machines
- Safely lift and carry items weighing up to 60 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in the repair and/or fabrication of stringed instruments such as violins, violas, cellos, ~~or~~ string basses, or other stringed instruments. Completion of a music instrument repair certificate, diploma, or equivalent credits from an educational institution may substitute for one year of the required experience.

Special:

~~A valid California Driver License.~~

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Revised
03-06-25
KM/MT2/HV

District Notification: 08-08-24
Union Notification: 09-17-24

WOODWIND INSTRUMENT TECHNICIAN

DEFINITION

Repairs, overhauls, and adjusts a variety of woodwind instruments.

TYPICAL DUTIES

Repairs, overhauls, and adjusts woodwind instruments, including clarinets, flutes, oboes, English horns, bassoons, saxophones, ~~and~~ piccolos and sopranos.

Repairs, adjusts, reshapes, and re-pads keys and replaces key posts.

Fits springs, straightens hinge tubes, replaces screws, and regulates and tunes instruments.

Repairs cracks by pinning and flush band method.

Tightens joint rings on wood instruments, re-corks joints, and repairs barrel joints.

Re-corks saxophone necks, makes and replaces cork oboe pads and bassoon end cap gaskets, and repairs end cap leaks.

Tightens parts and straightens and removes dents.

Performs soft and silver soldering.

~~Sterilizes~~ Cleans and polishes instruments.

~~Assists in the repairs of~~ instrument cases.

Fabricates or modifies parts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Woodwind Instrument Technician repairs and adjusts a variety of woodwind instruments.

The Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos.

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs carrying cases, music stands, and related equipment.

SUPERVISION

General supervision is received from the Musical Instrument Repair Supervisor. Work direction is exercised intermittently over a Musical Instrument Repair Assistant.

CLASS QUALIFICATIONS

Knowledge of:

Principles of construction of woodwind instruments

Methods, materials, and tools, such as lathes and drill presses, used in the repair, overhaul, and adjustment of woodwind instruments

Pertinent safety orders issued by the California Division of Industrial Safety and safety practices related to musical instrument repair

Ability to:

- Use hand and power tools, including drills and lathes
- Read and understand instruction manuals and parts catalogs
- Make computations of labor and parts costs
- Keep legible records
- Work effectively with District personnel

Special Physical Requirements:

- Auditory acuity as required to inspect instruments to meet specifications
- Visual acuity as required to inspect and repair instruments
- Manual dexterity as required to make repairs of small items and operate machines
- Safely lift and carry items weighing up to 60 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in the repair of woodwind instruments. Completion of a music instrument repair certificate, diploma, or equivalent credits from an educational institution may substitute for one year of the required experience.

Special:

~~California Driver License~~

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KM/MT2/HV

District Notification: 08-08-24
Union Notification: 09-17-24

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

CASE No. 12685

RECOMMENDATION(S):

CLASS TITLE:

Director of Educational Technology and Innovation

EFFECTIVE DATE:

March 6, 2025

GROUP, SERIES:

Business Administrative Series,
Executive/Administrative Group

MONTHLY SALARY RANGE:

\$13,112.55 \$13,836.57 \$14,589.44 \$15,401.56 \$16,242.53

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 Division of Instruction and Information Technology Services requests the establishment of the Director of Educational Technology and Innovation to provide strategic leadership in integrating emerging technologies into the educational environment. The Director will be responsible for ensuring alignment of emerging technology initiatives, including Artificial Intelligence (AI), adaptive learning, and virtual environments, with the District's Strategic Plan and instructional priorities.

BASES OF RECOMMENDATION:

The incumbent in the proposed class will oversee program operations, including needs assessments, design, deployment, and evaluation of educational technology (EdTech) programs and innovation pilots; establish governance structures, policies, and system architectures; create feedback loops, timelines, and metrics to ensure technology initiatives are sustainable and impactful, direct the analysis and verification of innovative technologies using technical expertise and best practices; and evaluate risks and opportunities to ensure emerging technologies enhance instructional outcomes, streamline operations, and align with District priorities.

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

The recommended salary for the proposed classification is based on external market data and internal alignment considerations. Staff surveyed several public agencies and found classifications with similar levels of scope and responsibility such as Portland Community College's (OR) Director of Learning Technologies & Innovation (\$212,167.00/yr. - geographically adjusted top step); Capistrano Unified School District's (CA) Director II, Educational Technology (\$183,893.00 - geographically adjusted top step); and Guilford County Schools' (NC) Director of Educational Technology Integration (\$132,863.00/yr. - geographically adjusted top step). The geographically adjusted 75th percentile of the surveyed data is approximately \$198,030.00/yr. Internally, the proposed class has been evaluated to be similar in scope, responsibility and accountability to various Director of IT classifications (\$13,112.55 - \$16,242.53/mo.) in that the classifications are responsible for planning, organizing, and overseeing the activities, standards, and processes of and information technology program. Therefore, the salary range of \$13,112.55 - \$16,242.53/mo. (\$157,350.60 - \$194,910.36/yr.) is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include the Director of Educational Technology and Innovation in the list of classes exempt from the overtime payment provisions of the rule.

RGK/LKD
PC1A (Rev. 08/11)

Presented to the Personnel Commission on March 6, 2025

DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INNOVATION

DEFINITION

Provides strategic leadership by integrating emerging and innovative technologies into the educational environment with the District's Strategic Plan and instructional priorities.

TYPICAL DUTIES

- Directs and oversees program operations including needs assessment, design, deployment and assessment of Educational Technology (EdTech) programs and innovation pilots.
- Directs the analysis and verification of innovative technologies by combining technical expertise with instructional best practices.
- Directs the selection, procurement, and deployment of emerging technology tools and systems.
- Establishes and implements short and long-range departmental goals and objectives and monitors and evaluates program effectiveness.
- Monitors budget and cost controls relative to development and implementation of EdTech programs and projects.
- Partners with executive leadership in the development and alignment of emerging technology initiatives including Artificial Intelligence (AI), adaptive learning, and virtual environments, with the District's Strategic Plan.
- Establishes governance structures, policies, and system architectures for emerging technology programs.
- Establishes feedback loops, timelines, and metrics to ensure initiatives are scalable, sustainable, and impactful for the District.
- Creates emerging technology and AI framework and roadmaps and ensures compliance with federal and state regulations and policies, adherence to ethical standards, data privacy regulations.
- Evaluates associated risks and opportunities to ensure emerging technologies enhance instructional outcomes, streamline operations, and align with District priorities.
- Liaises and collaborates with District offices such as Information Technology Services, Division of Instruction, Office of General Counsel, Procurement, and Human Resources and external stakeholders to align resources, streamline implementation, and maximize District-wide impact of EdTech programs.
- Represents the District with respect to EdTech projects at executive-level meetings, conferences, and Board of Education meetings.
- Monitors market trends and emerging educational technology initiatives and programs
- Oversees training and staff development regarding emerging technology skills and best practices
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Educational Technology and Innovation is responsible for implementing innovative educational technology for the District.

The Senior Administrator, IT Customer Support is responsible for the deployment, implementation, and maintenance of District hardware and software at schools and offices and advises the Chief Information Officer on the technical support strategy for the District.

SUPERVISION

General supervision is received from the Executive Director of Elementary Programs and the Senior Administrator, IT Customer Support. Supervision is exercised over lower-level support staff.

CLASS QUALIFICATIONS

Knowledge of:

- EdTech tools, platforms, and systems
- Best practices for integrating technology into educational settings
- Trends in emerging and innovative technologies in education
- Techniques for effective technology-enhanced learning
- Establishing and implementing technology frameworks and roadmaps
- Data privacy laws and ethical standards in technology use
- AI, adaptive learning technologies, and virtual environments
- Principles of organization, management, systems analysis, and supervision
- Principles of contract law, public purchasing, research, and cost analysis
- Professional services agreements, bidding documents, and contractual requirements
- Budgetary planning and control
- Basic methods of research, cost analysis

Ability to:

- Align technology and educational initiatives with District Strategic Plan
- Plan, implement, and evaluate technology programs and projects
- Conduct program evaluations
- Keep current with emerging trends and advancements in educational technology
- Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions.
- Evaluate policies, procedures and regulations and develop and implement operating changes to achieve objectives.
- Develop and execute organizational strategies
- Develop bid specifications and evaluate bids from contractors
- Identify internal and external resources to maximize business efficiency
- Communicate clearly and effectively both orally and in writing
- Conduct meetings utilizing consensus building techniques and make effective presentations
- Maintain effective relations with external vendors and stakeholders, District administrators, and the public
- Effectively training staff
- Understand and administer a budget

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree in education, business administration, computer science, or a related field is preferable.

Experience:

Five years of management experience in information technology, EdTech integration, and/or enterprise-wide technology initiatives. Experience in a school district with an enrollment of at least 10,000 or a large private sector company of 25,000 employees is preferable.

Special:

Possession of one of the following certifications is required and must be kept valid during the term of employment:

Google Certified Innovator
Microsoft Innovative Educator Expert (MIE Expert)
Certified Education Technology Leader (CETL)

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.

New Class
03-06-25
LKD

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

CASE No. 12686

RECOMMENDATION(S):

CLASS TITLE:

Senior Executive Director of Strategy

EFFECTIVE DATE:

March 6, 2025

GROUP, SERIES:

Business Administrative Series,
Executive/Administrative Group

MONTHLY SALARY RANGE:

\$17,256.71 \$18,232.10 \$19,262.02 \$20,351.16 \$21,501.19

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 Strategy Office is restructuring, and the proposed classification of Senior Executive Director of Strategy will address the realignment of functions and staff of the Office. A Senior Executive Director of Strategy will be responsible for the creation, communication, execution, and sustainability of strategic initiatives and policies along with managing assigned departments and functions of the District including, but not limited to, data and accountability, program evaluation, strategic initiatives, schools of choice, and enrollment.

BASES OF RECOMMENDATION:

An incumbent in the proposed class will direct and review strategic, operational, and administrative projects; develop and implement strategies; reviews policies, systems, processes, plans, and performance data to improve the overall delivery of services to students, parents, the community, and schools; and oversee the preparation and completion of reports and interpretation of related data for District administrators, staff, and the public for effective decision making.

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

The recommended salary for the proposed classification is based on external and internal alignment considerations. Externally, various agencies were surveyed for classifications with similar levels and scope of strategic responsibilities. The 75th percentile of the external survey data is approximately \$256,000/ top step annually. Internally, the proposed class has been evaluated to be similar in scope, responsibility, and accountability to various Senior Director level classifications (\$258,014.28/ top step annually) that are responsible for planning, organizing, and overseeing units and branches, and also related activities, standards, and processes. Therefore, the salary range of \$17,256.71 - \$21,501.19/mo. (\$207,080.52 - \$258,014.28/yr.) is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include the Senior Executive Director of Strategy in the list of classes exempt from the overtime payment provisions of the rule.

SENIOR EXECUTIVE DIRECTOR OF STRATEGY

DEFINITION

A Senior Executive Director of Strategy creates, communicates, executes, and monitors strategic initiatives and policies and is responsible for managing assigned departments and functions of the District including, but not limited to, data and accountability, program evaluation, strategic initiatives, schools of choice, and enrollment.

TYPICAL DUTIES

Develops, directs and reviews strategic, operational, and administrative projects to support change management, customer service, and an active learning environment District-wide.
Develops, implements, and monitors strategies to position the District to better service students.
Reviews systems, processes, plans, and performance data to improve the overall delivery of services to students, parents, the community, and schools.
Represents the District on professional, governmental, and community committees, task forces, commissions, and in problem solving conferences with parents, community groups, and governmental representatives.
Oversees the preparation and completion of reports and the analysis and interpretation of related data for District administrators, staff, and the public for effective decision making.
Recommends the implementation of goals and objectives as well as proposed board policies to improve or promote strategic and innovative educational and operational programs.
Advises the District administrators on regulations, policies, and procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Executive Director of Strategy advises and serves as a lead for strategic initiatives and policies.

SUPERVISION

The Senior Executive Director of Strategy receives administrative direction from the Chief of Staff. General supervision is exercised over management, administrative, and professional employees.

CLASS QUALIFICATIONS

Knowledge of:

Strategic planning and business restructuring
Theories, techniques and methodologies related to managing operations of a large, complex urban organization in a culturally diverse community
Collaborative problem-solving methods
Board and other regulations affecting school district
Principles of organization, management, systems analysis, budgeting, staff development, communications, and personnel administration
District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts

Principles of training, employee evaluation, employee relations, progressive discipline, and merit system employment
Effective administrative and managerial practices and ability to implement them

Ability to:

Plan and administer complex initiatives and operations involving coordination of efforts of multiple specialized units
Analyze present problems, identify potential problems, and develop and evaluate possible solutions
Facilitate group processes, including consensus building and conflict resolution.
Contribute to strategic planning and establish objectives
Communicate effectively in writing and orally
Coordinate personnel management activities and resolve immediate and long-range problems
Maintain, through subordinates, the accuracy and currency of records and reports, while meeting regular and special demands for data
Make effective public presentations of complex data and plans

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A Master's Degree is preferred.

Experience:

Five years of management experience in business, legal, policy, or operations experience preferably including the implementation and/or development of strategic plans.

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 NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. Travel to locations throughout the District may be required.

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

New Class
03-06-25
RGK