

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

Council Meeting

TUESDAY, MARCH 28, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, APRIL 6, 2023
3:00 P.M., BOARD ROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of March 2, 2023.
3. Receipt of minutes of the meeting of March 16, 2023.

CONSENT ITEMS

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in HR-Staff Relations, Food Services Division, from Senior Human Resources Representative (\$39.71283-\$49.44732/hr.) to Human Resources Representative (\$38.63466-\$48.17261/hr.), effective March 7, 2023. (RDA 407, Human Resources 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 March 8, 2023. (RDA 1782, Instructional Assistance Series)
 - c. 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 March 15, 2023. (RDA 1783, Instructional Assistance Series)
 - d. 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 March 22, 2023. (RDA 1784, Instructional Assistance Series)
 - e. Position at Harry Bridges Span School, Region South, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective March 13, 2023. (RDA 3083, Clerical Series)
 - f. Position at Transportation Services Division, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective March 15, 2023. (RDA 3084, Clerical Series)

5. Approval of revised Class Descriptions recommended, effective April 6, 2023: **APPROVED**

Environmental Health Manager, Safety and Industrial Hygiene
Environmental Health Supervisor
Program and Policy Development Advisor, Innovation and Improvement Sciences
Site Assessment Program Administrator
Unemployment Claims Coordinator

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Administrative Assistant, Office of the Superintendent (\$34.46692-\$42.92927/hr.) Class Description dated February 24, 2014.	Open.
Environmental Health Supervisor (\$45.04087-\$55.85536/hr.) Environmental Health Manager, Safety and Industrial Hygiene (\$9,349.37-\$11,574.70/mo.) Site Assessment Program Administrator (\$7,819.95-\$9,705.23/mo.) Unemployment Claims Coordinator (\$7,895.74-\$9,826.50 mo.) Class Descriptions dated April 6, 2023.	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.

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

Case 12413

8. a. Establishment of the Classification of Deputy Chief Information Security Officer. (Case 12403) **APPROVED**
- b. Approval of Class Description recommended, effective April 6, 2023: **APPROVED**

Deputy Chief Information Security Officer

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

<u>Class Title</u>	<u>Recommendation</u>
Deputy Chief Information Security Officer (\$14,882.87-\$18,543.48/mo.)	Open.

9. a. Establishment of the Classification of Senior Director, Office of Deputy Superintendent, Business Services & Operations. (Case 12423) **APPROVED**

b. Approval of Class Description recommended, effective April 6, 2023: **APPROVED**

Senior Director, Office of Deputy Superintendent, Business Services & Operations

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Director, Office of Deputy Superintendent, Business Services & Operations (\$12,677.71-\$15,794.26/mo.)	Open.

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

11. 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.

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

- a. Disciplinary Appeals
 - Building & Grounds Worker
 - Campus Aide
 - Special Education Trainee
- b. Examination Appeals
 - Administrative Analyst
 - Facilities Project Manager I and II
 - Intermediate Accountant

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

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

Building & Grounds Worker (Case 1209)
Campus Aide (Case 0257)

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

Special Education Trainee (Case 0073)

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

Administrative Analyst (Case 0212)
Facilities Project Manager I and II (Cases 0214 and 0215)
Intermediate Accountant (Case 0216)

17. Receipt of the Personnel Commission Activity Report for the Third Quarter of the 2022-23 School Year.

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.

ENVIRONMENTAL HEALTH MANAGER, SAFETY AND INDUSTRIAL HYGIENE

DEFINITION

An Environmental Health Manager, Safety and Industrial Hygiene ~~assists the Director in planning, developing, and directing~~ directs and oversees the planning, developing, and directing of District-wide safety, industrial hygiene, and accident prevention policies and programs.

TYPICAL DUTIES

Plans, directs, and coordinates the various programs and activities related to safety, industrial hygiene, and accident prevention.
Develops various safety, industrial hygiene and accident prevention guidelines and procedures in accordance with local, State, and federal rules and regulations.
Plans and directs the monitoring of activities during asbestos abatement.
Reviews and advises on existing and proposed environmental and occupational health legislation that may affects the District and may propose legislation.
Develops, implements, and maintains programs for the response and reporting of emergency situations, serious injuries and fatalities, major property loss events, and regulatory compliance incidents.
Coordinates compliance activities for the District.
Directs and evaluates the line management and supervision of the organization's staff.
Directs accident prevention efforts, establishes criteria for site inspections, authorizes necessary corrective measures, and may prohibit use of unsafe equipment and facilities.
Plans and administers a budget.
Establishes or recommends schedules and priorities, including contingency plans, and may direct the allocation of resources in emergencies.
Performs liaison duties with the media and representatives of various agencies concerned with industrial health and safety.
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 safety, fire prevention, ~~and industrial hygiene, and other related programs.~~
Directs the review of work performed by contractors for compliance with State, federal, local, and District safety requirements.
Directs and participates in the training of technical personnel.
~~Develops, implements, and maintains programs for the response and reporting of emergency situations, serious injuries and fatalities, major property loss events, and regulatory compliance incidents.~~
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Health Manager, Safety and Industrial Hygiene ~~assists in~~ directs and oversees the planning, development, and implementation of safety programs related to safety, industrial

hygiene, and accident prevention.

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.

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs such as the Asbestos Compliance Program, and/or accident prevention.

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:

- Principles of safety engineering
- General Industry Safety Orders and other applicable safety regulations of governmental agencies
- Maintenance and environmental hazards to be found in a large public school system
- Accident prevention techniques and devices
- Basic principals of contract law, public purchasing, research, cost analyses and control, budgeting, accounting, and merit-system personnel administration
- Federal and State environmental health and safety regulations applicable to District employees, students, and District operations
- Activities of national, State, and local safety 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
- Microsoft Windows operating systems and Office Suite programs

Ability to:

- Plan and direct multiple programs, delegate to subordinates, and evaluate operational effectiveness
- Recognize hazardous conditions and unsafe acts 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
- Recognize physical symptoms of occupational injury and illness
- 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

~~environmental engineering, industrial hygiene, occupational health and safety, environmental and occupational health, environmental engineering 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 accident prevention or industrial hygiene 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

Exempt from FLSA.

Requires wearing a negative pressure respirator.

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.

The Environmental Health Manager, Safety and Industrial Hygiene is subject to call at any hour.

An employee in this class may be subject to the reporting requirements of the District's

Conflict of Interest Code.

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 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.

Revised
04-06-23
BM

ENVIRONMENTAL HEALTH SUPERVISOR

DEFINITION

Supervises, plans, develops, and directs the activities of the District's various environmental health programs such as asbestos compliance, environmental health, or safety and accident prevention.

TYPICAL DUTIES

Supervises and directs the activities of various environmental health programs and staff by performing a combination of the following duties:

- Establishing objectives, policies, standards, guidelines, and practices for the District's environmental health, or safety and accident prevention programs.
- Ensuring compliance with applicable federal, State, and local safety, environmental health laws, regulations, and programs through self-assessments, audits, inspections, investigations, and enforcement and corrective action activities.
- Reviewing and evaluating new legislation and other data to modify policies, procedures, training, and operating guidelines.
- Advising on, managing, and supervising work relating to environmental and occupational health programs such as fire/life safety, construction safety, environmental health, asbestos (including Asbestos Hazard Emergency Response Act (AHERA) compliance), lead, emergency response and indoor air quality.
- Acting as liaison between the Office of Environmental Health and Safety, other District entities, and outside agencies and providing assistance and advice as needed.
- Meeting with and addressing a variety of groups, including employees, administrators, public agency officials, and individuals from community organizations.
- Developing and maintaining a program of quality control to assure accuracy of testing procedures and reports.
- Obtaining, reviewing, and providing oversight for all contracts related to safety and environmental health programs.
- Supervising the day-to-day operations of a field operations unit relative to identification, correction, and control of safety and environmental health issues.
- Writing and editing safety and environmental health-related manuals, handbooks, and bulletins, and developing or recommending training programs.
- Receiving and evaluating complaints regarding safety hazards and environmental health conditions and performing initial investigations to determine severity of problems and recommend corrective measures.
- Developing and managing budgets, permits, and schedules.
- Supervising, training, and evaluating technical personnel.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs ~~such as including but not limited to accident prevention, industrial hygiene, asbestos, lead, construction safety, chemical evaluation, environmental compliance, and waste management, the Asbestos Compliance Program, and/or accident prevention.~~

An Environmental Health Manager, Safety and Industrial Hygiene ~~assists in~~ directs and oversees the planning, development, and implementation of safety programs related to safety, industrial hygiene, and accident prevention.

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

An Environmental Safety Officer implements programs for accident prevention; conducts site safety and compliance audits; makes recommendations for compliance with regulations pertaining to occupations safety, environmental health, environmental compliance, and fire prevention; and works with District employees to implement accident prevention measures and compliance programs.

SUPERVISION

General direction is received from an Environmental Health Manager, Safety and Industrial Hygiene or Environmental Programs. Supervision is exercised over Environmental Safety Officers and other environmental health personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of safety, environmental planning and protection, engineering, asbestos control, and hazardous materials
- Federal, State, and local environmental laws, rules, regulations and requirements
- Applicable accident prevention techniques and devices
- Methods used to correct existing and potential hazards
- Administrative organization of the District
- Principles of public relations
- Principles of supervision, training, employee evaluation, and employee relations
- Concepts of progressive discipline
- Microsoft Windows operating systems and Office Suite programs

Ability to:

- Plan and direct environmental health and safety compliance, and evaluate operational effectiveness
- Establish objectives, policies, standards, guidelines, and practices for the District's environmental health compliance, and/or accident prevention activities
- Communicate effectively in writing and orally
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze and assess the content and impact of written materials, including interpreting governmental regulations and defining their applicability to operations
- Read blueprints, architectural drawings, and other plans
- Work effectively with District personnel and the public
- Supervise and delegate responsibilities to subordinates
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related

equipment
Ability to work safely in confined spaces
Ability to do physical work under conditions involving temperature extremes
Vision sufficient to perform site surveys and assessments
Normal color-vision to distinguish colors on maps
Normal sense of smell to detect substances such as petroleum

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree ~~preferably in environmental and occupational health, industrial hygiene, occupational health and safety, environmental engineering, or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.~~

A graduate degree in environmental engineering, environmental and occupational health, occupational health and safety, industrial hygiene, or a closely related field is highly preferable.

Experience:

Three years of experience, within the past five years, in the development, implementation, or coordination of environmental health and safety and accident prevention programs, including conducting environmental or safety audits and preparing recommendation for compliance with regulations pertaining to environmental/occupational health and safety programs, ~~traffic safety, or fire prevention.~~ Completion of the LAUSD Organizational Excellence Branch's Exceptional Supervisor Certificate Program I is preferable.

One year of the required experience must have included providing work direction. Supervisory experience is preferable.

Special:

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

Positions in this classification are subject to 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 or lead.

Employees in this class may be required to work atypical work weeks, evenings, and weekends.

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 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.

Revised
04-06-23
BM

District Notification Date: 03/09/23
Union Notification Date: 03/23/23

PROGRAM AND POLICY DEVELOPMENT ADVISOR,
INNOVATION AND IMPROVEMENT SCIENCES

DEFINITION

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

TYPICAL DUTIES

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

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

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

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

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

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

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

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

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

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

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

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

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

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

Ability to:

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

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

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

Special:

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

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

Revised
04-06-23
RGK

SITE ASSESSMENT PROGRAM ADMINISTRATOR

DEFINITION

Plans, develops, and directs the implementation of the District's environmental site assessment and California Environmental Quality Act (CEQA) activities.

TYPICAL DUTIES

Manages the day-to-day performance of the District's environmental site assessment activities. Establishes objectives, policies, standards, guidelines, and practices for the District's site assessment and CEQA activities.

Ensures compliance with applicable federal, State, and local regulations regarding the performance of site assessment and CEQA activities.

Evaluates the effectiveness of the District's site assessment and CEQA activities and makes recommendations for improvements as needed.

Manages and directs activities of the site assessment and CEQA staff and determines staff assignments.

Trains site assessment and CEQA staff and evaluates their performance in meeting goals and objectives.

Acts as liaison amongst the Office of Environmental Health and Safety, other District entities, and outside agencies regarding site assessment and CEQA activities.

Meets with and addresses a variety of groups, including employees, administrators, public agency officials, and individuals from community organizations.

Oversees and/or prepares environmental review documents, such as Phase I Environmental Site Assessment, Preliminary Environmental Assessment, Remedial Investigation/Feasibility Studies, Remedial Action Plan, CEQA Exemptions, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Reports and other necessary environmental documents.

Evaluates new legislation and develops recommendations for incorporating changes into the District's policies, procedures, and guidelines for site assessment activities.

Makes recommendations for new policies and procedures where guidance may be unavailable or inadequate.

Responsible for developing and managing site assessment and CEQA budgets and schedules.

Responsible for schedules, budget, and technical performance of contractors retained to perform site assessment and CEQA activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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.

An Environmental Assessment Coordinator analyzes complex documents promulgated under State and federal law, manages and participates in the evaluation of District acquisitions and third-party construction to assess the environmental impact, and determines the actions required for remediation and/or mitigation of environmental hazards.

SUPERVISION

General direction is received from an Environmental Health Manager, Environmental Programs or Safety and Industrial Hygiene. Supervision is exercised over Environmental Assessment Coordinators, Environmental Planning Specialists, and ~~Environmental Health Specialists~~ other environmental health personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of site assessment activities, engineering, geology, and hazardous materials
- Federal, State, and local environmental regulations including the California Environmental Quality Act
- Methods and technologies for assessment and remediation of air, surface, and subsurface contamination
- Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, and accounting
- Administrative organization of the District
- Principles of public relations
- Principles of training, performance evaluation, employee relations, and progressive discipline

Ability to:

- Plan and direct site assessment and CEQA activities and evaluate operational effectiveness
- Establish objectives, policies, standards, guidelines, and practices for the District's site assessment and CEQA activities
- Act as liaison between the Office of Environmental Health and Safety and other District entities and outside agencies regarding site assessment activities
- Communicate effectively in writing and orally
- Analyze and assess the content and impact of written materials
- Read blueprints, architectural drawings, and other plans
- Work effectively with District personnel and the public
- Supervise and delegate responsibilities to subordinates
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces
- Ability to do physical work under conditions involving temperature extremes
- Vision sufficient to perform site surveys and assessments
- Normal color-vision to distinguish colors on maps
- Normal sense of smell to detect substances such as petroleum

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree—major in engineering, environmental science, environmental and occupational health, geology, urban planning or a closely related field.

A graduate degree in engineering, geology, environmental science, urban planning, environmental and occupational health or a closely related field and Professional Engineer (P.E.) or Professional Geologist (P.G.) designation, Registered Geologist (R.G.) or Certified Hydrogeologist (C.H.G.) certification are highly preferable.

Experience:

Three years of experience, preferably within the past five years, in remediation and mitigation of hazardous conditions for a private or public organization, preferably including experience in developing, and implementing or coordinating environmental site assessment and CEQA activities. Two years of supervisory experience in the environmental health and safety field 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. 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 or lead.
3. Prior to the end of probation, certification by the federal Environmental Protection Agency of 40 hours of Hazardous Waste Operations and Emergency Response training (subsidized by the District) is required.
- ~~4. Prior to the end of probation, an employee in this class must be a Registered Environmental Assessor with the State of California or a Professional Geologist or Engineer.~~
- ~~5~~ 4. Employees in this class may be required to work atypical work weeks, evenings, and weekends.
- ~~6~~ Management class, exempt from bargaining units.

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

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 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.

UNEMPLOYMENT CLAIMS COORDINATOR

DEFINITION

Manages and coordinates the unemployment insurance benefit claims process and activities.

TYPICAL DUTIES

~~Plans, organizes and supervises the day-to-day activities of the Unemployment Insurance Benefit Claims Unit.~~

Researches and analyzes unemployment claims made against the District related to, but not limited to, separations, suspensions, and discipline and recommends appropriate action.

Reviews claimants' appeals and prepares written arguments and briefs in support of the District's position.

Attends meetings and hearings and represents the District before State ALJs.

~~Oversees the processing of unemployment insurance claims, including obtaining, checking, recording, and evaluating information related to an employee's work history.~~

~~Oversees the third-party administrator (TPA) regarding unemployment claims information.~~

~~Identifies unemployment claims made against the District related to, but not limited to, separations, suspensions, discipline and other areas of high priority~~

Reviews notices of unfavorable decisions by the Employment Development Department (EDD) and administrative law judge (ALJ) regarding all unemployment claims and makes recommendations as to whether it would be in the District's best interest to appeal.

Files evidence documents in appeals offices and prepares requests for information.

Coordinates the processing of unemployment insurance claims, including obtaining, checking, recording, and evaluating information related to an employee's work history.

~~Prepares written arguments and briefs in support of the District's position.~~

~~Coordinates and supports the preparation of~~ Prepares witnesses, documentation, and representation needed for unemployment hearings.

~~Attends meetings and hearings and represents the District before State ALJs.~~

Interfaces with various Human Resource Offices, Personnel Commission, divisions, offices, and school sites to obtain information and documentation related to specific unemployment claims and hearings.

~~Prepares notices of non-attendance at hearings and reopening requests.~~

~~Establishes criteria used in the evaluation of claims, and oversees implementation to ensure best practice guidelines are met.~~

Reviews and evaluates claims and claim outcomes to determine best practice guidelines and supports the implementation of the practices.

Compiles and analyzes claims data and makes recommendations for policy, procedural, legal, and rule changes.

~~Develops and implements unemployment management training programs.~~

Develops and P~~provides~~ technical guidance and support for administrators regarding the District's policies, procedures, and programs related to unemployment.

~~Reviews~~ Remains current with statutory and regulatory changes and court decisions in order to make recommendations for appropriate administrative response.

Maintains a library of reference material.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Unemployment Claims Coordinator administers and participates in the processing activities of unemployment claims made against the District and represents the District at hearings.

A Workers' Compensation Claims Processing Supervisor supervises and participates in the claims processing activities of the Workers' Compensation Unit.

SUPERVISION

General direction is received from an administrator. Supervision is exercised over lower-level personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices, legal statutes, civil procedures, administrative regulations, and evaluation techniques relating to unemployment insurance

Laws and regulations related to the Unemployment Insurance Code

Rules and regulations of the Unemployment Insurance Appeals Board

Standard claims evaluation techniques

California State law regulations and policies pertaining to employees and collective bargaining

Rules, regulations, policies, procedures, organization, and functions of the Los Angeles Unified School District

Legal resources, methods of legal research and terminology

Principles of supervision, training, employee evaluations, and employee relations

~~Spreadsheet, work processing, and email computer software programs~~

Computers and software applications, including Word, Access, Excel, PowerPoint, and Adobe Acrobat.

Ability to:

Analyze, interpret, and apply laws, rules, and regulations pertaining to unemployment insurance

Analyze individual claims and use judgment and tact in recommending or exercising appropriate action

Research, interpret, and apply specific rules, laws, bargaining agreements and policies

Establish and maintain appropriate project deadlines and manage multiple projects

Train and advise on unemployment principles

Represent the organization in hearings and other meetings

Effectively present information using attention to detail and accuracy

Work under pressure and adapt to changes in work situations and priorities

Write clear, comprehensive, and accurate reports

Interpret statistics and make accurate arithmetical computations

Utilize various computer applications such as spreadsheet, work processing, and email computer software programs

Work effectively with District personnel and the public

Exercise initiative, sound judgment, and work independently

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably supplemented by courses in public, business, school administration, law or related field. ~~Completion of 60 semester units or equivalent that includes courses in the above related fields~~ Certification as a Paralegal or an associate's degree in paralegal studies from an accredited post-secondary institution and two additional years of qualifying experience beyond that required may be substituted for the required education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

~~Three~~ Two years of experience performing duties that required researching, investigating, analyzing and resolving; preparing legal and/or administrative documents in employee discipline, administrative hearings, court trials, or labor relations ~~disciplinary matters and complaints or unemployment claims~~. Work direction or supervisory experience is preferable.

Special:

A valid California driver's license to legally operate a motor vehicle in the State of California and the availability of private 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
04-06-23
SH

Administration Review Date: 3-24-23

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

From:	Principal Administrative Assistant (2054) (\$6,913.23 - \$8,607.91/ Monthly)	To:	Administrative Secretary I (2406) (\$28.71630- \$35.54174/ Hourly)
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POS:	(30393412) A Basis	(30393412) A Basis
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Location:	Office of Chief Academic Officer	Incumbent:	Vacant (30393412) Cost Center (1094201)
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Reason for Reclassification: The subject position meets the class concept of Administrative Secretary I in that the incumbent will be responsible for maintaining the calendars of the Chief Academic Officer and Director of Instructional Operations by arranging appointments and meetings; preparing timekeeping reports; explaining rules, regulations, policies, and practices to school and office personnel and the public, often speaking on behalf of the administrator; composing, editing, and maintaining controls on agendas, bulletins, reports, correspondence, and other material; and establishing, recommending and implementing clerical procedures for special projects and continuing functions of the office.

Status of Incumbent: The subject position is vacant

Effective Date: March 16, 2023

RGK/JAP

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

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

CASE No. 12403

RECOMMENDATION(S):

CLASS TITLE:

Deputy Chief Information Security Officer

EFFECTIVE DATE:

April 6, 2023

GROUP, SERIES:

Business Administrative Series,
Executive/Administrative Group

MONTHLY SALARY RANGE:

\$14,882.87 \$15,724.10 \$16,612.33 \$17,551.64 \$18,543.48

SALARY SETTING BASIS:

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

BACKGROUND:

Information Technology Services (ITS) requests the establishment of the proposed Deputy Chief Information Security Officer classification to support the Chief Information Security Officer in developing and implementing the District's information security program. The District's transition to cloud-based learning necessitates the need for a high-level information security position to assist the Chief Information Security Officer to maintain a District-wide information security program to mitigate cybersecurity hacks, breaches, attacks, and threats.

BASES OF RECOMMENDATION:

The incumbent in the proposed class of Deputy Chief Information Security Officer will assist the Chief Information Security Officer with the oversight of information technology departments responsible for District security and identity and information management; assist with the implementation and monitoring a District-wide information security programs and architecture; ensure the confidentiality and integrity of District information by assisting in the design, establishment, and enforcement of security standards, policies, and processes; and collaborate with District executive staff to develop a District-wide security program to ensure the protection of District information.

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 internal alignment considerations since a survey of external public sector agencies did not yield sufficient comparable classifications. The proposed salary aligns with District IT classifications that are similar in the areas of responsibility, complexity, and independence of judgment in a specialized area of information technology. Therefore, allocation of the proposed class to a salary range \$14,882.87 - \$18,543.48/month (\$178,594.44 - \$222,521.76/year) is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Deputy Chief Information Security Officer in the list of classes exempt from the overtime payment provisions of the rule. Final approval be given to the amendment of Rule 765, Senior Management Employees to include the Deputy Chief Information Security Officer in the list of designated senior management positions, contingent upon Board approval.

DEPUTY CHIEF INFORMATION SECURITY OFFICER

DEFINITION

Assists the Chief Information Security Officer in securing the District's information security infrastructure by directing, planning, and overseeing the development and implementation of enterprise-wide security design, controls, protocols, policies and resiliency plans for the District's applications, databases, computing devices and websites.

TYPICAL DUTIES

Directs the day-to-day administration and operations of the information technology departments responsible for District security and device, identity and information management.

Builds, develops and directs the implementation and monitoring of a comprehensive information security program and framework based on industry standards which includes policies, compliance, risk management, and training to mitigate cybersecurity hacks, breaches, attacks, and threats.

Collaborates with security, network, and software application architecture teams to ensure compliance to changing regulations and technical standards.

Manages the availability, confidentiality, integrity and authenticity of the District during project development of information systems.

Collaborates with the Chief Information Security Officer and executive staff to develop the District's information security program strategy while prioritizing and ensuring alignment with the District's goals and initiatives such as the protection of District information assets.

Oversees and directs security architecture, cloud security, governance, risk and compliance, training and education and other security programs.

Defines the blueprint and multi- agency/multi-disciplinary operational plan for defense and response, including vulnerability/risk assessment and penetration tests for applications, networks, cloud and other security risk areas

Oversees the documentation and design of the District's cybersecurity architecture, systems, services and alignment to industry best practices and standards.

Works with architecture teams to build synergy between security architecture, network architecture and software application architecture to ensure technology builds and designs comply with technical standards.

Develops security standards and baselines to define required security controls and settings on all firewalls, servers, commercial applications, and networks.

Assists the Chief Information Security Officer in ensuring appropriate processes to monitor and audit ongoing operations to detect, analyze, and correct security infractions/violations

Oversees the monitoring of the external threat environment for emerging threats, and advises relevant stakeholders on the appropriate courses of action.

Establishes and administers a data and systems security awareness program for all District customers to ensure they are aware of security threats, policies, and procedures necessary for the efficient and effective use of District information systems

Liaises with external agencies, such as law enforcement and other advisory bodies, as necessary, to ensure that the organization maintains a strong security posture and is kept abreast of relevant/potential threats.

May represent the District on data and system security matters and serves as the Information Technology Services liaison with regulators, auditors, suppliers, and other outside entities.

Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Chief Information Security Officer is responsible for assisting in the development of a strategic, comprehensive, and adaptable information security program designed to protect the District's information assets and provides the overarching strategy for District information security and acts as the Chief Information Security Officer, as required.

The Chief Information Security Officer is responsible for the development of a strategic, comprehensive, and adaptable information security program designed to protect the District's information assets and provides the overarching strategy for District information security.

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.

SUPERVISION

The Deputy Chief Information Security Officer receives administrative direction from the Chief Information Security Officer and provides administrative direction to lower-level information technology services administrators and managers.

CLASS QUALIFICATIONS

Knowledge of:

- Security architecture, cloud security, and governance
- Broad range of IT security and risk management frameworks
- Common information security management frameworks, such as ISO/IEC 27001 and NIST
- Networking, application systems, Internet, Intranet, and client server operation
- IT security principles, access controls, and confidential information protection principles
- Firewall technology, remote access security, voice, data, and advanced local-area and wide-area networking technologies
- Agile (scaled) software development or other best in class development practices
- Cloud computing/Elastic computing across virtualized environments
- Information system auditing
- Encryption technologies, software, and applications
- Access control systems and methodology
- Security management practices
- Security architecture and models Law, investigation, and ethics surrounding IT security
- District business disciplines, such as finance, HR, contracts, compliance and District operations
- Methods of project and process control, budgeting, and cost analysis and prediction
- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee and student confidentiality, safety laws, regulations, and District policies and procedures

Ability to:

- Develop long and short-range plans
- Think innovatively, lead and motivate cross functional interdisciplinary teams
- Work with vendors, negotiate and manage vendor services
- Recognize, analyze, and deal effectively with problems and issues
- Communicate clearly and effectively both orally and in writing
- Work effectively with District personnel, the public, and representatives of manufacturers and other organizations
- Reviews contracts, service level agreements and other documents to verify they meet information security needs and requirements

Work well under pressure of multiple priorities and short deadlines Manage through direct reporting personnel
Supervise, train, and evaluate the work of direct and non-direct reporting personnel

Special Physical Requirement:

Effective vision to review and resolve network security issues via computers promptly.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in computer science, telecommunications management, electrical engineering, business management or related field. An advanced degree in the aforementioned areas is highly preferable.

Experience:

Four years of executive or management level experience in systems security, preferably with two years of experience in systems security management in a K-12 and/or university setting. The experience must have included telecommunications and networking security, application and systems security, application development security, user authentication and authorization management, information systems vulnerability assessment and physical data security. Experience with training in systems analysis and information/telecommunications security is highly preferable.

Special:

Possession of the Certified Information Systems Security Professional (CISSP) or equivalent is required. The following security certifications or equivalent are preferable:

GIAC Certified Information Security Officer (GISO)
GIAC Security Leadership Certification (GSLC)
GIAC Certified Firewall Analyst (GCFW)
GIAC Systems and Network Auditor (GSNA)

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

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.

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

CASE No. 12423

RECOMMENDATION(S):

CLASS TITLE:

Senior Director, Office of Deputy Superintendent, Business Services & Operations

EFFECTIVE DATE:

April 6, 2023

GROUP, SERIES:

Business Administrative Series,
Executive/Administrative Group

MONTHLY SALARY RANGE:

\$12,677.71 \$13,393.23 \$14,149.32 \$14,950.90 \$15,794.26

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 Deputy Superintendent, Business Services and Operations requested the establishment of the proposed classification to direct, plan and oversee the development and implementation of action plans by the business and operational departments to ensure alignment with the District's Strategic Plan.

BASES OF RECOMMENDATION:

The incumbent in the proposed class of Senior Director, Office of Deputy Superintendent, Business Services & Operations will direct and oversee the performance management, project management, and strategy execution processes of the Office; direct and support the business and operational divisions in the development and implementation of action plans aligned with the District's Strategic Plan; and provide advice and guidance to the business and operational divisions regarding achieving target metrics and goals. 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 internal alignment considerations since a survey of external public sector agencies did not yield sufficient comparable classifications. The proposed salary aligns with District classification of Executive Coordinator, Office of Superintendent as they are similar in level of scope and responsibility with regards to providing advice and guidance at the executive level. Therefore, allocation of the proposed class to a salary range \$12,677.71 - \$15,794.26/month (\$152132.52 - \$189,531.12/year) is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Senior Director, Office of Deputy Superintendent, Business Services & Operations in the list of classes exempt from the overtime payment provisions of the rule. Final approval be given to the amendment of Rule 765, Senior Management Employees to include the Senior Director, Office of Deputy Superintendent, Business Services & Operations in the list of designated senior management positions, contingent upon Board approval.

SENIOR DIRECTOR, OFFICE OF THE DEPUTY SUPERINTENDENT,
BUSINESS SERVICES AND OPERATIONS

DEFINITION

Directs, plans, and manages activities of the Office of the Deputy Superintendent, Business Services and Operations, and provides advisement at the executive level.

TYPICAL DUTIES

Directs and oversees the performance management, project management, and strategy execution processes of the Office.

Directs and supports the business and operational divisions in the development and implementation of action plans aligned with the District's Strategic Plan.

Provides advice and guidance to the business and operational divisions regarding achieving target metrics and goals.

Oversees the development and update of the Business Services and Operations dashboard to track and monitor key performance indicators.

Provides or coordinates training for senior staff and/or their team, as needed, to support performance management and strategy execution.

Facilitates communication and serves as a liaison between the Deputy Superintendent, Business Services and Operations and the Board of Education, central office/region/division administrators, schools, stakeholders, and departments.

Serves as the Deputy Superintendent's representative on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with parents, community representatives, and District staff.

Advises the Deputy Superintendent on a wide range of District issues, including opportunities to improve operations and development of policies and procedures.

Provides oversight and general management of the Office including all aspects of communications and preparation of reports and correspondences.

Conducts meetings and makes presentations on behalf of the Deputy Superintendent regarding various matters.

Performs related duties as assigned.

SUPERVISION

Administrative direction is received from the Deputy Superintendent, Business Services and Operations. Administrative direction may be provided to the Deputy Superintendent's direct reports. General direction is exercised over staff assigned to the Enterprise Project Management Office and assigned support staff.

CLASS QUALIFICATIONS

Knowledge of:

Educational theory and practice for K-12 programs
Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
Collaborative problem-solving methods
Research techniques, including statistical analysis and graphic presentations
Policies and procedures related to District and Board communications.
District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
Principles and practices of public administration, including specific management principles and methods as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal practices
District oral and written communications standards
Office practices and procedures, word processing, and spreadsheet software applications
Effective administrative and managerial practices and ability to implement them
Principles of supervision and office management
Budget preparation and maintenance
Microsoft Windows operating system or Macintosh/Apple operating system

Ability to:

Represent executive staff regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
Contribute to strategic planning and establish objectives
Present information regarding District programs in a proactive, accurate, and media-sensitive manner
Revise and formulate organizational policies and methods
Establish and maintain effective working relationships with other employees, officials of the District and other agencies, and the public
Communicate effectively, both orally and in writing
Exercise independent judgment and initiative
Analyze situations accurately and determine an effective course of action
Provide direction and assistance to staff and team members
Compose and edit correspondence, reports, bulletins, and memorandums
Oversee multiple projects and issues while working effectively under pressure
Meet deadlines
Operate and use computers and other office equipment
Analyze written materials and oral communications
Direct and supervise effectively

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Four years of management or professional-level experience that involved responsibility for such activities as advising senior management executives on a variety of issues that have organization-wide impact, administrative oversight, administrative analysis, and report writing for an executive. Management-level experience working with administrators and community groups to solve District-wide educational and/or organizational problems is highly preferable.

Special:

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

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
04-06-23
KG/RGK

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

Date: April 6, 2023

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE THIRD
QUARTER OF 2022-2023 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
TOPICS			NUMBER OF
New Hire & Rehire Actions (not from Reemployment Lists)			3,016
Rehire Actions (from Reemployment Lists)			2
Promotion Actions			793
Leave Actions			1,743
Substitute Calls - Filled			42%
Substitute Calls - Unfilled			52%
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
New Classifications			6
Abolished Classifications			17
Reclassification Studies	No Changes	0	42
	Reclassifications	42	
Salary Reallocations			2
CD Revisions			32
Duty Statement Reviews			286
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced			114
Number of Eligibles on Eligibility Lists			3,117
Number of Applications Received			11,248
Number of Candidates Tested			5,403

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	65
Number of Training Participants	7,588
Number of Tuition Reimbursement Requests	64
Number of Online Training Modules Completed	4,115