

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

Council Meeting  
TUESDAY, APRIL 8, 2025  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting  
THURSDAY, APRIL 17, 2025  
3:00 P.M., BOARDROOM  
BEAUDRY BUILDING, 1<sup>ST</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of March 20, 2025.
3. Receipt of minutes of the meeting of April 3, 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 ITEM (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 March 24, 2025. (RDA 1879, 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 April 1, 2025. (RDA 1880, Instructional Assistance Series)
6. Approval of Class Descriptions recommended, effective April 17, 2025: **APPROVED**

Associate Civil Engineer  
Civil Engineer  
Civil Engineering Designer  
Civil Engineering Drafting Technician  
Director of Contracts Administration and Procurement Services  
Director of Finance Policy  
Insurance Manager  
Senior Executive Director of Finance Policy  
Supervising Civil Engineer

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

<u>Class Title</u>	<u>Recommendation</u>
Plant Manager I (\$25.77134-\$31.32681/hr.)  Class Description dated October 1, 2020.  Associate Civil Engineer (\$50.90509-\$62.60031/hr.)  Class Description dated April 17, 2025.	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.
Civil Engineer (\$56.05826-\$68.78796/hr.)  Civil Engineering Designer (\$48.39854/Flat rate)  Civil Engineering Drafting Technician (\$40.78384/Flat rate)  Director of Contracts Administration and Procurement Services (\$14,289.50-\$17,801.40/mo.)  Supervising Civil Engineer (\$70.74197-\$86.92450/hr.)  Class Description dated April 17, 2025.	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.
Director of Finance Policy (\$15,898.65-\$19,805.98/mo.)  Senior Executive Director of Finance Policy (\$16,796.75-\$ 20,905.21/mo.)  Class Descriptions dated April 17, 2025.	Open.

8. Abolishment of Unused Classifications. (Case 12695) **APPROVED**

9. It is recommended that the following reclassification actions be ratified: **APPROVED**

Food Service Manager III to Food Service Manager II (Case 12689)  
Food Service Manager II to Food Service Manager I (Case 12696)

10. a. Establishment of the Class of Recruitment Coordinator. (Case 12671) **APPROVED**
- b. Approval of Class Description recommended, effective April 17, 2025: **APPROVED**

Recruitment Coordinator

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

<u>Class Title</u>	<u>Recommendation</u>
Recruitment Coordinator (\$9,513.91-\$11,838.50/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.

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 the Hearing Officer on the Disciplinary Appeal for:

Electrician (R.J., Case 0831)

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

Associate IT Electronics Communications Technician (D.M., Case 0353)  
Charter Schools Fiscal Oversight Manager (Y.C.C., Case 0355)  
CTE-Linked Learning Coordinator (K.M., Case 0360)  
Fiscal Services Manager (Y.C.C., Case 0361)  
Fiscal Services Manager (R.A., Case 0362)

15. Receipt of the Personnel Commission Activity Report for the third Quarter of the 2024-25 School Year.

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

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

*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.*

## ASSOCIATE CIVIL ENGINEER

### DEFINITION

Supervises and participates in the surveying activities and preparation of civil engineering drawings, specifications, and cost estimates for design of new school sites and alterations of existing sites.

### TYPICAL DUTIES

Supervises and participates in the preparation of civil engineering drawings, specifications, and cost estimates for building and ground improvements, streets, storm drains, and sanitary sewer systems; land, topographical, and construction surveying; preparation of tract maps and legal descriptions for property purchases, sales, leases, and easements.

Confers with and advises District personnel and officials of public agencies and utility companies concerning details of civil engineering projects.

Prepares civil engineering design standards for the guidance of District personnel and commissioned civil engineers.

Interprets and clarifies construction drawings for inspectors and contractors and attends construction job "starts" and "final" meetings.

Supervises the preparation and maintenance of plot plans and records of boundary and property lines for District properties.

Coordinates projects with personnel in other design units and checks work for conflicts with other engineering and architectural features.

Reviews relevant information on file and visits project sites to analyze conditions and to study civil engineering problems.

Confers with and reviews the work of architects and engineers who are commissioned by the District for phases of site development and building projects.

Advises District and contract engineers regarding District, City, and County design requirements.

Works with public agencies and others to obtain or dispose of earth materials in connection with school site development.

Represents the District on assigned projects in negotiations with contractors relative to change orders, contract time extensions, and payment requests, and in verifying final compliance with construction plans.

Schedules Civil Engineering projects to meet prescribed deadlines.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Civil Engineer performs and supervise activities of civil engineering design and field work performed by District employees and reviews the work of commissioned civil engineers on assigned projects.

A Civil Engineer performs civil engineering planning and design work; provides technical direction to District engineering personnel, commissioned architects, and consulting engineers; and may signs plans and specifications as a registered engineer.

An Assistant Civil Engineer participates in the preparation of designs, plans, cost estimates, and specifications for ground improvements, streets, storm drains, and sanitary sewer systems, and assists in the review of the work of commissioned architects and engineers.

## SUPERVISION

General supervision is received from the Supervising Civil Engineer and/or Civil Engineer. Supervision is exercised over ~~employees in classes such as Assistant Civil Engineer, Survey Party Chiefs and their subordinates,~~ and lower-level employees as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

- Terminology, symbols, and sources of civil engineering design and drafting information
- State and local building and grading codes and applicable ordinances pertaining to civil engineering features of building construction
- Stress analysis, strength, and other physical properties of materials used in civil engineering construction
- Civil engineering principles and practices in expressing ideas, designs and data in drawings
- Design principles, mathematics, and construction industry practices for solution of civil engineering problems
- Civil engineering design standards of the District
- Methods and principles of land, topographical, and construction surveys
- Current civil engineering costs and schedules of fees
- AutoCAD or other recognized major computer-aided design software system
- Microsoft Word, Excel, and Outlook
- Principles of supervision

### Ability to:

- Analyze civil engineering problems and formulate solutions
- Detect errors, omissions, and discrepancies in civil engineering plans and designs prepared by others
- Effectively utilize AutoCAD software to create and update civil engineering plans and designs
- Interpret architectural and engineering plans and specifications
- Make accurate calculations
- Prepare clear, concise reports and technical descriptions
- Work effectively with public officials, commissioned architects and engineers, and District personnel
- Supervise effectively
- Communicate effectively, both orally and in writing

### Special Physical Requirement:

- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

## ENTRANCE QUALIFICATIONS

### Education

Graduation from a recognized college or university with a bachelor's degree with a major in civil engineering that included completion of at least one course in a recognized major computer-aided design software system, and three years of experience in planning, designing, cost estimating, and preparing specifications for civil engineering for large commercial, governmental, or school projects that included the use of at least one recognized major computer-aided design software system.

OR;

P or possession of an Engineer-in-Training Certificate issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists, ~~and three years of experience in planning, designing, cost estimating, and preparing specifications for civil engineering for large commercial, governmental, or school projects that included the use of at least one recognized major computer-aided design software system.~~

### Experience:

Three years of experience in planning, designing, cost estimating, and preparing specifications for civil engineering for large commercial, governmental, or school projects that included the use of at least one recognized major computer-aided design software system.

### Special:

A valid license as a Professional Engineer in Civil Engineering issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists is preferable.

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

## SPECIAL NOTE

— ~~Exempt from FLSA.~~

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  
04-17-25  
JPK2/MHO

District Notification: 3-17-25  
Union Notification: 3-20-25

## CIVIL ENGINEER

### DEFINITION

Performs civil engineering planning and design, provides technical direction to District personnel, commissioned architects, and consulting engineers on matters related to civil engineering design, and certifies design plans.

### TYPICAL DUTIES

- Advises, consults with, and gives technical direction to commissioned architects and structural engineers and their consulting civil engineers on District policies and guides for the design of site development, including grading, paving, fencing, parking layouts, streets, storm drains, and sewer systems, in the construction of new buildings and the major alteration of existing building sites.
- Provides technical direction to personnel of the Civil Engineering Unit in the preparation of school site designs, specifications, and cost estimates.
- Reviews plans and specifications submitted by commissioned or consulting civil engineers for conformance to District policies and guides, and for possible conflict with other architectural and engineering features, and requests necessary revisions.
- Submits recommendations for commissioning of civil engineers by the District, evaluates engineers' proposals on scope of work and fees, reviews engineers' completed work, and recommends payment or nonpayment of partial and final fees.
- Prepares and maintains civil engineering standards and specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation.
- Directs site development studies to determine the cost and feasibility of site grading and street and utility improvements included in conditions for land acquisitions.
- Advises contractors, commissioned architects and engineers, and District construction inspectors on civil engineering problems encountered during construction.
- Conducts research and makes reports on structural systems relative to civil engineering components, installation methods, and their costs.
- Confers with and advises District personnel, manufacturers' representatives, and officials of other public agencies, on matters pertaining to District civil engineering guides.
- ~~Provides~~ May provide professional certification of civil engineering designs for assigned District and commissioned projects.
- Performs the more difficult civil engineering work of the Unit.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Civil Engineer performs civil engineering planning and design work; provides technical direction to District personnel, commissioned architects, and consulting engineers; and may signs plans and specifications as a registered engineer.

The Supervising Civil Engineer supervises the activities and personnel of the Civil Engineering Unit, selects and directs the activities of commissioned civil engineers, and represents District interests relative to civil engineering concerns.

An Associate Civil Engineer performs and supervises activities of civil engineering design and field work performed by District employees and reviews the work of commissioned civil engineers on assigned projects.

## SUPERVISION

General supervision is received from the Supervising Civil Engineer. Supervision is exercised over District civil engineering personnel. Technical direction is given to commissioned architects and their consulting civil engineers on matters related to civil engineering design.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and standard practices of civil engineering
- State and local codes pertaining to civil engineering features of building construction and their application
- Relationship of civil engineering to the other engineering and architectural features of buildings, including cost and operation comparisons
- AutoCAD or other recognized major computer-aided design software system
- Principles of supervision

### Ability to:

- Provide technical review and advice tactfully and effectively
- Effectively utilize AutoCAD software to create and update civil engineering plans and designs
- Comprehend complex plans and specifications and edit the work of others
- Write clear, concise reports and technical descriptions
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies and utility companies
- Supervise effectively

### Special Physical Requirement:

- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

## ENTRANCE QUALIFICATIONS

### Education:

~~Graduation from high school or evidence of equivalent educational proficiency.~~

### Special:

- A valid license as a Professional Engineer in Civil Engineering issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists.
- ~~A valid California Driver License.~~
- ~~Use of an automobile~~
- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Requirements are representative of the minimum level of knowledge, skill, and



/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
04-17-25  
JPK2/MHO

District Notification: 3-17-25  
Union Notification: 3-20-25

## CIVIL ENGINEERING DESIGNER

### DEFINITION

Prepares civil engineering drawings and cost and quantity estimates and has limited responsibility for design work.

### TYPICAL DUTIES

Prepares construction drawings for the grading, paving, and drainage of school property and adjacent public streets, including parking lots, athletic fields, walks, stairs, curbs, gutters, catch basins, culverts, storm drains, and sewer connections.

Prepares plans, profiles, and cross sections for retaining walls, using design information furnished by the Structural Engineering Unit.

Prepares preliminary studies and sketches for approval by supervisory personnel.

Makes calculations for such needs as the determination of runoff, low impact development designs, capacity of conduit, and economic balancing of cuts and fills.

Prepares detailed cost estimates of assigned projects and makes cost and feasibility studies for site development of new sites.

Coordinates work during the design stage of each project with designers in the Architectural Unit and other engineering units.

Reviews information on file, visits project sites to obtain information on existing conditions and study civil engineering problems, and requests the collection of additional survey data as needed.

Confers with personnel in other branches and other public agencies concerning details of site and public street improvements.

Responds to requests for clarification from contractors and requests for information from inspectors when interpreting plans and specifications.

Prepares drawings for minor landscaping details associated with civil engineering projects.

May check drawings for completeness and accuracy.

May prepare tract maps, legal descriptions, and related calculations for official city and county records.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Civil Engineering Designer drafts the civil engineering phases of school building projects, assists in the design of larger projects, and designs smaller projects.

~~An Assistant Civil Engineer supervises and participates in the preparation of designs, plans, cost estimates, and specifications for ground improvements, streets, storm drains, and sanitary sewer systems.~~

A Civil Engineering Drafting Technician performs skilled civil engineering drafting from approved preliminary sketches and field surveyors' notes, under the immediate supervision of higher-level civil engineering personnel but is not responsible for civil engineering design.

## SUPERVISION

General supervision is received from an ~~Assistant~~ Civil Engineer or higher level staff. Work direction may be exercised over Civil Engineering Drafting Technicians and Engineering Aides.

## CLASS QUALIFICATIONS

### Knowledge of:

Terminology, symbols, and sources of civil engineering design and drafting information  
Civil engineering customs and practices in expressing ideas, designs, and data in drawings  
Applicable State and local building codes and ordinances, such as low impact development  
Design principles and mathematics for the solution of civil engineering problems  
Principles and methods of plane surveying  
Building construction practices as they relate to civil engineering work  
AutoCAD or other recognized major computer-aided design software system

### Ability to:

Interpret architectural and engineering plans and specifications  
Work effectively and cooperatively with District personnel  
Effectively utilize AutoCAD software to create and update civil engineering plans and designs

## ENTRANCE QUALIFICATIONS

Graduation from a recognized college or university with a bachelor's degree ~~with a major~~ in civil engineering which included completion of at least one course in a recognized major computer-aided drafting and design software system,

or

Possession of an Engineer-in-Training Certificate issued by the State Board of Registration for Civil and Professional Engineers and, one year in the usage of a computer-aided drafting and design software system

or

Two years of civil engineering design experience that included one year experience in the usage of a recognized major computer-aided drafting and design software system.

### Special:

~~— A valid California Driver License.~~

~~— Use of an automobile.~~

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

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Revised  
04-17-25  
JPK2/MHO

District Notification: 3-17-25  
Union Notification: 3-20-25

## CIVIL ENGINEERING DRAFTING TECHNICIAN

### DEFINITION

Performs calculations and drafting in the preparation of civil engineering drawings.

### TYPICAL DUTIES

Prepares engineering drawings, such as plot plans, topographic maps, profiles, tract maps, zone changes, and cross sections, from field survey level and stadia notes or school boundary data, and makes related calculations.

Prepares final construction drawings from engineering sketches in accordance with established standards.

Plots, traces, revises, copies, enlarges, or reduces by scale various maps, diagrams, and plans.

Calculates traverses and closures.

Obtains data from official records and assists in writing legal property descriptions.

Prepares reference data relating to civil engineering design.

Visits sites and takes measurements for verification of existing conditions.

May operate surveying instruments as necessary to obtain field data for completion of civil engineering drawings.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Civil Engineering Drafting Technician performs skilled civil engineering drafting from approved preliminary sketches and field surveyors' notes, under the immediate supervision of higher-level civil engineering personnel, but is not responsible for civil engineering design.

A Civil Engineering Designer drafts the civil engineering phases of school building projects, assists in the design of larger projects, and designs smaller projects.

An Engineering Aide performs routine tracing, drafting, and lettering; makes algebraic, geometric, and trigonometric computations; and assists technical personnel by performing sub-professional duties related to engineering work.

### SUPERVISION

Immediate supervision is received from the Supervising Civil Engineer. Work direction is received from an Assistant Civil Engineer or a Civil Engineering Designer. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Terminology, symbols, and sources of civil engineering drafting information  
Civil engineering customs and practices in expressing ideas, designs, and data in drawings  
Mathematics applicable to the solution of minor civil engineering drafting problems  
Principles and methods of plane surveying

Ability to:

Use drawing instruments and do freehand lettering

ENTRANCE QUALIFICATIONS

An Associate in Arts degree or its equivalent with a major or emphasis in civil engineering from a recognized college. Completion of at least one course in a recognized major computer-aided design and drafting (CADD) software system is required,

or

Two years of experience in civil engineering drafting that included the use of a major computer-aided design and drafting (CADD) software system, preferably under the supervision of a licensed civil engineer. One year of experience as a member of a field surveying party may be substituted for six months of the required drafting experience.

Special:

~~A valid California Driver License.~~

~~May require use of an automobile.~~

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Rrequirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, Mmanagement 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  
04-17-25  
JPK2/MHO

District Notification: 3-17-25  
Union Notification: 3-20-25

## DIRECTOR OF CONTRACTS ADMINISTRATION AND PROCUREMENT SERVICES

### DEFINITION

Plans, organizes, and directs the activities of a multi-section department (including the administration of Professional and General Services, all aspects of competitive bid, request for proposals and contract processing. Directs development of strategic master contracts to support grant applications and purchase requirements. Oversees Division support services, District Credit Card Program, Small Business Enterprise, and Vendor Services.

### TYPICAL DUTIES

Develops, recommends, and administers policies relative to professional and general services contracts.

Directs the negotiation, preparation, processing, and administration of competitive bid contracts for goods and services.

Directs the formulation of procedures for processing contracts and agreements with contractors, surety companies, school districts and individuals and assist with the resolution of problems.

Ensures strategic master contracts are competitively sourced and in place to support grant funded purchases.

Produces and interprets data reporting associated with particular contracts, services, departments and spending related to procurement activities.

~~Coordinates efforts to reduce the dependency on sole source contracts named as part of a grant application process.~~

Directs, tracks and coordinates efforts to maximize strategic purchasing through economy of scale and single point of delivery of master contracts.

Plans and administers the department budget and controls expenditures for other appropriations.

Administers the preparation of reports to the Board of Education and, upon approval, directs the execution of contracts and proofs of loss and claim settlements on behalf of the Board of Education.

Solicits and implements legal opinions relative to contracts, goods and professional services.

Acts as a hearing officer while conducting and rendering decisions regarding bid protest and bid appeals.

Provides customer service support for all procurement provided goods and services.

Administers compliance with the District's Ethics Policy.

Plans, directs, and reviews training for staff and others affected by the services of the branch.

Provides advice to other departments and branches in regard to the procurement of stock and non-stock goods, professional and general services, and contract administration.

Presents written and oral reports to administrators, committees, or the Board of Education regarding contract matters.

Performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Contract Administration and Procurement Services plans, organizes, and directs the activities of a multi-section department including the administration of Professional and General Services, all aspects of competitive bid, and Contract Processing. Establishes requirements for strategic master contracts to support grant applications and purchase requirements. Oversees Division support services, District Credit Card Program, Small Business Enterprise, and Vendor Services.

The Chief Procurement Officer administers District-wide procurement services by planning, organizing, implementing, and reviewing all policies and procedures related to contracting, purchasing, warehousing, and delivery of goods and services to schools and offices.

The Director of Materiel Management plans, organizes, and directs materiel management such as general and food warehouse operations, logistics, acquisition, and distribution; salvage administration; textbooks; inventory management; mail delivery; and reprographics services.

## SUPERVISION

The Director of Contract Administration and Procurement Services receives administrative direction from the Deputy Chief Procurement Officer and exercises general supervision over lower-level management and/or supervisory personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal aspects of general goods and services, and professional services contracting
- Legal bases and sources of finance of California public education
- Principles and practices of organization, management, budget preparation, procurement, contract administration, and expenditure control
- Grant terms and conditions
- General goods and services, and professional services contracting processes
- Contract bonding policy and requirements
- Accounting principles, including the development of overhead rates and allowable costs in developing delay impact analysis
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Computer systems capabilities and methods applicable to a wide variety of procurement and business services
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline

### Ability to:

- Interpret laws, regulations, and policies that affect contracts, general goods and services, and professional services contract procedures
- Effectively manage a large staff with diverse functions and abilities
- Work effectively under pressure of strict deadlines and shifting priorities
- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Utilize key performance indicators and benchmarks to manage team performance and achieve departmental goals
- Analyze complex problems, identify solutions and implement plans to solve problems
- Communicate effectively orally and in writing with persons at various levels of understanding
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Estimate project requirements and organize resources to meet goals and deadlines
- Direct and evaluate staff training
- Establish and maintain effective relationships with parents, community representatives, outside contractors, service providers, administrators in the District and other public and private organizations, union officials and employees.



## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business or public administration, or a related field. Courses in accounting, finance, personnel management and business law are preferable. An advanced degree in Business Administration or Public Administration is preferable.

### Experience:

Four years of management experience ~~with government in~~ contracting processes and the procurement of goods and services, ~~including at least two of the aforementioned years of~~ experience must include the responsibility of managing procurement personnel, in an organization with at least 500 employees or in a school district with an enrollment of at least 10,000. Government contracting experience is preferred.

### Special:

Any one of the following is preferable:

A valid Certified Federal Contracts Manager (CFCM), or;  
A valid Certified Professional Contracts Manager (CPCM) credential by the National Contract Management Association (NCMA)

AND

~~A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.~~

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

## SPECIAL NOTE

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

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 the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
4-17-25  
SH

Administration Notification Date: 3-28-25

Class Codes

SENIOR EXECUTIVE DIRECTOR OF FINANCE POLICY	1157
DIRECTOR OF FINANCE POLICY	1012

DEFINITION

The Senior Executive Director of Finance Policy works directly with the ~~Deputy Superintendent, Business Services and Operations~~ and the Office of the Chief Business Financial Officer (CBFO) in the creation, communication, and execution of strategic initiatives and policies and advises on related financial matters at the executive level , specifically in the costing of labor, business improvement and analytics. The Director of Finance Policy works directly with the Chief Business Financial Officer and directs and reviews projects and committee work for the administration of various financial activities related to the General Fund budget, special fund budgets, and redevelopment matters.

TYPICAL DUTIES

~~Directs and reviews projects and assists with the coordination of an administrative work committee for various financial activities, including redevelopment matters.~~

Manages projects and coordinates external efforts related to finance, including interfacing with executive staff and external partners.

Participates with other administrators in the formulation of District policies and plans, particularly as they relate to financial and operational matters.

Participates in collective bargaining negotiations and advises Board Members and administrative staff regarding financially related issues.

Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to matters affecting financial services.

Attends professional, governmental, and community committees, task forces, commissions, and in problem solving conferences with parents, community and governmental representatives, and District and Board staff.

Collaborates in the preparation and completion of reports and interpretation of data for administrators, staff, and the public for the purpose of effective decision making for the Superintendent.

May assist in the coordination of District debt issuance transactions and represents the Office of the CBFO for ongoing oversight and compliance of a \$20 Billion bond and debt program.

May assist with compliance issues related to use of categorical funds and bond proceeds issued by the District.

May direct, review, and participate in the analysis of laws, rules, regulations, options, and decisions, that affect the financial activities of the District and advises District administrators and others of the implications.

The Senior Executive Director of Finance Policy assists the ~~Deputy Superintendent, Business Services and Operations~~, and Chief Business Financial Officer with the development of strategies related to reporting structures, accountabilities, and resource and performance management.

The Director of Finance Policy may represent the Chief Business Financial Officer (CBFO) and/or the Deputy Chief Business Financial Officer, Finance on parcel tax and redevelopment matters; 403(b) and 457 committees; and assists with the budget process, communications, and legislative agenda.

May oversee the District's Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) work.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Executive Director of Finance Policy advises and serves as a District liaison for strategies, policy and financial matters.

The Director of Finance Policy reports to the Chief ~~Business~~ Financial Officer and directs and reviews projects and committee work for the administration of various financial activities related to the General Fund budget, special fund budgets, and redevelopment matters.

The Chief ~~Business~~ Financial Officer is the executive responsible for the direction of the financial services, functions and activities of several major business divisions of the District.

The Deputy Chief ~~Business~~ Financial Officer, ~~Finance~~ assists in managing the financial services of the District; participates in the planning and implementation of policies and programs; and acts as Chief as required.

## SUPERVISION

The Senior Executive Director receives administrative direction from the ~~Deputy Superintendent, Business Services and Operations, and~~ Chief ~~Business~~ Financial Officer. Supervision may be exercised over management, administrative, and professional employees. The Director of Finance Policy receives administrative direction from the Chief ~~Business~~ Financial Officer or designee and provides general direction to lower-level administrators and managers.

## CLASS QUALIFICATIONS

### Knowledge of:

Education code, laws and regulations concerning ~~public education~~ financing  
Legal bases and sources of finances of ~~California public education~~ for California public and private agencies  
Theory and understanding of accounting, budgeting, auditing, and fiscal management, ~~with emphasis on governmental operations~~  
State laws, the California School Accounting Manual, and Government Accounting Standards Board and other regulations affecting school district financial affairs  
Principles of organization, management, systems analysis, budgeting, staff development, communications, and personnel administration  
Legislative analysis and inter-governmental relations  
Arbitrations, mediation, and dispute resolution, and collective bargaining  
Benefits and benefits administration, including deferred compensation and health benefits  
~~Funding flows to be preserved under the redevelopment laws~~  
Concepts and applications of electronic data processing  
Principles of training, employee evaluation, employee relations, progressive discipline, and merit system employment  
Principles of public relations

### Ability to:

Plan and administer complex technical operations involving coordination of efforts of multiple specialized units  
Analyze present problems, identify potential problems, and develop and evaluate possible solutions  
Communicate effectively in writing and orally  
Analyze financial and statistical data and make or recommend decisions as indicated  
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 with a bachelor's degree preferably in the fields of business or public administration, finance, law, or a related field ~~is required~~. A graduate degree in business or public administration, finance, law, or a related field is highly preferable.

### Experience:

Five years of project management experience in business, compensation, finance, legal, legislation, operations, or policy, ~~or operations experience at the management level, or executive or project manager level pertaining to school finances or legislation.~~

### 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. Senior Management classes, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
3. 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.

Revised  
DG/RGK  
04-17-25

District Notification Date: 04-07-25

## INSURANCE MANAGER

### DEFINITION

Oversees the day-to-day operations of all areas in the Risk Finance and Insurance Branch, including insurance, self-insurance, and claims programs.

### TYPICAL DUTIES

Manages the day-to-day activities of the Insurance staff which administers the following programs:

District Property and Liability Insurance Coverage, District Self-Insurance Program, Owner Controlled Insurance Program, Special Events Liability Insurance Coverage, Contract Insurance Compliance, Student Accident Insurance Program, Charter School Insurance Compliance, Employee Reimbursement Program, Restitution, Liability Claims, and the Equipment Replacement Fund.

Assists the administration ~~Director of Insurance~~ in developing and implementing branch policy and procedure changes.

Interfaces with vendors and contractors to ensure compliance with insurance requirement standards.

Reviews and makes recommendations on policy renewals, claims, and issuance of certificates of insurance.

Participates in insurance negotiations, selections of brokers and carriers, and placement of insurance.

Reviews, participates, and makes recommendations to authorize payments for complex claims.

Manages staff engaged in claims program development and is responsible for obtaining timely and accurate performance indicators.

Evaluates and recommends approval of claims, payments, designated expenditures, and recovery forfeitures, as needed.

Assists the administration ~~Director~~ in tracking key performance indicators for staff engaged in claims program development.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Insurance Manager manages the day-to-day operations of the Insurance Branch, including insurance, self-insurance, and claims programs.

~~The Director of Insurance directs, plans, implements, and administers a wide range of insurance and claims activities for the District.~~

The Deputy Chief Risk Officer assists in the administration of the Risk Management Division, participates in the planning and organizing of Division functions, and acts as the Chief Risk Officer as required.

A Claims Coordinator manages the activities and employees of a workers' compensation, disability management, or liability program.

## SUPERVISION

General direction is received from the Chief Risk Officer or Deputy Chief Risk Officer ~~Director of Insurance~~. General supervision is exercised over professional, technical, and clerical insurance support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of insurance administration
- Applicable local, state, and federal laws, rules, and regulations pertaining to insurance
- Program planning and evaluation
- Basic principles of contract law, public purchasing, research, cost analyses, and control, budgeting accounting, and merit-system personnel administration
- Principles of supervision and training
- Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District.

### Ability to:

- Manage and evaluate the work of subordinate personnel
- Create, develop, and manage a high-performance team
- Establish and maintain effective working relationships
- Implement policies, goals, and objectives
- Prepare reports involving summaries and analyses of information and the justification of controversial recommendations or findings
- Communicated effectively both orally and in writing
- Interact with public and private sector functionaries to carry out the District insurance programs
- Work well under the pressure of multiple priorities and short deadlines
- Effectively negotiate with vendors
- Maintain confidentiality

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Four years of experience in insurance program management responsible for claims administration, policy development, risk analysis, or insurance procurement and vendor management. At least two years of the aforementioned experience must be at the supervisory level. Experience in negotiation and contract management is preferable.

### Special:

Possession of certification as an Associate of Risk Management (ARM), Associate in Risk Management- Public Entities (ARM-P), Associate in Claims (AIC), State of California Self-Insured Administrator Certificate, and/or professional insurance certifications are preferable.

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

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

Revised  
04-17-25  
BM

District Notification Date: 04/03/2025

## SUPERVISING CIVIL ENGINEER

### DEFINITION

Supervises the personnel and activities of the Civil Engineering Unit and confers with school personnel, commissioned architects, and consulting civil engineers on matters related to civil engineering design of District facilities.

### TYPICAL DUTIES

Supervises the personnel and activities of the Civil Engineering Unit engaged in: the preparation of civil engineering project scope definition documents, designs, working drawings, and specifications for building and ground improvements, streets, storm drains, sanitary-sewer systems, and irrigation systems; performance of land, topographical, and construction surveying; preparation of tract maps and legal descriptions for property purchases, sales, leases, and easements; and review and approval of plans, drawings, and specifications prepared by commissioned civil engineers and consulting engineers for compliance with regulations and to identify inconsistencies with other architectural and engineering plans and specifications.

Serves as the Engineer of Record for District civil engineering work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Selects the commissioned civil engineers, arranges special work programs and procedures, and supervises the execution of the programs; evaluates proposals on the scope of work and fees; reviews completed work; and recommends payment or nonpayment of partial and final fees.

Consults, advises, and gives technical direction to commissioned architects, structural engineers and their consulting civil engineers on District policies and guides on matters pertaining to civil engineering design.

Prepares or directs the preparation of civil engineering design specifications and standards and maintains civil engineering guides to ensure conformance with applicable codes within the framework of quality, economy, and District policies.

Confers and negotiates with responsible officials of other public agencies concerning the civil engineering aspects of property improvements, such as the design of access routes to school sites, terms for compliance with public regulations, and for vacation of public streets.

Confers with and advises District personnel and utility company officials concerning major changes in the design or location of service facilities.

Consults with and advises maintenance and inspection personnel relative to civil engineering aspects of construction.

Supervises the preparation and maintenance of plot plans and records of boundary lines for school sites and other District properties.

Performs the more difficult civil engineering work.

Develops the District's civil engineering policies and establishes standards for civil engineering work.

Advises District administrators on the qualifications of commissioned civil engineers proposed by commissioned architects or structural engineers.

Prepares the annual budget for street and ground improvement.

Performs related duties as assigned.



## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Civil Engineer supervises the activities and personnel of the Civil Engineering Unit, assists in the selection and directs the activities of commissioned civil engineers, and represents District interests relative to civil engineering concerns; and serves as the Engineer of Record for District civil engineering work.

A Civil Engineer performs civil engineering planning and design work; provides technical direction to District personnel, commissioned architects, and consulting engineers; and may signs plans and specifications as a registered engineer.

An Associate Civil Engineer performs and supervises civil engineering design and field work performed by District employees and reviews the work of commissioned civil engineers on assigned projects.

## SUPERVISION

General supervision is received from a ~~Senior Facilities Project Manager~~ or higher level administrator. Supervision is exercised over the staff of the Civil Engineering Unit. Technical direction is given to commissioned civil engineers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and standard practices of civil engineering
- State and local codes pertaining to civil engineering
- Relationship of civil engineering to the other engineering and architectural features of buildings, including cost and operation comparisons
- Capabilities of a computer-aided design software system
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project management

### Ability to:

- Provide technical review and advice tactfully and effectively
- Comprehend plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Manage multiple projects simultaneously
- Supervise effectively
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies and utility companies

### Special Physical Requirement:

- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

## ENTRANCE QUALIFICATIONS

### Education:

——— Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

~~Five years of experience~~ One year of experience as a registered civil engineer in planning, designing and preparing civil engineering designs and specifications for large commercial, governmental, or school building projects ~~as a registered civil engineer. Two years of engineering experience in a supervisory or management position is preferable. One year of supervisory experience is preferable.~~

### Special:

A valid license as a Professional Engineer in Civil Engineering issued by the California Board of Professional Engineers, Land Surveyors, and Geologists.

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and 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  
04-17-25  
MHO

District Notification Date: 03-12-25  
Union Notification Date: 03-20-25

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: DAVID V. GRECO, PERSONNEL DIRECTOR  
SUBJECT: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective April 17, 2025:

- I. The following classes be abolished:

Unit S:

Medical Administrative Assistant (2385)  
Senior Radiologic Technologist (4436)

District Represented:

Deputy Director, Insurance and Risk Finance (2033)  
Director of Insurance (1035)  
Director of Integrated Disability Management (2101)

- II. The Personnel Director be authorized to reactivate the abolished classes as needed, subject to ratification by the Personnel Commission.
- III. Final approval to Rule 596, Overtime to remove the following classifications: Deputy Director, Insurance and Risk Finance (2033); Director of Insurance (1035); and Director of Integrated Disability Management (2101)

BASIS OF RECOMMENDATION:

The classes listed above have no positions and there is no foreseeable need for the classes in the future. Therefore, it is recommended that they be abolished. If there is a future need for the classifications, staff will employ procedures previously used in case 7608 which allows the reinstatement of abolished classifications, as appropriate.

RGK: JAP

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
Sheridan St. El. (1668501)	960	Food Service Manager III (cc4293)	Food Service Manager II (cc4292)	30072810 (C)

**Reason for Reclassification:** The revised duties and responsibilities of the position are consistent with the recommended classification.

The subject position has been assigned duties that meet the class concept of the respective Food Service Manager classification as the level of a position within this series is dependent on the Average Daily Meals Served (ADMS).

Primary School	ADMS
FSM I	800-949
FSM II	950-1499
FSM III	1500 and above

Secondary School	ADMS
FSM IV	799 and below
FSM V	800-1599
FSM VI	1600-2499
FSM VII	2500 and above

**Status of Incumbent:** The subject position is vacant.

**Effective Date:** April 17, 2025

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

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
Malabar St. El. (1508201)	715	Food Service Manager II (cc4292)	Food Service Manager I (cc4291)	30071264 (C)

**Reason for Reclassification:** The revised duties and responsibilities of the position are consistent with the recommended classification.

The subject position has been assigned duties that meet the class concept of the respective Food Service Manager classification as the level of a position within this series is dependent on the Average Daily Meals Served (ADMS).

Primary School	ADMS
FSM I	800-949
FSM II	950-1499
FSM III	1500 and above

Secondary School	ADMS
FSM IV	799 and below
FSM V	800-1599
FSM VI	1600-2499
FSM VII	2500 and above

**Status of Incumbent:** The subject position is vacant.

**Effective Date:** April 19, 2025

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

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

**CASE No. 12671**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Recruitment Coordinator

**EFFECTIVE DATE:**

April 17, 2025

**GROUP, SERIES:**

Human Resources Series, Human Resources Management Group

**MONTHLY RATE:**

\$9,513.91 \$10,060.21 \$10,634.05 \$11,227.37 \$11,838.50

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Human Resources Series, Human Resources Management Group

**BACKGROUND:**

The Division of Human Resources has requested the review of the recruitment functions in their organization. The proposed classification of Recruitment Coordinator will address the realignment of staff involved in recruitment efforts. It will be responsible for managing and overseeing full-cycle recruitment efforts and career pathway advisement activities.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed classification will manage, plan, coordinate, and participate in employee recruitment activities and career pathway advisement. The incumbent will develop, coordinate, review, and implement comprehensive recruitment strategies and plans; plan, coordinate, and attend a variety of recruitment events to identify and engage a diverse pool of applicants; develop and maintain strong partnerships with local, state, national, and international colleges, universities, and other community agencies; advise applicants and candidates on career pathway options based on individual circumstances; and oversee assigned staff performing activities related to recruitment and career pathway advisement.

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

The proposed salary is based on external market research and internal alignment considerations. Externally, Personnel Commission staff surveyed several public agencies and found classifications that operate at a comparable level to the proposed Recruitment Coordinator. The 75th percentile of the geographically adjusted external data for similar classifications that oversee and engage in full-cycle recruitment activities is approximately \$144,000/year. However, internal alignment considerations necessitate that salary recommendations based on external market data be tempered dependent upon the salary of District classifications operating at a comparable level of responsibility. Therefore, allocation of the proposed class to a salary range of \$9,513.91/mo. - \$11,838.50/mo. (\$142,062.00/yr.) is appropriate.

**RULE AMENDMENT(S):**

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

## RECRUITMENT COORDINATOR

### DEFINITION

Manages and coordinates full-cycle recruitment efforts and career pathway advisement activities.

### TYPICAL DUTIES

Manages, plans, and coordinates activities related to employee recruitment and career pathway advisement.

Develops, coordinates, reviews, and implements comprehensive recruitment strategies and plans. Plans, coordinates, and attends a variety of recruitment events to identify and engage a diverse pool of applicants.

Develops and maintains strong partnerships with local, state, national, and international colleges, universities, and other community agencies.

Travels to in-state, out-of-state, and international recruitment events as needed.

Advises applicants and candidates on career pathway options based on individual circumstances and provides information about opportunities and benefits offered by the District.

Reviews and monitors application materials which include employment references and verifications.

Oversees assigned staff performing activities related to recruitment and career pathway advisement.

Corresponds with and assists applicants and candidates throughout the pre-employment process.

Conducts eligibility interviews and recommends candidates for hire.

Informs eligible candidates of potential vacant positions.

Maintains communication with hiring managers to address staffing needs and questions.

Collaborates with various District stakeholders to develop, evaluate, and promote recruitment strategies and plans.

Conducts formal presentations to a variety of audiences for recruitment purposes.

Informs candidates and District staff of applicable articles in certificated bargaining agreements, personnel policies and procedures, and federal and State regulations.

Collects and analyzes recruitment data and prepares reports.

May develop and design recruitment literature including bulletins, advertisements, and brochures.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Recruitment Coordinator manages and coordinates full-cycle employee recruitment efforts, career pathway advisement activities, and guides applicants and candidates throughout the pre-employment process.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and employment selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments

## SUPERVISION

General supervision is received from an administrator. Supervision is exercised over lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Recruitment practices and methods
- Equal employment recruitment procedures
- Current trends and processes in education employment
- State and federal rules, regulations and guidelines relating to employment discrimination and equal opportunity
- Job requirements, education code, collective bargaining agreements, and related policies and procedures
- Job analysis
- Applicant management systems
- Career development in LAUSD
- Organization of the Los Angeles Unified School District
- Principles of supervision and training
- Microsoft office suite

### Ability to:

- Evaluate educational records and employment experience
- Establish and maintain cooperative and effective working relationships with others
- Oversee multiple projects and issues while working effectively under pressure
- Plan, organize, and prioritize work to meet deadlines
- Supervise, train, and evaluate employees
- Make effective oral presentations to a variety of groups
- Maintain accurate records
- Communicate effectively, both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in human resources, public administration, education, a behavioral science, or a related field.

### Experience:

Four years of recruitment experience that included developing recruitment plans, sourcing candidates, and conducting preliminary application screening. One year of the aforementioned experience must include recruiting for a California K-12 school district. A master's degree in human resources, public administration, education, a behavioral science, or a closely related field may be substituted for up to two years of the required experience.



Special:

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

SPECIAL NOTES

Must be willing to travel throughout the State of California, out-of-state, and out of country as needed.

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

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

04-17-25

BM

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

Date: April 17, 2025

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE THIRD  
QUARTER OF 2024-2025 SCHOOL YEAR**

Fill Rates for Classified Positions				
Classification	Budgeted Positions	Filled Positions	Vacant Positions	% Filled
Building and Grounds Worker	2,044	1,939	105	95%
Food Service Manager (1-7)	685	677	8	99%
Health Care Assistant	336	278	58	83%
Instructional Aide (Literacy)	246	231	15	94%
Instructional Aide (Math)	116	108	8	93%
Instructional Aide (TK)	998	971	27	97%
Library Technician	484	464	20	96%
Licensed Vocational Nurse	181	178	3	98%
Plant Manager (1-4)	711	689	22	97%
School Administrative Assistant	751	743	8	99%
School Climate Advocate	324	315	9	97%
Special Education Assistant	7,186	6,848	338	95%
<b>Grand Total</b>	<b>14,062</b>	<b>13,441</b>	<b>621</b>	<b>96%</b>

Classification, Compensation and Rules Branch (CCRB)			
<u>Topics</u>			<u>Number Of</u>
New/Reestablished Classifications			<b>3</b>
Title Changes			<b>3</b>
Salary Reallocation			<b>1</b>
Reclassification Studies	No Changes	11	<b>28</b>
	Reclassifications	17	
CD Revisions			<b>14</b>
Position Reviews and Actions/Non-Routines			<b>542</b>

<b>Talent Acquisition and Selection Branch (TASB)</b>	
Number of Lists Produced	<b>96</b>
Number of Eligibles on Eligibility Lists	<b>1,634</b>
Number of Applications Received	<b>9,994</b>
Number of Candidates Tested	<b>3,368</b>

<b>Organizational Excellence Branch (CLASSIFIED TRAINING)</b>	
Number of Live Training Sessions Conducted	<b>73</b>
Number of Live Training Session Participants	<b>2,421</b>
Number of Self-Paced Online Training Modules Completed	<b>1,938</b>
Number of Tuition Reimbursement Requests	<b>157</b>