

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

Council Meeting

TUESDAY, MAY 13, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

TUESDAY, MAY 20, 2025
3:00 P.M., 12-192
BEAUDRY BUILDING, 12TH FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of April 17, 2025.
3. Receipt of minutes of the meeting of May 8, 2025.
4. Initial Receipt and Public Hearing of the 2025-26 Personnel Commission Budget.
5. Public Comment

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

CONSENT ITEMS (6-11)

6. 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 April 29, 2025. (RDA 1884, 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 May 5, 2025. (RDA 1885, Instructional Assistance Series)
7. Approval of Class Descriptions recommended, effective May 20, 2025: **APPROVED**

Personnel Manager
Senior Police Officer

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

<u>Class Title</u>	<u>Recommendation</u>
Personnel Manager (\$10,988.49-\$13,689.19/mo.)	Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.
Senior Police Officer (\$39.35017-\$48.95724/hr.)	
Class Descriptions dated May 20, 2025.	

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

Food Service Manager IV to Food Service Manager V (Case 12713)
Food Service Manager II to Food Service Manager I (Case 12717)
Secretary to Senior Office Technician (Case 12720)

10. a. Establishment of the Class of Program Associate O. (Case 12711) **APPROVED**

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

Program Associate O

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

<u>Class Title</u>	<u>Recommendation</u>
Program Associate O (\$37.97936/Flat Rate)	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.

11. Salary Reallocation for the Class of Director of Materiel Management in the Procurement Services Division. (Case 12714) **APPROVED**

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

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

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

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

Instructional Aide for Students Who Are Deaf & Hard-of-Hearing- Signing (A.T., Case 0382)
Special Education Assistant (A.J., Case 0275)
Special Education Assistant (A.M., Case 0842)
Special Education Assistant (M.Y., Case 0872)
Special Education Trainee (J.W., Case 0395)

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

Facilities Project Manager (J.D., Case 0370)
Facilities Project Manager (O.G., Case 0371)
Facilities Project Manager (F.J., Case 0372)
Principal Realty Agent (R.M., Case 0374)

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

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

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

Annual Financial and Budget Report

Fiscal Year 2025 - 2026

Name of Local Educational Agency: Los Angeles Unified School District

Expenditure by Object	2023 - 2024 Prior Year Actuals*	2024 - 2025 Current Year Actual or Estimated*	2025 - 2026 Upcoming Year Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 15,900.00	\$ 18,000.00	\$ 18,000.00
Director	282,867.00	278,206.00	278,206.00
Secretaries, Clerks	4,607,599.00	5,212,340.00	5,249,113.00
Other	8,452,051.00	9,238,308.00	9,605,359.00
3000 Employee Benefits	8,175,360.00	9,270,825.00	9,721,878.00
Subtotal	21,533,777.00	24,017,679.00	24,872,556.00
4000 Supplies and Equipment Replacement	104,625.00	279,278.00	166,443.00
5000 Operating Expenses	660,723.00	518,816.00	478,069.00
6000 Equipment			
Subtotal	765,348.00	798,094.00	644,512.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 22,299,125.00	\$ 24,815,773.00	\$ 25,517,068.00
Variance from PY (DOLLARS)	\$	\$ 2,516,648.00	\$ 701,295.00
Variance from PY (%)		11.29%	2.83%

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

PERSONNEL MANAGER

DEFINITION

Manages, plans, administers, and supervises the activities of multiple units in the Personnel Commission or Certificated Human Resources Division.

TYPICAL DUTIES

Manages, supervises, coordinates, and reviews the work of multiple units engaged in the functions of classification and compensation, recruitment and employment selection and assessment, professional development, and workforce data analysis.

Ensures that the employment selection and assessment, administrative and other recruitment, classification, and compensation practices are in accordance with Board policy, Collective Bargaining Agreements, Education Code, fair employment regulations and guidelines, and Personnel Commission rules as applicable.

Manages and coordinates the promotional selection process for certificated management/ administrative positions or classified positions, based on assignment.

Facilitates a cross-division approach with various Human Resources or PG Personnel Commission offices, the Office of the General Counsel, other appropriate divisions, and/or labor partners to remedy specific personnel issues.

Devises and implements procedures designed to effectively conduct classification and/or compensation studies, employment selection and assessment processes, or professional development.

Supervises and participates in the development or refinement of selection systems as required.

Manages and coordinates the design, development and implementation of organization-wide talent development and talent management initiatives.

Oversees and participates in the analysis and evaluation of workforce turnover and need projections for District senior staff, division heads and/ or administrators using statistical techniques and forecasting models.

Analyzes, evaluates, and interprets legislation and informs other District offices of implications pertinent to their operations and policies and procedures.

Advises and participates in the development and delivery of training to division heads, administrators, principals, and/ or teachers regarding personnel policies and procedures, administrative selection, classification, or other personnel matters.

Provides data analysis to District senior staff regarding technical human resources issues such as fairness in employee selection and large scale classification and compensation studies.

Provides advice to District managers, supervisors, employee organizations, employees, applicants, and others on a wide range of certificated employment or classified personnel management issues and practices.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Personnel Manager administers, plans, manages, and supervises the work of multiple units in the Personnel Commission or Certificated Human Resources Division.

The Chief Human Resources Officer directs the activities related to the management and services

rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

The Personnel Director is responsible to the Personnel Commission for the overall administration of the Merit System for the classified service, including the supervision of the Personnel Commission staff.

SUPERVISION

General direction is received from the Deputy Chief Human Resources Officer or Deputy Personnel Director, or designee. Supervision is exercised over all levels of Human Resources Specialists, other professional, technical, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of public personnel management and equal employment opportunity
- Personnel selection methodology, including test construction, administration, and validation
- Principles of classification and compensation systems and methodology
- Applicable State, federal, and education code laws, regulations, and guidelines
- Applicable Collective Bargaining Agreements
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Principles of organizational design and development, and change management
- Job analysis methods and procedures
- Technical standards and principles of test development and administration, test validation, and interpretation of results
- Principles of adult learning strategies and of instructional design, delivery, and measurement
- Principles of talent acquisition, employee on-boarding, training and professional development, employee evaluation, and employee relations
- Advanced statistical methods and terminology
- Computer usage in data reduction, analysis and display
- Basic concepts and business applications of data processing systems and procedures
- State and federal guidelines, legislation, and court decisions relating to employment
- Effective management, supervisory, and training principles and techniques
- Best practices in using technology to support human resources functions
- SAP HR Modules

Ability to:

- Work independently, think creatively, and develop viable resolutions to human resources problems
- Plan, schedule, and direct multiple projects, delegate to subordinates, and evaluate operational effectiveness
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Manage time, meet deadlines, and bring closure by following projects to completion
- Work harmoniously and effectively with District administrators, employees, employee representatives, special interest groups, and the public
- Analyze written materials and oral communications
- Communicate effectively orally and in writing

Prepare effective graphical portrayals of complex data
Conduct meetings and make presentations
Motivate and lead employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in one of the social and behavioral sciences. A master's degree in public administration or psychology with emphasis in industrial or organizational psychology, or a related field, is preferable.

Experience:

Five years of professional-level technical human resources experience that includes the development and analysis of a wide range of human resources activities such as classification, compensation, selection, recruitment, or staff development procedures. The above experience must include three years of supervisory experience over two or more concurrent employment functions ~~or as a Senior or Principal Human Resources Specialist within the District.~~

Special:

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

SPECIAL NOTES

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

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 5-20-25
RGK/SH

Administration Notification Date: 5-8-25

~~Updated~~
~~01-22-25~~
~~Transportation~~
~~Language Only~~

SENIOR POLICE OFFICER

DEFINITION

Performs journey-level police work while engaged in community-based policing, the maintenance of law and order at District facilities, and oversees Police Officers during the Field Training Officer (FTO) program.

TYPICAL DUTIES

Assists a supervisor by participating in community-based policing, collaborative problem solving, FTO training, completing Daily Observation Reports for probationary Police Officers.
Maintaining law and order at District facilities; contacting and cooperating with local law-enforcement agencies in the prevention, control, and investigation of criminal acts; conducting a thorough analysis of problems to identify root causes of crime and applying problem-solving principles.
Collecting and recording physical and oral evidence of crimes; locating and interviewing witnesses; maintaining positive relations with community members; attending and participating in hearings and trials of suspects; and preparing written reports about crimes against District property and offenses against District personnel or students.
Assists in planning and executing special surveillance activities.
Assists in research projects concerning law enforcement activities.
Trains new Police Officers and provides work direction.
May be assigned to a support unit.
May perform all lower-level duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Sergeant supervises the daily activities of Police Officers, School Safety Officers, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

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

SUPERVISION

General supervision is received from a Sergeant or higher-ranking personnel.

CLASS QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Special Physical Requirements:

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

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. The completion of college-level courses is preferable.

Experience:

Two years of full-time experience as a Police Officer with the District after completion of a California Peace Officer Standards and Training (CA P.O.S.T.) certified field training program.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.
- An appointee must be legally authorized to work in the United States.

Appointment is subject to fingerprinting, a review of conviction records, and a comprehensive background investigation.

An appointee must have successfully completed a California Peace Officer Standards and Training (CA P.O.S.T.) accredited academy.

Possession of a Basic CA P.O.S.T. Certificate.

Ability to speak and understand Spanish is preferable.

Qualify quarterly with departmentally approved firearms at a designated police range.

Subject to rotation in assignment, work shift, and location.

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
05-20-25
SH

Administration Notification Date: 4-16-25
Union Notification Date: 4-21-25

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
Burbank MS (1806601)	1200	Food Service Manager IV (cc426)	Food Service Manager V (cc4297)	30074492 (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: May 21, 2025

RGK/SD

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)
Rosemont EL (1637001)	350-400	Food Service Manager II (cc4292)	Food Service Manager I (cc4291)	30071876 (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: May 21, 2025

RGK/SD

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification action be approved:

From:	Secretary (2800) (\$25.54382-\$31.01536/hr.)	To:	Senior Office Technician (2838) (\$24.35477-\$32.63323/hr.)
POS:	30077338 (B Basis)		30077338 (E Basis)
Location:	Student Testing Branch, Office of Data and Accountability	Incumbent:	Vacant (P30077338) (Cost Center 1022601)

Reason for Reclassification: The subject position meets the class concept of Senior Office Technician (2838) in that the position will prepare employee time reports, maintain routine bookkeeping, and personal records; submit purchase requests in Ariba for peripheral technical and non-technical equipment; process payments for the maintenance of warehouse equipment that services the Testing Center warehouse; manage inventory, purchase supplies, and reconcile purchase orders; provide direct phone support to schools and route call as needed; and manage the receipt of undeliverable Student Score Reports that have been sent to families and sort and mail them back to the schools.

Status of Incumbent: The position is vacant.

Effective Date: ~~May 24, 2025~~ June 2, 2025

RGK/SH

c: Talent Acquisition and Selection Branch
Classified Employment Services Branch

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

CASE NO. 12711

RECOMMENDATION(S):

CLASS TITLE:

Program Associate O

EFFECTIVE DATE:

May 20, 2025

GROUP, SERIES:

Executive/Administrative Group, Business
Administrative Series

HOURLY FLAT RATE:

\$37.97936/hr. (flat rate)

SALARY SETTING BASIS:

Future salary adjustment will be subject to available grant funds.

BACKGROUND:

At the Personnel Commission meeting of November 12, 1997, the Commission approved the Program Associate and sub-classifications concept to assist in the establishment of classes that require special qualifications for the individuals employed because they related to specific grant funded programs.

The Division of Instruction requests the establishment of a Program Associate classification to plan, coordinate, organize, and manage the operations and activities of K-12 CTE programs between the District and their assigned community college district. On September 24, 2024, the Los Angeles Regional Consortium (LARC) K12 Pathway Coordinator Host Grant for FY 25 was approved. The grant award begins on July 1, 2025 and continues through June 30, 2026. The agreement will be renewable in 12 month increments after the first contract period (pending approval in the state budget and agreement of both parties). The grant is designed to support collaboration between K-12 partners and California community colleges to expand career pathways for college and career readiness. A dedicated project coordinator to manage and implement the grant is part of the proposed grant budget.

An incumbent in this classification will need to meet the requirements that will allow the District to participate in the program. Therefore, the classification of Program Associate is appropriate.

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will:

- Facilitate industry connections between high school and community college CTE programs and other workforce development stakeholders
- Facilitate the use of data to identify existing pathways and gaps among K-12 and community colleges and make recommendations for expanding pathway development
- Support the development and implementation of college and career exploration
- Liaise with Local Education Agencies (LEAs) to ensure college and career exploration are included within Career and Technical Education (CTE) courses

RULE AMENDMENT(S):

None.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

**SUBJECT: SALARY REALLOCATION FOR THE CLASS OF DIRECTOR OF MATERIEL MANAGEMENT
(5113) IN THE PROCUREMENT SERVICES DIVISION**

RECOMMENDATION:

It is recommended that, effective May 20, 2025:

The salary for the classification of Director of Materiel Management be reallocated from the salary range of \$13,609.03-\$16,953.70 per month to the salary range of \$14,289.50-\$17,801.40 per month (\$171,474-\$213,616.80/year) and future salary movement be based on that of related classes in the Executive/Administrative Group, Business Administrative Series.

Salary Range

Current	\$13,609.03	\$14,377.58	\$15,196.47	\$16,047.03	\$16,953.70/month
Proposed	\$14,289.50	\$15,096.46	\$15,956.29	\$16,849.39	\$17,801.40/month

BASIS OF RECOMMENDATION:

The administration of the Procurement Services Division (PSD) requested a salary study for the classification of Director of Materiel Management with the belief that the current salary should be aligned with the other directors in Procurement Services Division with similar scope and level of responsibility.

In November of 2015, the second phase of restructuring the Procurement Services Division took place with new classifications, salary reallocations, and title changes to better reflect the restructured organization. At that time, the Personnel Commission (PC) examined the responsibilities and salaries in the reorganized structure and found that the scope and level of responsibilities of the retitled classification of Director of Materiel Management were similar to that of the retitled classification of Director of Contracts Administration (Facilities). Therefore, the salary of the Director of Materiel Management was aligned with the Director of Contracts Administration (Facilities).

Due to changes in the designation of representation over the years, the salary of the Director of Materiel Management (District-represented) (\$13,609.03-\$16,953.70/mo) has become misaligned with that of the Director of Contracts Administration (Facilities) (Unit J) (\$14,289.50-\$17,801.40/mo). Personnel Commission staff conducted a Point Factor Analysis and determined that the two classifications were still similar in scope and level of responsibility. To correct this misalignment, a reallocation to the current salary of the Director of Materiel Management is recommended. Therefore, the proposed salary range of \$14,289.50-\$17,801.40 per month (\$171,474-\$213,616.80/year) is appropriate.

Approved: May 14, 2025

RGK/SH

c: Talent Acquisition and Selective Branch
Classified Employment Services Branch