

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

Council Meeting

TUESDAY, MAY 27, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JUNE 5, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of May 8, 2025.
3. Receipt of minutes of the meeting of May 20, 2025.
4. Approval of the 2025-26 Personnel Commission Budget.
5. Recognition of Everyday Heroes:

Classified Employees of the Year

Benjamin Magallon – Licensed Vocational Nurse
Brian Leon – School Supervision Aide
Douglas Lindsay – Senior Musical Instrument Technician
Isaac Romero – Building & Grounds Worker
Jorge Jimenez – School Office Computer Coordinator
Karla Berruz – Special Education Assistant
Myra Encarnacion – Senior Office Technician
Olfa Omri – Food Service Manager I
Rosa Quintero – Light Bus Driver

6. 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 (7-11)

7. 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 May 12, 2025. (RDA 1886, Instructional Assistance Series)

7. Continued – Ratification of Reclassification by Director’s Approval:

- 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 19, 2025. (RDA 1887, Instructional Assistance Series)

8. Approval of Class Descriptions recommended, effective June 5, 2025: **APPROVED**

Architect
Architectural Designer
Architectural Drafting Technician
Supervising Architect

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

<u>Class Title</u>	<u>Recommendation</u>
Architect (\$55.02378-\$67.52361/hr.)	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.
Architectural Designer (\$48.39854/Flat Rate)	
Architectural Drafting Technician (\$28.59324-\$35.63285/hr.)	
Supervising Architect (\$60.62713-\$74.47752/hr.)	

Class Descriptions dated June 5, 2025.

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

Administrative Analyst to Facilities Cost Analyst (Case 12687)

11. a. Title Change for Various Parent Community Facilitator Classes. (Case 12637) **APPROVED**

- b. Approval of Class Description recommended, effective June 5, 2025: **APPROVED**

Parent & Family Community Facilitator
Parent & Family Community Facilitator (Armenian Language)
Senior Parent & Family Community Facilitator

11. Continued – Case 12637

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

<u>Class Title</u>	<u>Recommendation</u>
Parent & Family Community Facilitator (\$30.82393-\$37.63568/hr.)	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.
Parent & Family Community Facilitator (Armenian Language) (\$31.22601-\$38.03776/hr.)	
Senior Parent & Family Community Facilitator (\$32.49665-\$39.66105/hr.)	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.

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

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

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

Please send an email to Ana Reyes (ana.reyes@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 (ana.reyes@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		<u>2023 - 2024</u> Prior Year Actuals*	<u>2024 - 2025</u> Current Year Actual or Estimated*	<u>2025 - 2026</u> 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.

ARCHITECT

DEFINITION

Provides technical direction to District and commissioned architects and consulting engineers on matters related to architectural design, certifies design plans, performs architectural planning and design, and manages projects in the planning and design phases.

TYPICAL DUTIES

Advises, consults with, and gives technical direction to commissioned architects or structural engineers and their consulting engineers on District policies and guides for the design of educational facilities.

Prepares and supervises the preparation of sketches and preliminary drawings for new facilities and alterations to existing facilities.

Assists in providing technical direction to personnel of the Architectural Unit in the preparation of architectural designs, specifications, and cost estimates.

Assists in the technical review of proposed plans and specifications submitted by commissioned architects for conformance to District policies and guides and for possible conflict with other engineering features and requests necessary revisions.

Manages the scope of work, budget, schedule, and contracts of assigned projects.

Coordinates with District departments and outside agencies to manage and review projects and programs through the planning and design phases.

Submits recommendations for commissioning of architects by the District, evaluates architects' proposals on scope of work and fees, reviews architects' completed work, and recommends partial and final payments.

Prepares and maintains architectural standards and specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation.

Advises contractors, commissioned architects and engineers, and District inspectors on architectural problems encountered during construction.

Conducts research and makes reports on architectural systems, equipment, and installation methods and their costs.

Confers with and advises District personnel, manufacturers' representatives, and officials of other public agencies on matters pertaining to the District's architectural guides.

May professionally certify drawings, specifications, and architectural designs for assigned District and commissioned projects, as needed.

~~Provides professional certification of architectural designs for assigned District and commissioned projects.~~

Performs the more difficult architectural work of the Unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Architect performs the more difficult architectural design work; manages assigned projects in the planning and design phases; provides technical direction to District architectural personnel, commissioned architects, and consulting engineers; and may sign plans and specifications as a registered architect.

The Supervising Architect supervises the activities and personnel of the Architectural Unit, assists in the selection and directs the activities of commissioned architects, and represents District

interests relative to architectural concerns; and serves as the Architect of Record for District architectural work.

An Architectural Associate performs and supervises activities of architectural drawings for District structures and provides technical advice to architectural personnel. ~~supervises, coordinates, reviews, and participates in the work of the Architectural Designers and Architectural Drafting Technicians; makes field investigations; and reviews drawings submitted by contractors.~~

SUPERVISION

General supervision is received from a Supervising Architect, ~~Senior Facilities Project Manager,~~ or a higher-level supervisor or manager. Technical direction is provided to District architectural personnel and commissioned architects and their consulting engineers on matters related to architectural design.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and standard practices of architecture
- State and local codes pertaining and their application to school construction
- Relationship of architectural design to the other engineering features of buildings, including cost and operation comparisons
- DSA regulatory process and requirements related to access compliance, structural safety, and fire and life safety
- Pertinent provisions of professional contracts
- Public agencies' requirements and jurisdiction over project areas such as those related to the county, city, fire department, and fire marshal
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Provide technical review and advice tactfully and effectively
- Provide sustained attention to 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
- Develop scope of work, budget, and schedules for assigned projects
- Manage multiple projects simultaneously

Special Physical Requirement:

Agility to climb ladders, 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 an architect issued by the California Architects Board.

~~A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners.~~

~~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.~~

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

Revised
06-05-25
MHO

District Notification Date: 03-21-25
Union Notification Date: 05-07-25

ARCHITECTURAL DESIGNER

DEFINITION

Prepares complete architectural drawings for school buildings and other structures with design responsibility for projects of limited difficulty.

TYPICAL DUTIES

Prepares construction drawings for new buildings and alterations, improvements, and modernizations of existing buildings, in accordance with approved building guides and design criteria.

Prepares preliminary studies and sketches for alterations and additions to building structures, as well as for new or modified school equipment. Makes architectural computations and prepares scaled detail drawings.

Coordinates work during the design stage of each project with designers in the civil, mechanical, electrical, and structural engineering units and with specification writers.

Reviews information on file and visits project sites to obtain information on conditions and to study architectural problems.

Confers with administrators, supervisors, school principals, and other personnel concerning details of projects and deviations from architectural design criteria.

Checks shop drawings prepared by contractors for conformance to plans and specifications and indicates needed corrections and changes.

Assists in the interpretation of plans and specifications to construction inspectors and contractors.

Secures information from catalogs on building materials and equipment.

Occasionally develops limited architectural designs and details of new buildings from preliminary sketches and other available data.

May assist in making color selections for alterations, improvements, and modernization projects.

May prepare drawings of architectural design guides or buildings and equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Architectural Designer drafts the architectural phases of school building projects, assists in the design of larger projects, and designs smaller projects. Preliminary sketches are prepared under the supervision of higher-level architectural personnel.

An Architectural Associate performs and supervises activities of architectural drawings for District structures and provides technical advice to architectural personnel. ~~supervises, coordinates, reviews, and participates in the work of Architectural Designers and Architectural Drafting Technicians; makes field investigations; and reviews drawings submitted by contractors.~~

An Architectural Drafting Technician performs skilled architectural drafting from approved preliminary sketches under the immediate supervision of higher level architectural personnel, but is not responsible for architectural design.

SUPERVISION

General supervision is received from an ~~Architectural Associate~~ Architect or higher level administrator. Work direction may be given to Architectural Drafting Technicians and Engineering Aides.

CLASS QUALIFICATIONS

Knowledge of:

- Terminology, symbols, and sources of architectural drafting and design information
- Architectural customs and practices in expressing ideas, designs, and data in drawings
- Applicable State and local codes and ordinances
- Methods and principles of architectural design
- Building construction practices as they relate to the architectural features of school buildings
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Interpret architectural and engineering plans and specifications
- Work effectively and cooperatively with school personnel

Special Physical Requirement:

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

ENTRANCE QUALIFICATIONS

Graduation from a recognized college or university with a bachelor's degree ~~major~~ in architecture or architectural engineering. Successful completion of at least one course in a recognized major computer-aided design software system is required.

or

Four years of experience in architectural drafting or design work that included the use of at least one recognized major computer-aided 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.

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

Revised
06-05-25
MHO

District Notification Date: 03-21-25
Union Notification Date: 05-07-25

ARCHITECTURAL DRAFTING TECHNICIAN

DEFINITION

Prepares architectural working drawings from approved preliminary sketches for architectural features of school buildings and other structures.

TYPICAL DUTIES

Obtains plans, drawings, and other information on file and lays out or traces corrected plot plans, floor plans, elevations, and sections.
Prepares working drawings for changes to existing buildings, such as partition relocations, new openings in walls, new built-in equipment, and repair or replacement of floors, roofing, and sidewalks.
Details parts of structures, areas, and casework from architectural data supplied by other personnel and by adaptation from design standards.
Prepares scale plans, large-scale drawings, and charts.
Makes accurate, simple calculations, such as the size and dimensions of storage cabinets, shelves, and other equipment to be installed in buildings.
Makes field investigations, takes measurements, makes sketches, and collects data for alteration and improvement projects.
May prepare drawings for acoustical tile and lighting modernization projects.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Architectural Drafting Technician performs skilled architectural drafting from approved preliminary sketches under the immediate supervision of higher-level architectural personnel, but the technician is not responsible for architectural design.

An Architectural Designer drafts the architectural phases of school building projects, assists in the design of larger projects, and designs smaller projects. Preliminary sketches are prepared under the supervision of higher-level architectural personnel.

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

SUPERVISION

Immediate supervision is received from an Architectural Associate or an Architect or higher level administrator. Work direction may be exercised over employees in lower-level classes.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural nomenclature and conventional symbols
- Sources of drafting and architectural information
- Applicable engineering, building, sanitary, and safety regulations and codes
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Interpret architectural and engineering plans and drawings
- Prepare accurate plans utilizing a computer-aided drafting and design program
- Make accurate field observations and measurements

Special Physical Requirement:

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

ENTRANCE QUALIFICATIONS

An associate's degree or its equivalent with a major or emphasis in architecture or engineering from a recognized college or university. Successful completion of at least one course in a recognized computer-aided design software system is required.

or

Graduation from high school or evidence of equivalent educational proficiency and two years of experience in architectural drafting or design work that included the use of at least one recognized computer-aided design software system, preferably under the supervision of a licensed architect.

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.

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

Revised
06-05-25
MHO

District Notification Date: 03-21-25
Union Notification Date: 05-07-25

SUPERVISING ARCHITECT

DEFINITION

Supervises the personnel, projects, and activities of the design management or Architectural Unit and confers with school personnel and commissioned architects and engineers on matters related to architectural design of District facilities.

TYPICAL DUTIES

Supervises the personnel, projects, and activities of the Architectural Unit engaged in: the preparation of architectural designs, working drawings, and specifications for buildings; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs; management of the scope of work, budget, schedule, and contracts of projects in the planning and design phases; and review and approval of plans, drawings, and specifications prepared by commissioned architects and consulting engineers for compliance with regulations and to identify inconsistencies between architectural and engineering plans and specifications.

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

Consults, advises, and gives technical direction to commissioned architects and their consulting engineers on District policies and guides for facilities design.

Prepares or directs the preparation of specifications and standards for architectural site planning and building design and maintains these architectural guides to assure conformance with codes within the framework of quality, economy, and District policies.

Advises school personnel on the architectural planning and architecture/engineering design implications of building and equipment standards.

Negotiates agreements on compensation for performance of extra services by commissioned architects and engineers.

Consults with personnel in other branches regarding the interpretation of architectural standards and policies, colors, drapes, room finishes, flooring, and other architectural design considerations.

Prepares site-utilization and floor-plan studies and analyzes comparative costs of facilities.

Guides commissioned architects in the selection and review of materials and colors.

Assists in the selection of the District's commissioned architects, evaluates proposals on the scope of work and fees, reviews completed work, and recommends approval of partial and final fee payments.

Assists in establishing building project allocations and is responsible for negotiating with commissioned architects for agreements on preliminary estimates of construction costs.

Assists in establishing and directing procedures for the review of drawings and specifications.

Performs the more difficult architectural work.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Architect supervises the activities and personnel of the design management or Architectural Unit, assists in the selection and directs the activities of commissioned architects, and represents District interests relative to architectural concerns.

The Architectural Project Facilitator provides expediting and liaison services among commissioned architects and engineers, regulatory public agencies, and other branches and divisions of the

District in connection with the approval of plans and specifications.

An Architect performs the more difficult architectural design work; manages assigned projects in the planning and design phases; provides technical direction to District architectural personnel, commissioned architects, and consulting engineers; and signs plans and specifications as a registered architect.

SUPERVISION

General supervision is received from a ~~Senior Facilities Project Manager~~ or higher level administrator. Supervision is exercised over architectural and drafting personnel in the Architectural and Engineering Services Unit.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural and engineering practices applied in the planning of school buildings and other structures
- Preparation of architectural and engineering specifications and related contract documents
- State and local building codes and their application to school construction
- Architectural and engineering systems of building materials and building costs
- Civil, electrical, mechanical, landscape, and structural engineering principles, practices and specifications as they pertain to schools and other buildings
- DSA regulatory process and requirements related to access compliance, structural safety, and fire and life safety
- Public agencies' requirements and jurisdiction over project areas such as those related to the county, city, fire department, and fire marshal
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project and design management

Ability to:

- Prepare and review standards and specifications of architectural projects
- Provide technical review and advice tactfully and effectively
- Provide sustained attention to complex plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Supervise effectively
- Develop scope of work, budget, and schedules for projects
- Manage multiple projects simultaneously

Special Physical Requirement:

Agility to climb ladders, 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:

One year of experience as a licensed architect in planning and designing large commercial, government, or school building projects. Experience as a project lead or team manager and experience with the Collaborative for High Performance School (CHPS) is preferable.

Special:

A valid license as an architect issued by the California Architects Board.

Possession of the Certified Construction Manager (CCM) credential is preferable.

LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is preferable.

~~A valid Certificate of Registration as a licensed architect issued by the California State Board of Architectural Examiners.~~

~~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
06-05-25
MHO

District Notification Date: 03-12-25
Union Notification Date: 05-07-25

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:	Administrative Analyst (5073) \$46.36195-\$56.96250/hr.	To:	Facilities Cost Analyst (1963) \$46.98751-\$57.84941/hr.
POS:	30105084 (A Basis)		30105084 (A Basis)
Location:	Program Support Services Branch, Facilities Services Division	Incumbent:	Vacant (Cost Center 1144201)

Reason for Reclassification: The subject position meets the class concept of a Facilities Cost Analyst (1963) in that the position is responsible for monitoring, controlling, and processing utility payments for all district sites totaling approximately \$170 Million annually. The incumbent in this position analyzes historical utility costs and consumption metrics and makes expenditure projections; analyzes and audits utility invoices to ensure accuracy and initiates corrective actions to resolve discrepancies or errors; and processes utility orders to ensure new utilities are started or existing utilities are stopped as required. Therefore, the reclassification to Facilities Cost Analyst is appropriate.

Status of Incumbent: The position is vacant.

Effective Date: June 5, 2025

RGK/JPk2

c: Talent Acquisition and 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. GRECCO, PERSONNEL DIRECTOR

SUBJECT: **TITLE CHANGE FOR CLASSES**

RECOMMENDATIONS:

It is recommended that, effective June 5, 2025, the following classes, positions, and all employment lists be reclassified, for the purpose of title change only:

I.	From <u>Current Title</u>	To <u>Proposed Title</u>
	Parent Community Facilitator (5520) Parent Community Facilitator (Armenian Language) (5522)	Parent & Family Community Facilitator (5520) Parent & Family Community Facilitator (Armenian Language) (5522)
II.	From <u>Current Title</u>	To <u>Proposed Title</u>
	Senior Parent Community Facilitator (5519)	Senior Parent & Family Community Facilitator (5519)

BASES OF RECOMMENDATION:

The Office of Parent and Community Services has been renamed to the Office of Student, Family, and Community Engagement. The proposed change in the class titles will better align the classifications with the office's rebranding and better reflect the concept of the job function. The class descriptions with moderate changes are submitted for approval in conjunction with this report.

Status of Incumbent(s): The title change will have no effect on the status or seniority of the incumbents.

RGK/BM

PARENT & FAMILY COMMUNITY FACILITATOR	5520
PARENT & FAMILY COMMUNITY FACILITATOR (ARMENIAN LANGUAGE)	5522

DEFINITION

Assists the Office of Student, Family, and Community Engagement ~~a certificated administrator~~ with various parent, family and /community involvement and educational activities such as District instructional programs, categorical program elections, parent orientations, training sessions, special events, and other family engagement initiatives. ~~interpretation of court orders, and public relations efforts.~~

TYPICAL DUTIES

Organizes meetings and provides in-service training for Parent and Family Center personnel and Region Family and Community Engagement teams on parent and family engagement policies, initiatives, councils, and committees. ~~to Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO) Community Representatives and parents participating in Court-ordered Integration Programs.~~

Attends various meetings and provides services and information to staff and members of the school community and other agencies at the Local Region and District level regarding parent and family engagement initiatives, policies, and the implementation and operation of Court-ordered Integration Program, categorical programs, and parental involvement policies. ~~Integration Program, categorical programs, and parental involvement policies.~~

Conducts elections for various categorical programs and advisory committees ~~at schools and Local Districts offices.~~

Provides direct support and outreach to parent/families to help address concerns and to strengthen parent/family, school and District partnerships.

Organizes and presents parent and family training and education workshops at Local District Regional and Central office sites regarding State and federal guidelines on parent and family engagement parental involvement, and planning and operation of specific programs and conferences.

Organizes and Participates in professional development activities.

Provides assistance and acts as a resource for parents and families regarding school transfers and transitions.

Maintains logs and records of information and workshops completed.

Recruits, organizes, trains, and recognizes school volunteers.

Answers or refers questions regarding special education to the appropriate resource.

Takes notes, writes summaries of meetings, and prepares a variety of reports.

May assist with developing schedules, content, and training for District and school-level committees.

May transport parents or guardians, staff, or supplies to meetings and conferences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent & Family Community Facilitator assists a certificated administrator in the organization of meetings and trainings; and provides in-service training to Parent and Family Center personnel Community Representatives and parents/families participating in Court-ordered Integration and categorical programs regarding State and federal policies and election procedures, and family engagement initiatives.

A Parent & Family Community Facilitator (Armenian Language) speaks Armenian in assisting a certificated administrator in the organization of meetings and trainings; and provides in-service training to Parent and Family Center personnel ~~Community Representatives~~ and parents/families participating in ~~Court-ordered integration~~ and categorical programs regarding State and federal policies and election procedures, and family engagement initiatives.

A Senior Parent & Family Community Facilitator assists an ~~certificated~~ administrator or a program team by providing District-wide training and guidance to administrators, parents/families, community, and Parent Community Facilitators, regarding State and federal policies and election procedures of the parent/family/community programs.

SUPERVISION

General supervision is received from a certificated employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Issues related to families of diverse socio-economic, linguistic, and cultural backgrounds
Purpose, function, and objectives of the District's parent and family engagement initiatives ~~Court-ordered Integration Program and other related programs~~
Correct spelling, punctuation, and grammar
~~Applications of a variety of office machines such as computers and reprographic equipment~~
Modern office practices, procedures, and equipment
Pertinent District policies, procedures, and instructional programs
Pertinent federal, State, and local policies, rules, and regulations
Organization of the Los Angeles Unified School District
Appropriate techniques and practices for communicating information in person, online, and by telephone
Training methods and techniques

Ability to:

Understand and interpret rules, policies, and regulations
Facilitate discussion among individuals and groups
Guide individuals and groups toward task accomplishment through appropriate interpersonal style and methods
Write clearly, concisely, and accurately in a manner appropriate to the purpose and audience
Remain calm and pleasant under stressful situations
Work effectively and cooperatively with all racial, ethnic, and socio-economic groups and individuals
Make oral presentations and communicate effectively, persuasively and tactfully to promote the goals of the District
Exercise good judgment in scheduling work, establishing priorities, and communicating with parents, families and students in sensitive situations
Accurately file and maintain manual or computer records related to events planned and conducted
Effectively present training and workshop sessions to District employees and community representatives
Prioritize and schedule projects and tasks
Operate a ~~personal~~ computer

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. An Associate Degree or completion of equivalent college semester or quarter units is preferable.

Experience:

~~One~~ Two years of experience in a ~~categorical, court-ordered integration, or other~~ parent, family, or ~~community~~ involvement programs.

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 form of transportation.

Ability to communicate effectively in Armenian in addition to English is required for Parent Community Facilitators (Armenian Language).

SPECIAL NOTES

Willingness to work irregular and evening hours as needed.
Some positions may require bilingual skills.

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

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

Revised
06-05-25
BM

District Notification Date: 04/30/2025
Union Notification Date: 05/07/2025

SENIOR PARENT & FAMILY COMMUNITY FACILITATOR

DEFINITION

Assists ~~the Office of Student, Family, and Community Engagement an administrator or program team by providing~~ leading District-wide training for parent and family engagement initiatives and providing guidance to administrators, parents/families, and Parent Community Facilitators regarding State, federal, and District policies and procedures of various parent, family, and community and instructional programs.

TYPICAL DUTIES

Organizes and provides training, presentations, workshops, and guidance to Parent & Family Community Facilitators, District administrators, parent school coordinators, and other individuals or committees relating to parent and family engagement policies parent involvement laws and various parent, family and community programs, including the Public School Choice process

Plans and coordinates District-wide conferences for various parent and family initiatives such as Parent Summit, Parent Recognition Child Abuse Prevention Conference, and Stop the Violence Conference.

Develops training materials and provides professional development workshops for staff members, parent and family center staff, parents and families and others involved in the school parent/student/community programs.

Creates, develops, and revises documents such as handbooks, resource guides, and guidelines for advisory committees and councils based on laws and Board policies.

Organizes outreach to parents/families and supports the resolution of concerns to strengthen parent/family, school, and District partnerships.

Conducts written evaluations of parent and family meetings and ~~parent education~~ workshops.

Surveys parents and families, the community, and school personnel for feedback to improve programs on a yearly basis to assess the effectiveness of the schools' Family and Community Partnership Program.

Conducts elections for various categorical programs and advisory committees ~~at the Local Districts~~ as necessary.

Documents program activities by maintaining logs and compiling workshop, training, and meeting documents and materials.

Answers or refers questions regarding special education to the appropriate resource.

Takes notes, writes summaries of meetings, and prepares a variety of reports.

May plan and coordinate monthly parent/family and community meetings with school site administrators, school staff, and other District staff the Public School Choice team.

May transport parents or guardians, staff, or supplies to meetings and conferences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Parent & Family Community Facilitator assists an administrator or a program team by providing District-wide training and guidance to administrators, parents/families, community, and Parent Community Facilitators, ~~and students where appropriate~~ regarding State and federal policies and election procedures of the parent/family/community programs.

A Parent & Family Community Facilitator assists a certificated administrator in the organization of meetings and trainings; and provides in-service training to Parent and Family Center personnel

~~Community Representatives~~ and parents/families participating in ~~Court-ordered Integration and~~ categorical programs regarding State and federal policies and election procedures, and family engagement initiatives.

SUPERVISION

General supervision is received from an administrator. Work direction may be provided to Parent & Family Community Facilitators and other individuals involved in parent/family/community programs. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Issues related to families of diverse socio-economic, linguistic, and cultural backgrounds
Purpose, function, goals, and objectives of the District's parent and family engagement initiatives
~~Court-ordered Integration Program and other parent/community involvement programs~~
Correct spelling, punctuation, and grammar
~~Applications of a variety of office machines such as computers and reprographic equipment~~
Modern office practices, procedures, and equipment
Pertinent District policies, procedures, and instructional programs
Pertinent federal, State, and local policies, rules, and regulations
Public school system and school ~~reform~~ improvement efforts
Organization of the Los Angeles Unified School District
Appropriate techniques and practices for communicating information in person, online and by telephone
Methods of developing training courses and workshops
Adult learning concepts
School Choice and Unified Enrollment options for students
~~Public School Choices, such as magnet, Pilot, Small Learning Communities, and charters at~~
LAUSD

Ability to:

Understand and interpret rules, policies, and regulations
Effectively present training and workshop sessions to District employees and parents/families
~~Community Representatives~~
Plan and organize District-wide conferences
Analyze meeting or conference evaluation forms and compile reports
Work with and facilitate discussion among individuals and groups in a multicultural setting
Guide individuals and groups toward task accomplishment through appropriate interpersonal style and methods
Write clearly, concisely, and accurately in a manner appropriate to the purpose and audience
Work in collaboration and communicate effectively with administrators, teachers, parents/families, and students from all racial, ethnic, and socio-economic groups
Handle conflict in a fair, just, and open manner
Exercise good judgment and remain calm and pleasant under stressful situations
Organize and accurately file and maintain records related to events planned and conducted
Advocate for children and parents/families
Prioritize and schedule projects and tasks
Operate a ~~personal~~ computer
Be impartial and present factual information

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. An Associate Degree or completion of equivalent college semester or quarter units is preferable.

Experience:

Three years of experience in a ~~categorical, court-ordered integration, or other~~ parent/family/community involvement programs that included developing and providing workshops, training, and/or professional development.

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 form of transportation.

SPECIAL NOTE:

Willingness to work irregular and evening hours as needed.

Some positions may require bilingual skills.

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

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