

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

*Council Meeting*

TUESDAY, JUNE 6, 2023  
10:00 A.M., VIA ZOOM

*Personnel Commission Meeting*

THURSDAY, JUNE 15, 2023  
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 May 19, 2023.
3. Receipt of minutes of the meeting of June 1, 2023.

**CONSENT ITEMS**

4. Ratification of Reclassification by Director's Approval: **APPROVED**
  - a. Various Positions in the Division of Special Education, from Special Education Trainee (\$21.36287-\$26.32905/hr.) to Special Education Assistant (\$23.67695-\$29.21512/hr.), effective May 24, 2023. (RDA 1793, Instructional Assistance Series)
  - b. Various Positions in the Division of Special Education, from Special Education Trainee (\$21.36287-\$26.32905/hr.) to Special Education Assistant (\$23.67695-\$29.21512/hr.), effective May 31, 2023. (RDA 1794, Instructional Assistance Series)
5. Approval of Revised Class Descriptions recommended, effective June 15, 2023: **APPROVED**

Benefits Manager  
Disability Manager  
Environmental Safety Officer  
Food Production Assistant  
Food Production Worker  
Information Security Analyst I  
Locksmith  
Painter  
Senior Painter

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

<u>Class Title</u>	<u>Recommendation</u>
Benefits Manager (\$8,814.69 - \$10,921.92/mo.) Disability Manager (\$8,814.69-\$10,921.92/mo.) Environmental Safety Officer (\$36.17660-\$44.85584/hr.) Food Production Assistant (\$19.18329/Flat Rate) Food Production Worker (\$19.18329/Flat Rate) Locksmith (\$37.78000/Flat Rate) Painter (\$29.29542/Flat Rate) Class Descriptions dated June 15, 2023.	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

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Senior Painter (\$32.22000/Flat Rate) Class Description dated June 15, 2023.	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.
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7. It is recommended that the following reclassification actions be ratified:

Case 12456 - **APPROVED**

Case 12458 - **PULLED**

8. Abolishment of Unused Classes. (Case 12457) **APPROVED**

9. a. Establishment of the Class of Family and Community Engagement Specialist. (Case 12437) **APPROVED**

b. Approval of Class Description recommended, effective June 15, 2023: **APPROVED**

Family and Community Engagement Specialist

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

<u>Class Title</u>	<u>Recommendation</u>
Family and Community Engagement Specialist (\$46.84848-\$58.03922/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.

10. a. Establishment of the Class of Insurance Manager. (Case 12445) **APPROVED**

b. Approval of Class Description recommended, effective June 15, 2023: **APPROVED**

Insurance Manager

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

Class Title

Insurance Manager  
(\$8,814.69 - \$10,921.92/mo.)

Recommendation

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. Public Comment

- a. Public employee discipline
- b. Examination Appeals

**NOTE:** Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 -1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

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

Employee Discipline/Dismissal/Release  
Exam Appeals

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

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

Campus Aide (A.D., Case 0257 and J.C., Case 0886)  
Food Service Worker II (Driver) (A.QR., Case 0487)  
Gardener (J.S., Case 1213)

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

IT Support Technician Supervisor (A.C., Case 0226)  
IT Support Technician Supervisor (Z.B., Case 0228)  
IT Support Technician Supervisor (M.L., Case 0229)  
IT Support Technician Supervisor (I.L., Case 0230)  
IT Support Technician Supervisor (D.P., Case 0231)  
IT Support Technician Supervisor (D.R., Case 0232)  
IT Support Technician Supervisor (K.T., Case 0233)  
IT Support Technician Supervisor (J.V., Case 0234)

*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.*

## BENEFITS MANAGER

### DEFINITION

Oversees the day-to-day operations of all areas in the Benefits Administration Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

### TYPICAL DUTIES

~~Directs~~ Manages the day-to-day activities of the Benefits Administration Branch which include processing health benefits enrollment applications, assisting employees and retirees with insurance questions, transmitting eligibility data to health plans vendors, and resolving problems with plan representatives.

Interprets and applies provisions of the collective bargaining agreements relative to health benefit eligibility.

Reviews collective bargaining proposals related to health benefits.

Analyzes health benefit trends and practices related to the District-sponsored plans.

Reviews State and Federal legislation and assesses the impact on District plans.

Reviews health benefits activities including the transmittal of data to plan vendors to ensure compliance with policies and procedures and ensures proper payment to plans for covered employees and retirees.

Assists the Director of Benefits Administration in developing and implementing branch policy and procedure changes.

Reviews plan effectiveness and vendor compliance with contract requirements and performance guarantees.

Interfaces with the Health Benefits Committee consultant regarding various plan designs and cost issues.

Works with the Health Benefits Committee to review and recommend plan benefit changes to maximize cost efficiency and the quality of benefits provided.

Works with the Health Benefits Committee in the evaluation and selection of health plan vendors.

Develops technology plans for the branch and reviews technology proposals developed by ITD or consultants.

Participates in the development and implementation of branch procedures and policies, performance measures, and organization and staff recommendations.

Presents information to various groups concerning health and medical benefits.

Responds to inquiries from active and retired employees and prepares correspondence for the signature of the Business Manager, Chief Financial Officer, Superintendent and Board Members.

Meets and works with representatives of other organizational units to address implementation of policies and procedures and to resolve operational problems (e.g., payroll, accounting, information technology, personnel, and staff relations).

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Benefits Manager ~~oversees~~ manages the day-to-day operations of all areas in the Benefits Administration Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

A Director of Benefits Administration directs, implements, educates, and administers a wide range

of benefits programs for District employees and retirees.

A Retirement and Deductions Analyst assists a Benefits Manager in coordinating the activities relative to retirement and deferred compensation deductions; and analyzes deduction operations and the retirement system and procedures.

## SUPERVISION

General direction is received from the Director of Benefits Administration. Direct supervision is given to professional, technical, and clerical support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education, Government, Insurance, and Labor Codes pertaining to health benefits
- District, State (AB528), and federal (COBRA) benefits programs available to employees and retirees of the Los Angeles Unified School District
- Provisions of the Affordable Care Act (ACA) pertaining to administration of group health plans
- Provisions of labor contracts that pertain to various health and welfare plans
- Eligibility, enrollment, and conversion requirements as applied by the District and its various benefit plans
- Legal terminology related to contracts
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

### Ability to:

- Apply and interpret rules and procedures related to enrolling in, maintaining, or converting District benefits
- Supervise and administer work activities effectively through subordinate supervisors
- Analyze employee health benefits problems and devise solutions
- Interpret pertinent laws, rules, and regulations
- Prepare clear, concise written and oral reports
- Operate a personal computer and related peripheral equipment
- Work effectively with District personnel contractors, attorneys, and the general public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in business or public administration, finance, or law.

### Experience:

Four years of professional-level experience in the area of benefits administration, at least two of which must be in the area of health and welfare benefits administration, preferably for a large private or public organization with at least 1500 (one thousand five hundred) employees. Experience as a benefits consultant may be substituted for no more than two years of the required experience

or

Four years of professional-level experience in technical risk management, personnel, disability

management, contracts, or a closely related field, including two years in a supervisory capacity, preferably for a large private or public organization with at least 1500 (one thousand five hundred) employees,

Special:

A valid license to drive in California and the availability of private transportation or the ability to utilize an alternative method of transportation

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. 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  
06-15-23  
LKD

## DISABILITY MANAGER

### DEFINITION

~~Directs~~ Oversees the daily activities as well as the overall functions of the District's Integrated Disability Management program and assists the Deputy Chief Risk Officer ~~Director of Insurance Risk Management~~ by developing, implementing and, developing, and overseeing the Protected Leaves and Absences, Staff Attendance, Return to Work/ Stay at Work and Reasonable Accommodation and Workers' Compensation programs.

### TYPICAL DUTIES

~~Directs~~ Manages the day-to-day District-wide disability management program.  
~~Develops and implements District-wide Return to Work/ Stay at Work and reasonable accommodation policies and procedures.~~  
Interprets, Compiles and analyzes data in making recommendations for District-wide policy, procedural, legal, and rule changes in compliance with existing State and federal regulations such as the Workers' Compensation laws Act, Fair Employment and Housing Act, Americans with Disabilities Act, and Family and Medical Leave Act, Public Employees Retirement System, and State Teachers Retirement System.  
~~Prepares and reviews budget, accounting, procurement, and financial analysis for Reasonable Accommodation, and Return to Work/ Stay at Work and, Workers' Compensation funds.~~  
~~Facilitates the Reasonable Accommodation Committee meetings and ensures decisions are in compliance comply with applicable laws, rules, and regulations.~~  
~~Organizes and provides complex and sensitive alternate work opportunities with temporary or permanent work restrictions to negate referral to vocational rehabilitation when feasible.~~  
~~Represents the District in litigation claims, depositions, and hearings relative to Integrated Disability Management programs complex Return to Work/ Stay at Work or vocational rehabilitation issues.~~  
~~Assigns, trains, develops, and supervises a staff engaged in coordinating with Local Districts, Branches, the Personnel Commission, the Medical Director, internal stakeholders and external stakeholders such as the Third Party Administrator (TPA) and outside agencies to allow the early return to work of injured or ill employees; ensuring reasonable accommodation is arranged; and processing and tracking certificated and safety personnel disability and industrial retirement, and certificated personnel special leaves and acts of violence.~~  
~~Manages, reviews, and participates in studies to evaluate District-wide needs and services, and the cost-effectiveness of the disability management program.~~  
~~Designs and develops disability management training for operating departments and administrators.~~  
Collects and analyzes data; develops, maintains, and presents statistical and other reports to manage and report program performance, injury reduction, and/or develops key performance indicators program documents.  
Recommends program policies and procedures, and cost containment.  
~~Reviews and analyzes tracking system of Integrated Disability Management program participants for efficiency and effectiveness.~~  
Resolves and responds to District and stakeholder disability management needs.  
~~Meets with and may address a variety of groups, including employees, officials of public agencies, and community organizations.~~  
Develops performance standards and conducts performance management of personnel in the



Integrated Disability Unit and other personnel activities.

~~Develops performance standards for personnel in the disability management unit.~~  
~~Performs related duties as assigned.~~

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Disability Manager is responsible for managing the activities concerning the development, implementation, and evaluation of the disability management program.

~~The Director of Insurance Risk Management oversees, directs, and organizes the activities of the risk management department including the development and administration of third party contracts, insurance programs, unemployment compensation, claims reporting, and management and safety matters.~~

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.

~~A Workers' Compensation Claims Coordinator administers the activities of the workers' compensation or return to work programs; oversees the processing of claims for payment of workers' compensation benefits; and coordinates activities with the third party administrator and other District departments.~~

## SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of disability management, protected leaves and workers' compensation  
Basic medical terminology

Applicable local, State, and federal laws, rules, and regulations pertaining to disability retirement and reasonable accommodation

Principles of public administration and public relations

Principles of training, employee evaluations, and employee relations

District collective bargaining law and labor agreements, and Personnel Commission rules

Organization and policies of the Los Angeles Unified School District

Principles of supervision and office management

Basic principles of systems and procedures analysis for data processing

### Ability to:

Interpret complex and pertinent laws, ~~rules, and~~ regulations, policies, and technical information

Supervise and administer work activities effectively through subordinate supervisors

Communicate effectively orally and in writing

Prepare clear and concise reports

Operate a computer and related peripheral equipment

Work effectively with District personnel, contractors, attorneys, outside agencies and, the general public

## ENTRANCE QUALIFICATIONS

### Education:

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

Possession of certification as an Associate of Risk Management (ARM) or Associate in Claims (AIC), Certified Professional in Disability Management (CPDM), Professional or Senior Professional in Human Resources (PHR or SPHR), Society for Human Resources Management SHRM-CP or SHRM-SCP, Workers' Compensation Claims Professional (WCCP) is preferable.

### Experience:

Four years of disability management experience managing at least two or more major responsibilities in Integrated Disability Management workers' compensation administration or disability management with retirement experience above the professional entry level, including at least two years of supervisory experience, preferably for a large private or public organization with at least 5000 1500 (one thousand five hundred) employees, including at least two years of supervisory experience. Experience in a public agency with a retirement/disability system is preferable. Certification as an Associate of Risk Management (ARM) or Associate in Claims (AIC), is desirable.

### 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 private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

- ~~1. Management class, exempt from bargaining units.~~
- ~~2. Exempt from FLSA.~~

~~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 to change typical duties of a position at any time.~~

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  
06-15-23  
SH

## ENVIRONMENTAL SAFETY OFFICER

### DEFINITION

~~Environmental Safety Officer~~ Implements ~~employee~~ accident prevention, environmental compliance programs, District recycling and rubbish, and hazardous materials management in cooperation with administrators; assists in the development, administration and coordination of such programs; conducts field safety audits; and recommends measures to prevent, minimize, and remedy hazards.

### TYPICAL DUTIES

Implements, evaluates, and investigates the effectiveness of components of the accident prevention, traffic safety, and environmental health and safety compliance programs.  
Conducts site safety audits of work methods for improper procedures, checks equipment and facilities for hazardous conditions, and recommends corrective actions as required by agencies such as the California Division of Occupational Safety and Health, the South Coast Air Quality Management District (AQMD), Los Angeles County Health Services and Fire Departments, and the Los Angeles City Fire Department.  
Prepares written recommendations for the elimination of unsafe acts or hazardous conditions to comply with applicable laws.  
Explains the intent and legal implications of health and safety codes and regulations to District administrators and supervisors.  
Investigates compliance with legal mandates pertaining to safety, compliance programs, and fire prevention.  
Reviews ~~Material~~ Safety Data Sheets to determine acceptability of materials for use by the District ~~employees~~.  
Conducts environmental compliance inspections and audits.  
Prepares Business and Contingency Plans at school sites and other District facilities as required by the Department of Toxic Substances Control, State Water Board, Certified Unified Program Agency and the ~~Board of Equalization~~ Department of Tax and Fee Administration.  
Develops training material, and ~~Conducts and audits hazardous waste management~~ environmental health and safety training for District personnel.  
Responds to environmental ~~compliance~~ health and safety complaints and emergencies at schools and District facilities.  
Liaises and coordinates with regulatory agencies such as the California Division of Occupational Safety and Health, the South Coast Air Quality Management District (AQMD), Los Angeles County Public Health Department and fire, transporation, and law enforcement agencies.  
~~May convene task force meetings held with representatives from the Department of Transportation (DOT), California Highway Patrol (CHP), and County agencies such as the Metropolitan Transit Authority (MTA), District Attorney's Office, and Sheriff's Department to discuss relevant changes in ordinances, regulations, and laws.~~  
Prepares written reports, correspondence and other documentation.  
May represent the District at meetings with governmental agencies that have jurisdiction over occupational safety, environmental health, and fire protection.  
May serve as consultant to employee safety committees, supervisors, and administrators.  
May review and analyze legislation for its effect on District programs and procedures.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

An Environmental Health Specialist performs environmental health and safety investigations, surveys, and audits; and prepares written reports and correspondence.

## SUPERVISION

~~An Environmental Safety Officer receives~~ General supervision is received from a supervisory or management employee such as the Environmental Health Supervisor. Work direction is exercised over lower-level personnel such as Environmental Health Specialist.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of safety engineering, hazardous materials, and waste control
- General Industry Safety Orders and other applicable safety, environmental health, and compliance regulations of government agencies
- Construction and environmental hazards
- Accident prevention program concepts and means of implementation
- Principles of CPR and first aid
- Pertinent State and local traffic laws, procedures, and safety requirements
- Microsoft Windows operating systems and Office Suite programs and sampling/monitoring equipment software

### Ability to:

- Work with technical, District, and government personnel
- Develop and implement training and evaluation programs
- Recognize hazardous conditions and unsafe acts and their causes, and execute appropriate corrective measures
- Recognize physical symptoms of occupational injury and illness
- Respond quickly and appropriately in emergency situations
- Prepare clear, concise reports
- Present technical concepts and procedures clearly and concisely in oral and written communication
- Operate a computer and associated peripheral equipment

### Special Physical Requirements:

Perform work while wearing personal protective equipment, such as respirators and protective clothing  
Normal color vision  
Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull and safely lift and carry weights up to 50 pounds  
Ability to maneuver in narrow spaces (e.g., attics and crawl spaces)  
Ability to do physical work under conditions involving temperature extremes

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Two years of experience performing environmental health and safety investigations, audits, and analysis.

Experience in developing, implementing, or coordinating programs of accident prevention or environmental compliance, including preparing recommendations for compliance with regulations pertaining to occupational health and safety, traffic safety, fire prevention, air and water compliance or solid and hazardous waste control is preferable.

### Special:

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

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

## SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

Employees in this class are ~~S~~subject to call at any hour.

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.

District Notification Date: 04/10/23  
Union Notification Date: 06/02/23

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit C  
Class Codes

FOOD PRODUCTION ASSISTANT  
FOOD PRODUCTION WORKER

4399  
4398

## DEFINITION

Performs a variety of routine tasks related to the receiving, cooking, plating, packaging, shipping, and sanitation efforts in a high volume food processing plant. Duties involving extended periods of heavy lifting or other strenuous physical activity and/or the use of a pallet jack are assigned to Food Production Assistants.

## TYPICAL DUTIES

Assists in unloading food supplies and moves the supplies to appropriate holding locations, such as refrigerators, freezers, or other storage areas.  
Unpacks by hand or by machine various foods from cans, cartons, or other containers.  
Performs a variety of hand and machine-assisted operations in washing, mixing, measuring, weighing, slicing, or otherwise preparing foods for cooking, baking, or packaging.  
Assists in cooking and baking by adding specified quantities of ingredients, putting in and removing products from kettles and ovens, and delivering them to assembly and packaging areas.  
Participates in the plating, packaging, and assembly of food items by loading, adjusting, and operating production line machines and by hand placing or packing food items as necessary to complete the assembly process.  
Cleans up spills, makes minor adjustments to, and removes food or packaging obstructions from food dispensing equipment.  
Prepares completed food products for shipment by placing products on trays, baskets, pallets, or carts, counting and moving them into site refrigeration/freezer or delivery trucks.  
Disassembles, assembles, cleans, and sanitizes a variety of automated and manual equipment; cleans and sanitizes work areas; and assists in general facility cleaning.  
May operate a pallet jack for use as a supply transporter.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Food Production Workers and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a ~~forklift~~ or pallet jack for use as a supply transporter.

A Food Production Supervisor supervises a crew of Food Production Workers and/or Food Production Assistants in a functional unit of a high volume food production facility and performs the most responsible and complex food production duties.

A Food Service Worker prepares, produces, heats, cooks, and serves a variety of foods from fresh, canned, dry or frozen state and assists in other related tasks in a designated Food Service production and/or service area and performs cleaning and sanitizing duties according to Food Services Operating Standards.

## SUPERVISION

Immediate supervision is received from employees in Food Services supervisory classes. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Use, care, and cleaning of food preparation equipment and utensils  
Basic principles of food sanitation and handling  
Safety rules and procedures related to working with machinery, food preparation equipment, and utensils  
Microsoft Office

### Ability to:

Perform a variety of machine and hand operations rapidly and thoroughly  
Work effectively with other employees  
Learn to operate a pallet jack  
Communicate orally

### Special Physical Requirements:

Auditory acuity as required to hear oral communications while noisy machinery is in operation  
Visual acuity as required to measure, weigh, and package foods and ingredients  
Good depth and space perception as required to operate a pallet jack (Food Production Assistant)  
Manual dexterity as required to operate or to work in close proximity to food production machinery  
Stand and walk on concrete and tile floors for long periods of time  
Work in refrigerated areas  
Safely lift and carry items weighing up to:  
a) 40 pounds (Food Production Worker)  
b) ~~75~~50 pounds (Food Production Assistant)

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Experience in the manufacturing, packaging or processing of foods in large quantities and in the care of related equipment is preferable.

### Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained at time of appointment.

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  
06-15-23  
SD

District Notification Date: 5/30/2023  
Union Notification Date: 5/30/2023



## INFORMATION SECURITY ANALYST I

### DEFINITION

Performs analysis and security reviews of information systems to identify, document, and mitigate vulnerabilities to ensure that systems meet security requirements to protect information assets.

### TYPICAL DUTIES

Develops and maintains security configuration baselines for a broad range of IT assets that support District operations and identifies any unsecure deviations requiring mitigation.

Ensures that all configuration changes resulting from critical security patches released by software and hardware vendors are complete, accurate, and timely.

Reviews government, vendor, and private and open source vulnerability databases to identify and evaluate relevant software flaws, server misconfigurations, common vulnerabilities, and impact metrics for IT assets in accordance with District policies, IT operations, and information security standards.

Maps all known vulnerabilities to asset owners and business functions and produce monthly baseline reports with remediation recommendations and any unapproved changes that should be investigated.

Maintains an internal database of discovered vulnerabilities and their resolution targeting IT assets that support District-wide processes.

Conducts proactive activities to discover physical security IT assets vulnerabilities in District facilities and building systems.

Develops, maintains, and distributes a centralized vulnerability remediation schedule based on severity across the District and coordinates with stakeholders for planning.

Designs and develops cybersecurity awareness newsletters, email messages, videos, presentations, and other content for use in training students and school staff on how to protect information assets.

Trains non-technical employees and other stakeholders to be aware of common attack techniques and methods to safely use of the internet, email, network, and other District resources

Identifies and prioritizes training issues by location and user group by periodically sending simulated phishing emails to a sample of randomly selected District network users.

May transport equipment between data centers, central offices, and other job sites.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Information Security Analyst I perform a variety of technical assignments in an effort to protect information assets by testing and evaluating systems; identify and document vulnerabilities, and raises awareness of information security initiatives and practices.

The Information Security Risk Manager conducts comprehensive assessments of IT assets and services to identify and manage risks that may negatively impact the delivery of IT services and interrupt District operations.

An IT Information Security Analyst II plans, administers, reviews, and analyzes incident response processes of the District including policies, procedures and standards for compliance to ensure the District's security posture is adequate.

## SUPERVISION

General supervision is received from the Information Security Risk Manager. Work direction may be exercised over lower level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Concepts, procedures, and controls relating to information security frameworks (e.g. ISO 27001), open-source vulnerability databases, antivirus, access control, identity management, and cryptography  
Core IT infrastructure management tools including Microsoft Active Directory Domain Services, LDAP, DNS, Certificate Services  
Essential components of each IT architecture layer including core IT infrastructure layer, applications layer, network layer, computing layer, physical layer, and storage layer  
Vulnerability scanning tools including but not limited to Nessus, SecurityCenter, AppDetective, and WebInspect  
Microsoft Windows operating system and relevant software

### Ability to:

Perform complex analysis of threat trends, vulnerability, and intrusion detection systems  
Troubleshoot and resolve information security issues in an efficient and effective manner  
Exercise good judgment in making decisions  
Formulate innovative recommendations for process improvement and enhance organizational effectiveness  
Communicate effectively both verbally and in writing  
Problem solve and work within established timeframes to deliver timely results  
Establish and maintain effective working relationships with District personnel and the public  
Maintain confidentiality have impartial and objective views

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in information security, information systems, information technology, computer science, software engineering, or a related field. Qualifying experience in addition to that required may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Two years of ~~professional-level information security~~ experience in an IT security operations data center, operating systems and/or IT security environment performing information security tasks such as monitoring systems, configuration and change management, training and awareness, systems analysis, and/or other information security responsibilities. One year of the above experience must have included experience in vulnerability management.

### Special:

A Comp TIA Security+, GIAC Information Security Fundamentals (GISF), ISACA Cybersecurity Fundamentals (CSX), Certified Vulnerability Assessors (CVA) certification, or equivalent certification is preferred.

~~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 an automobile.

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  
06-15-23  
MCV

## LOCKSMITH

### DEFINITION

Installs, adjusts, maintains, repairs, and replaces locks, security systems, and related hardware, such as mortise locks, door closers, and panic exit devices; changes lock combinations; and makes keys.

### TYPICAL DUTIES

Installs locks and related hardware, including electronic access control systems, panic exit devices, and performs ~~the carpentry~~ additional tasks necessary for installation.

Adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, mortise locks, catches, fasteners, and door closers.

Designs and manages multi-level master key systems.

Redesigns lock cylinders to use as many as five different keys.

Uses electronic programming, cloning, electronic operating devices, and other high-security key technology.

Operates a key-cutting machine, power drill, power saw, grinders, welding equipment, and other power tools.

Changes locker combinations and enters numbers of lockers and combinations in an official register.

Changes lock combinations by using code systems and code machine.

Repairs safes and safe-locking systems.

Devises systems to prevent break-ins and theft.

Opens or removes locks that cannot be opened by ordinary means.

Prepares requisitions and reports as required.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Locksmith installs, adjusts, maintains, repairs, and replaces locks, lock hardware, and security systems in schools and offices.

A Senior Locksmith assists in planning, scheduling, and providing work direction, and participates in locksmith projects in schools and offices.

### SUPERVISION

General supervision is received from the Central Shops Supervisor or Hardware Supervisor ~~or an Assistant Hardware Supervisor~~. Work direction is received from a Senior Locksmith. No supervision is exercised.

### CLASS QUALIFICATIONS

Knowledge of:

Construction Assembly, maintenance, and repair of various types of locks

A wide variety of tools and standard practices and processes of the locksmith trade

Codes and safety regulations pertaining to exits and locks in case of fire and for the protection of disabled persons

Electronic access control systems and associated software and hardware

Ability to:

Use the tools of the locksmith trade, including ~~the carpentry~~ tools required for lock and panic exit device installation

Diagnose repair needs by sound and feel of the movement of internal parts

Operate power machinery of the locksmith trade

Fabricate lock parts

Troubleshoot and repair electronic and mechanical lock malfunctions

Work effectively with school personnel

Special Physical Requirements:

Auditory acuity to diagnose lock malfunction by sound

Strength to lift and carry objects weighing up to 60 pounds

Visual acuity as required to inspect lock work

Ability to climb ladders up to 20 feet

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

~~Four~~ Two years of experience as a locksmith.

Special:

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

SPECIAL NOTE

Prior to appointment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders of the California Code of Regulations.

The 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  
06/15/23  
CP

## PAINTER

### DEFINITION

Performs skilled brush, roller, and airless sprayer ~~spray~~ painting for the maintenance and decoration of school and administrative office facilities and equipment.

### TYPICAL DUTIES

Scrapes, sands, fills, and otherwise prepares surfaces of interior and exterior walls, woodwork, and metalwork of buildings and equipment, such as ~~tables~~, cabinets, rooms, halls, auditoriums, roofs, fences, and playground apparatus.

Erects, rigs, and moves working scaffolds, ~~swing stages~~, and extension ladders.

Mixes colors in water ~~oil~~- or vinyl-based paints and other finishes to match, blend, harmonize, and contrast in specified colors and consistencies.

Uses hydro washers, brushes, rollers, and airless sprayers ~~spray guns~~ to clean and apply paints, enamels, varnishes, lacquers, or other protective or decorative materials on a wide variety of surfaces, such as wood, metal, glass, plaster, brick, stucco, cement, ~~and wallboard~~, and parking/playground surfaces.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

A senior craft person assists a supervisor or manager in overseeing the overall painting operations in a designated Maintenance and Operations areas.

An apprentice performs duties gradually progressing from unskilled to skilled while learning the trade in a regular apprentice program.

### SUPERVISION

General supervision is received from an Area Painting Supervisor or a craft supervisor or manager. Work direction may be exercised over lower-level personnel.

### CLASS QUALIFICATIONS

#### Knowledge of:

Brush, roller, and airless sprayer ~~spray~~ painting practices, processes, tools, and materials

Methods of application of various primers, paints, and finishes to a variety of materials

Methods of preparing various surfaces for painting or finishing

Safety precautions required in the handling and storage of painting materials

Safety regulations pertaining to erecting and working on ladders, ~~swing stages~~, rigging, and scaffolds

Microsoft Word and Outlook

Ability to:

- Safely and effectively use the tools and machines of the trade
- Read, interpret, and work from sketches, drawings, plans, and blueprints
- Follow oral and written instructions
- Work effectively with others
- Enter and retrieve information using computers or other peripheral equipment

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and lift up to 80 pounds when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Good color perception
- Manual dexterity and strength to use tools of the trade

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Successful completion of a recognized painting apprenticeship program or five years of experience in commercial, residential or industrial painting ~~painting work~~, one year of which must have been at the journey-level.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

~~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.

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  
6-15-23  
JM

## SENIOR PAINTER

### DEFINITION

Assists in overseeing the overall painting operations in a designated Maintenance and Operations area.

### TYPICAL DUTIES

Surveys sites, plans, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

Develops, reviews, and revises work schedules.

Confers with supervisors on job requirements, plans and schedules.

Prepares job estimates, scope of work, and sketches of work required.

Plans, coordinates, and schedules projects with District personnel, community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, instructions, description of tasks, and related documents.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Provides work direction to craft personnel.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws, and regulations.

May act in place of the supervisor during absences.

Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.

Performs journey-level duties as needed.

Enters work order and requisition data utilizing computer systems.

Applies provisions of collective bargaining agreements.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A senior craft person assists a supervisor or manager in overseeing the overall respective operations in a designated Maintenance and Operations area.

An area craft supervisor oversees the overall craft operations in a designated Maintenance and Operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

A craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.



## SUPERVISION

General supervision is received from a higher-level craft supervisor. Work direction is exercised over lower-level employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization and personnel management
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- City, County, State, Federal and other codes pertinent to painting work
- Practices, processes, materials, and tools for painting, varnishing, enameling, lacquering, or otherwise finishing of wood, metal, fiber, plaster, masonry, brick, concrete, plastic, and other materials
- Methods of preparing various surfaces for painting, repainting, finishing, or refinishing
- Paint mixture and color harmony
- Microsoft Word, Excel, and Outlook

### Ability to:

- Read and interpret blueprints, plans, drawings and specifications
- Enter and retrieve information using computers or other peripheral equipment
- Recognize, analyze, and deal effectively with problems and issues
- Estimate cost of materials and labor
- Communicate effectively, both orally and in writing
- Work effectively with administrators, other District personnel, and the public
- Manage and direct multiple projects simultaneously
- Maintain confidentiality

### Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 80 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds and other related equipment
- Normal color vision

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

One year of experience as a Los Angeles Unified School District Painter.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

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

~~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.

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

6-15-23

JM

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

<b>From:</b>	Senior Financial Analyst (cc1114) (\$41.10813-50.99014/Hr)	<b>To:</b>	Senior Accounting Analyst (cc1100) (\$38.90478-48.29806/Hr)
<b>POS:</b>	30428365 (A Basis)	<b>POS:</b>	30428365 (A Basis)
<b>Location:</b>	Accounting and Disbursements Division, General Accounting and Reporting Branch	<b>Incumbent</b> :	Vacant Cost Center (1056901)

**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 Senior Accounting Analyst in that the incumbent will supervise a small group of professional accounting staff within the Specially Funded Programs Unit that is responsible for accounting, cost reports, month-end and year-end closing and projections for the District's state, local, and federal grants. The subject position supervises and participates in complex analytical work by ensuring that financial reports such as the grant expenditure report and claims report; and transactions are accurate, compliant with accounting standards, and meet regulatory requirements. This position will also analyze grant spending patterns and provide projection estimates for interim reports, train staff, coordinate communication with schools and other divisions, and facilitate grant audit requests.

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

**Approval Date:** May 31, 2023

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: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

<b>From:</b>	Director of IT, Network Operations (1201) (\$10,159.83 - \$12,584.98/mo.)	<b>To:</b>	IT Administrator, Shared Technical Services (4801) (\$12,946.17 - \$16,131.62/mo.)
<b>POS:</b>	30080925 (A Basis)	<b>POS:</b>	30080925 (A Basis)
<b>Location:</b>	Infrastructure Operations, Information Technology Services	<b>Incumbent:</b>	R. Tung (EN 1059528) Cost Center (1100201)

**Reason for Reclassification:** Due to a reorganization of the Infrastructure Operations department, the incumbent will now be reporting directly to the Senior Administrator, IT Infrastructure and the two units currently reporting to the incumbent will move along with them. The subject position meets the class concept of IT Administrator, Shared Technical Services in that the incumbent is responsible for directing, planning, and overseeing the activities of staff in the Network Management and Communication Systems Repair units within the Infrastructure Branch of ITS. The assigned duties include directing the monitoring and maintenance of the LAN, WAN, Data Center, and communication systems infrastructure that supports Districtwide IT services and instructional goals; planning, directing, and ensuring proper integration of relevant infrastructure through the migration away from analog PBX phone systems to converged voice over internet protocol (VoIP) systems; providing capacity planning to ensure network service levels meet District needs; planning and directing IT solutions that are cost effective and improve efficiency for current and forecasted problems; recommending new technology and tools; directing and negotiating the procurement of services and contracts; controlling budget expenditures; developing and implementing policies, procedures, and standards; collaborating with other IT departments to plan infrastructure architecture and quality testing and assurance; and providing performance evaluations for subordinate staff.

**Status of Incumbent:** Incumbent R. Tung (EN 1059528) is reachable on the IT Administrator, Shared Technical Services eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

**Effective Date:** June 2, 2023

RGK/MCV

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: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective June 15, 2023:

I. The following classes be abolished:

- Associate Computer Applications Specialist (Accounting) (5421)
- Associate Computer Applications Specialist (Budget) (5422)
- Associate Computer Applications Specialist (CPOS) (5420)
- Associate Computer Applications Specialist (Payroll) (5424)
- Associate Computer Applications Specialist (Personnel) (5425)
- Central Business Advisor (1939)
- Computer Applications Specialist (Certificated Personnel) (1099)
- Computer Applications Specialist (Finance) (1097)
- Computer Applications Specialist (Payroll-SAP) (4845)
- Computer Applications Specialist (Student Data Warehousing) (1177)
- Coordinator of IT Security (1183)
- Director of IT, Security (4810)
- Escrow and Title Supervisor (2143)
- Mobile Device Management Administrator (4843)

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:

- Central Business Advisor (1939)
- Computer Applications Specialist (Certificated Personnel) (1099)
- Computer Applications Specialist (Finance) (1097)
- Computer Applications Specialist (Payroll-SAP) (4845)
- Computer Applications Specialist (Student Data Warehousing) (1177)
- Coordinator of IT Security (1183)
- Director of IT, Security (4810)
- Mobile Device Management Administrator (4843)

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

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

**CASE No. 12437**

**RECOMMENDATION(S):**

**CLASS TITLE:**

**EFFECTIVE DATE:**

Family and Community Engagement Specialist

June 15, 2023

**GROUP, SERIES:**

Administrative Analysis and Assistance Series, Administrative Assistant Group

**HOURLY RATE:**

\$46.84848   \$49.65653   \$52.24091   \$55.019867   \$58.03922

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Administrative Analysis and Assistance Series, Administrative Assistant Group.

**BACKGROUND:**

A new family engagement micro-credential program is being established in the Office of Student, Family, and Community Engagement as part of Pillar 3 of the District's Strategic Plan. The expansion of family and community engagement programs has necessitated a need for a new classification to assist a certificated administrator with supervising Title I engagement programs. A certificated specialist was previously supervising and facilitating parent engagement programs but it was determined that the duties could be performed by a position in the classified service.

**BASES OF RECOMMENDATION:**

The incumbent in the proposed classification will be supervising and facilitating the development, implementation, and evaluation of family and community engagement programs for families of Title I students. Duties and responsibilities include:

- Collaborating with administrators at school sites, regions, and central offices to plan, conduct, and evaluate family and community engagement trainings and workshops for families of Title I students.
- Coordinating with regional Family and Community Engagement (FACE) teams to plan, develop, and implement monthly course catalogs and education offerings for families.
- Developing and managing collaborative partnerships with community organizations and agencies to integrate external resources into education offerings for Title I families.
- Identifying and selecting content utilized for family engagement programs; and guiding internal and external presenters in adapting their content as needed.

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 data and internal alignment considerations. Externally, the classification was found to be comparable to other school district classifications that are involved in supervising and coordinating the development and implementation of parent engagement and empowerment program activities such as, Santa Ana Unified's Family and Community Engagement Specialist, Broward County Public Schools' Family Engagement Specialist, Elk Grove Unified's Community Partnership Coordinator, FACE, and Hemet Unified's Parent Engagement Specialist. The 75th percentile of geographically adjusted maximum hourly rates for external positions is \$56.27275/hr. Internally, the proposed classification is aligned with other District classifications that have similar scope and level of responsibility in terms of supervising and overseeing the activities of a program and participating in the development and delivery of training. Therefore, allocation of the proposed class to a salary range of \$46.84848 - \$58.03922/hr (\$121,185.89/yr.) is appropriate.

**RULE AMENDMENT(S):**

None.

## FAMILY AND COMMUNITY ENGAGEMENT SPECIALIST

### DEFINITION

Facilitates and supervises the development, implementation, and evaluation of family and community engagement programs, including Title I family engagement, for the Office of Student, Family, and Community Services.

### TYPICAL DUTIES

- Collaborates with administrators at school sites, regions, and central offices to plan, conduct, and evaluate family and community engagement trainings and workshops for families of Title I students.
- Coordinates with regional Family and Community Engagement (FACE) teams to plan, develop, and implement monthly course catalogs and education offerings for families.
- Develops and manages collaborative partnerships with community organizations and agencies to integrate external resources into education offerings for Title I families.
- Identifies and selects content utilized for family engagement programs; and guides internal and external presenters in adapting their content as needed.
- Develops strategies for planning, conducting, and evaluating professional development for Student, Family, and Community Services staff and region FACE administrators, coaches, and facilitators.
- Creates presentations, training materials, resources, webinars, and flyers used to support family engagement programs.
- Provides guidance and resources to District staff regarding parent engagement laws, policies, practices and strategies.
- Supervises the development of the Parent and Family Center Resource Guide for use by Parent and Family Center staff.
- Develops evaluations, surveys, and focus group protocols.
- Oversees the collection and organization of data related to the implementation of various Title I initiatives and the improvement of Title I programs.
- Analyzes and interprets feedback and data trends to determine family training needs and coordinates with FACE administrators to address those needs.
- Utilizes various communication systems for parent outreach and assists regional FACE teams with organizing targeted outreach strategies.
- Supervises assigned staff involved in family and community engagement initiatives.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Family and Community Engagement Specialist assists staff with developing, implementing, and evaluating family and community engagement programs for families of Title I students.

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



## SUPERVISION

General supervision is received from an administrator in the Office of Student, Family, and Community Engagement. Supervision is exercised over lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Pertinent federal, State, and local policies, rules, and regulations
- Pertinent District policies, procedures, and instructional programs
- Fundamental principles and accepted practices, current trends, literature, and research in the field of parent involvement
- Methods of developing training courses, workshops, and webinars
- Principles and practices of effective supervision
- Correct spelling, punctuation, and grammar
- Communication systems
- Computer software including Word, Power Point, Excel, and desktop publishing.
- Microsoft Windows Operating Systems

### Ability to:

- Understand, interpret, apply, and explain rules, policies, and regulations
- Oversee multiple projects while working effectively under pressure
- Research, analyze, compile, and verify data
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Work in collaboration with administrators, teachers, parents, and students from all racial, ethnic, and socio-economic groups
- Operate standard office equipment, computers, and related software application programs.

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Three years of experience developing, coordinating, and implementing staff development programs, preferably pertaining to family or community engagement.

### 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

Employees in this class are required to work flexible hours including evenings and weekends.  
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 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.

New Class  
06-15-23  
BM

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

**CASE No. 12445**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Insurance Manager

**EFFECTIVE DATE:**

**JUNE 15, 2023**

**GROUP, SERIES:**

Business Administrative Series, Executive/Administrative  
Group

**MONTHLY SALARY RANGE:**

\$8,814.69 \$9,302.09 \$9,816.84 \$10,349.84 \$10,921.92

**SALARY SETTING BASIS:**

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

**BACKGROUND:**

The Office of the Chief Risk Officer is requesting the establishment of the proposed class of Insurance Manager as part of the reorganization of the department. The position in the class will assist the Director of Insurance in the daily management of branch operations, development and implementation of policies and procedures, and make recommendations on insurance, self-insurance, and claims programs.

**BASES OF RECOMMENDATION:**

The incumbent in the proposed class of Insurance Manager will assist in the daily operations of the Insurance Branch and its staff. The incumbent in the proposed class will also be responsible for:

- Assisting the Director of Insurance in developing and implementing branch policy and procedures
- Interfacing with vendors and contractors to ensure compliance with insurance requirement standards
- Reviewing and making recommendations on policy renewals, claims, and issuance of certificates of insurance
- Participating in insurance negotiations, selection of brokers and carriers, and placement of insurance
- Reviewing, participating, and making recommendations to authorize payments for complex claims

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

A search for external market data produced an insufficient number of comparable classifications. Internally, the proposed class of Insurance Manager operates at a similar scope and level as the Benefits Manager and Disability Manager in that they are responsible for assisting a director in managing the daily activities of a branch in the Division of Risk Management and Insurance Services. Therefore, a salary range of \$8,814.69 - \$10,921.92 per month or \$105,776.28 - \$131,063.04 per year is appropriate.

**RULE AMENDMENT(S):**

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

## 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 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 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.

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

### SUPERVISION

General direction is received from the 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

New Class

6-15-23

LKD