

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

Council Meeting

TUESDAY, JUNE 17, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JUNE 26, 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 20, 2025.
3. Receipt of minutes of the meeting of June 5, 2025.
4. Public Comment

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

CONSENT ITEMS (5-12)

5. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective May 27, 2025. (RDA 1888, Instructional Assistance Series)
 - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective June 2, 2025. (RDA 1889, Instructional Assistance Series)
 - c. 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 June 9, 2025. (RDA 1890, Instructional Assistance Series)
6. Abolishment of Unused Classifications. (Case 12732) **APPROVED**
7. It is recommended that the following reclassification actions be ratified:

~~Associate Computer Applications Specialist to IT Support Technician (Case 12733)~~ **PULLED**
Food Service Manager I to Food Service Manager IV (Case 12728) **APPROVED**

8. a. Establishment of the Class of Program Associate P. (Case 12729) **APPROVED**
- b. Approval of Class Description recommended, effective June 26, 2025: **APPROVED**

Program Associate P

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

<u>Class Title</u>	<u>Recommendation</u>
Program Associate P (\$15,032.00/Flat Rate)	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

9. a. Establishment of the Class of Director of Student Civil Rights. (Case 12731) **APPROVED**
- b. Approval of Class Description recommended, effective June 26, 2025: **APPROVED**

Director of Student Civil Rights

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

<u>Class Title</u>	<u>Recommendation</u>
Director of Student Civil Rights (\$13,292.29-\$16,562.57/mo.)	Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

10. Classification Study of Six Certificated Positions in the Human Resources Division. (Case 12671A) **APPROVED**
11. Classification Study of a Certificated Position in the Office of Student Civil Rights, Office of General Counsel. (Case 12731B) **APPROVED**
12. Receipt of Correspondence and Recommended Disposition. (See Addendum)
13. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:
- A. Employee Discipline/Dismissal/Appeals
 - B. Examination Appeals

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

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

Special Education Trainee (J.W., Case 0395)

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

Electrician (R.J., Case 0831)
Human Resources Specialist II (P.G., Case 1243)

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

Administrative Secretary I (A.M., Case 0375)
Administrative Secretary I (D.D., Case 0376)
Facilities Project Manager I (J.D., Case 0373)
Principal Administrative Analyst (P.S., Case 0377)
Testing Operations Manager (C.V., Case 0378)

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 Ana Reyes 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.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

RECOMMENDATION:

It is recommended that, effective June 26, 2025:

- I. The following classes be abolished:

Unit D:

Electronic Data Analyst (1230)

District Represented:

Supervising Assignment Technician (CPOS) (2721)

- II. The Personnel Director be authorized to reactivate the abolished classes as needed, subject to ratification by the Personnel Commission.

BASIS OF RECOMMENDATION:

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

RGK: JAP

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification actions be approved:

From:	Associate Computer Applications Specialist (5419) (\$55.21925- \$67.93588/hourly)	To:	IT Support Technician (2210) (\$30.03295- \$36.62653/hourly)
POS:	(30088469) A Basis	POS:	(30088469) A Basis
Location:	Talent Acquisition & Selection Branch, Personnel Commission	Incumbent:	Vacant Cost Center (1060701)

Reason for Reclassification: The subject position meets the class concept of IT Support Technician in that the incumbent is responsible for installing and testing computers and related devices on a local area network; installing commercial off the shelf software; inspecting and diagnosing hardware malfunctions; troubleshooting hardware and commercial off the shelf software problems, mobile computing device hardware, software applications and peripheral devices; maintaining site inventory of technology; setting up technology and computer testing labs; and acting as a resource in technology-related matters.

Status of Incumbent: The subject position is vacant.

Effective Date: July 1, 2025

RGK/CC

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. GRECO, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
Westchester Sr HS Medical Magnet (1894301)	200	Food Service Manager I	Food Service Manager IV	30076001

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

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

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

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

Status of Incumbent: The subject position is vacant.

Effective Date: July 17, 2025

Approved: RGK/SD

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

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

CASE No. 12729

RECOMMENDATION(S):

CLASS TITLE:

Program Associate P

EFFECTIVE DATE:

June 26, 2025

GROUP, SERIES:

Executive/Administrative Group, Business Administrative Series

MONTHLY SALARY RANGE:

\$15,032.00/mo. (flat rate)

SALARY SETTING BASIS:

Future salary adjustment will be subject to available grant funds.

BACKGROUND:

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

The Division of Instruction requests the establishment of a Program Associate classification to serve as a math instructional expert for the District. On October 16, 2024 The Partnership for Los Angeles Schools, in a memorandum to the District, stated that it would provide a total of \$1.7 million to the Los Angeles Unified School District as a subgrant of the Bill and Melinda Gates Foundation's Coherent Instructional Systems grant to support the implementation of Illustrative Math across the District. This includes \$500,000 (\$250,000 per year over two years) to the Division of Instruction to fund a dedicated project leader to implement the grant and oversee the initiative. The grant is designed to support the investigation and improvement of math tools to improve students' math knowledge, conceptual understanding, and engagement.

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

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will:

- Coordinate and lead meetings with key stakeholders from various departments and external partners.
- Develop and present data visualizations to highlight trends and insights related to math professional learning.
- Identify and document best practices in math education from grant partners.
- Facilitate the system-wide integration and amplification of identified best practices.
- Monitor grant progress against established goals and timelines, identifying areas needing attention.

RULE AMENDMENT(S):

None.

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

CASE No. 12731

RECOMMENDATION(S):

CLASS TITLE:

Director of Student Civil Rights

EFFECTIVE DATE:

June 26, 2025

GROUP, SERIES:

Business Administrative Series, Executive/Administrative Group

MONTHLY RATE:

\$13,292.29 \$14,044.96 \$14,838.67 \$15,676.41 \$16,562.57

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 General Counsel has requested to review a certificated position to align with the current needs of the department and District. Currently, the duties and responsibilities of directing and monitoring District-wide compliance with Title IX regulations, investigating and preparing responses to Uniform Complaints, and serving as the District Section 504 Coordinator are currently assigned to a certificated position. Based on the provisions of Education Code 44065, Personnel Commission staff found that the duties and responsibilities can be performed in the classified service.

BASES OF RECOMMENDATION:

The incumbent in the proposed classification will be responsible for directing and monitoring the District's compliance with federal and State nondiscrimination mandates. and serve as the District's Section 504 and Title IX Coordinator. The incumbent in the position will also be responsible for:

- Responding to and monitoring all formal investigations under the Uniform Complaint Procedures (UCP) including Williams complaints, and of special education compliance filed with the California Department of Education (CDE).
- Directing all aspects of Title IX field and grievance investigative procedures as outlined in federal regulations related to student sexual harassment.
- Directing State and federal civil rights audits; Section 504 alternative dispute resolutions; Section 504 hearings; and provides Welligent assistance.

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

The proposed salary of \$13,292.29/mo. - \$16,562.57/mo. (\$198,750.84/yr.) is based on external market research. Personnel Commission staff surveyed several public agencies and found comparable classifications such as the Riverside Unified School District's Coordinator, Title IX and Compliance (\$202,590/yr-geographically adjusted top step); San Diego Unified School District's Title IX Officer (\$196,164/yr - geographically adjusted top step; and Barstow Unified School District's Title IX-UCP Compliance Officer (\$187,316/yr - geographically adjusted top step). The proposed salary falls approximately within the 75th percentile of the survey data. Therefore, allocation of the proposed class to a salary range of \$13,292.29/mo. - \$16,562.57/mo. (\$198,750.84/yr.) is appropriate.

RULE AMENDMENT(S):

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

DIRECTOR OF STUDENT CIVIL RIGHTS

DEFINITION

Directs and monitors District-wide compliance with Title IX regulations, investigates and prepares responses to Uniform Complaints, and serves as the District Section 504 Coordinator.

TYPICAL DUTIES

Directs and monitors District compliance with federal and State nondiscrimination mandates.
Responds to and monitors all formal investigations under the Uniform Complaint Procedures (UCP) including Williams complaints, and of special education compliance filed with the California Department of Education (CDE).
Directs all aspects of Title IX field and grievance investigative procedures as outlined in federal regulations related to student sexual harassment.
Directs State and federal civil rights audits; Section 504 alternative dispute resolutions; Section 504 hearings; and provides Welligent assistance.
Directs Title IX policy implementation, student civil rights policy development, and student civil rights alternative dispute resolutions.
Communicates remedies to District personnel and monitors remedies to provide documentation of completion.
Manages the District's appeal process for reasonable accommodations based on a disability.
Directs policy and staff development to ensure compliance with nondiscrimination guidelines per State and federal law, and the U.S. Department of Education Office for Civil Rights (OCR) for all protected categories.
Manages the District's responses to CDE formal complaints and implementation of resolutions and corrective actions.
Monitors, analyzes, interprets, and researches changes to applicable federal, State, and local laws and regulations.
Regularly reviews, and updates as appropriate, all related District policies, procedures and practices in accordance with applicable law and best practices.
Provides presentations related to student civil rights issues and technical assistance to schools and District offices in preventing violations of State and federal laws involving student discrimination and harassment.
Serves as a liaison between District, State, federal, and other agency representatives.
Responsible for all aspects of the office's budget including expenditures, approvals, and requests for additional funding.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Civil Rights is responsible for directing and monitoring the District's compliance with State and federal laws related to Title IX, Title VI, Uniform Complaint Procedures (UCP), Williams, Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973.

The Deputy General Counsel assists in handling substantive matters for the Office of the General Counsel and acts as the General Counsel in case of absence.

SUPERVISION

General supervision is received from the Deputy General Counsel. Supervision is exercised over assigned staff.

CLASS QUALIFICATIONS

Knowledge of:

Federal and state non-discrimination, sexual harassment, and harassment laws and regulations
California Education Code, Title V of the California Code of Regulations, Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and Uniform Complaint Procedures (UCP)
District policies and procedures addressing nondiscrimination and students with disabilities
Investigative procedures, theory, and techniques

Ability to:

Investigate matters completely, recommend reasonable resolutions, and resolve grievances in a timely manner
Supervise, direct, and coordinate complex investigations
Communicate effectively and express sensitive and complex information clearly, in writing and orally
Prepare comprehensive reports and responses to complaints.
Supervise the preparation of clear, concise, and conclusive reports
Maintain confidentiality of evidence gathered
Effectively analyze and interpret data
Complete multiple priorities with specific deadlines
Train and work effectively and cooperatively with individuals from diverse backgrounds
Facilitate group meetings, including consensus building and conflict resolution
Effectively present to groups at all levels within the District

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Five years of supervisory or management experience investigating and resolving complaints of discrimination, harassment and retaliation. Experience in a K-12 school district is preferable.

Special:

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

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

New Class

6-26-25

SH/BM

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **CLASSIFICATION STUDY OF SIX CERTIFICATED POSITIONS IN THE HUMAN RESOURCES DIVISION**

RECOMMENDATIONS:

It is recommended that effective July 1, 2025:

- I) The certificated position of School Support Administrator (0515) (PCN 30382378) as Specialist, Talent Acquisition occupied by J. Chung (EN 739631) in the Human Resources Division, Region North Certificated Employment Unit be reclassified to Recruitment Coordinator (4973) in the classified service. As an employee in good standing, the administration is recommending that incumbent J. Chung (EN 739631) be starred-rate at their current salary step of \$163,153.80/year in accordance with Personnel Commission Rule 591 from July 1, 2025 to June 30, 2026.
- II) The certificated position of School Support Administrator (0515) (PCN 30311162) as Specialist, Talent Acquisition occupied by S. Mashhoud (EN 589752) in the Human Resources Division, Region West Certificated Employment Unit be reclassified to Recruitment Coordinator (4973) in the classified service. As an employee in good standing, the administration is recommending that incumbent S. Mashhoud (EN 589752) be starred-rate at their current salary step of \$163,153.80/year in accordance with Personnel Commission Rule 591 from July 1, 2025 to June 30, 2026.
- III) The certificated position of School Support Administrator (0515) (PCN 30027646) as Specialist, Talent Acquisition occupied by J. Perez (EN 622144) in the Human Resources Division, Region South Certificated Employment Unit be reclassified to Recruitment Coordinator (4973) in the classified service. As an employee in good standing, the administration is recommending that incumbent J. Perez (EN 622144) be starred-rate at their current salary step of \$163,153.80/year in accordance with Personnel Commission Rule 591 from July 1, 2025 to June 30, 2026.
- IV) The certificated position of School Support Administrator (0515) (PCN 30393553) as Specialist, Talent Acquisition occupied by J. Perez (EN 789894) in the Human Resources Division, Region East Certificated Employment Unit be reclassified to Recruitment Coordinator (4973) in the classified service. As an employee in good standing, the administration is recommending that incumbent J. Perez (EN 789894) be starred-rate at their current salary step of \$163,153.80/year in accordance with Personnel Commission Rule 591 from July 1, 2025 to June 30, 2026.
- V) The certificated position of School Support Administrator (0515) (PCN 30402101) as Specialist, Talent Acquisition occupied by J. Scargall (EN 780675) in the Human Resources Division, Region South Certificated Employment Unit be reclassified to Recruitment Coordinator (4973) in the classified service. As an employee in good standing, the administration is recommending that incumbent J. Scargall (EN 780675) be starred-rate at their current salary step of \$165,410.64/year in accordance with Personnel Commission Rule 591 from July 1, 2025 to June 30, 2026.

- VI) The certificated position of School Support Administrator (0515) (PCN 30025481) as Specialist, Talent Acquisition occupied by C. Yokoi (EN 714290) in the Human Resources Division, Region West Certificated Employment Unit be reclassified to Recruitment Coordinator (4973) in the classified service. As an employee in good standing, the administration is recommending that incumbent C. Yokoi (EN714290) be starred-rate at their current salary step of \$165,410.64/year in accordance with Personnel Commission Rule 591 from July 1, 2025 to June 30, 2026.

BACKGROUND:

The District is currently reviewing certificated positions in an effort to align certificated staffing levels with the State requirement ratio levels (R2). As part of this review, the Human Resources Division has requested the assistance of the Personnel Commission staff in evaluating certificated positions identified by the Division to determine whether or not the duties assigned to the positions meet the provisions of Education Code 44065, which defines certificated service. Personnel Commission staff conducted a job analysis and found that the duties performed by the certificated positions were consistent with the Recruitment Coordinator classification in the classified service.

BASIS OF RECOMMENDATIONS:

The duties assigned to the aforementioned positions include developing, coordinating, reviewing, and implementing comprehensive recruitment strategies and plans; planning, coordinating, and attending a variety of recruitment events to identify and engage a diverse pool of applicants; developing and maintaining strong partnerships with local, state, national, and international colleges, universities, and other community agencies; and advising applicants and candidates on career pathway options based on individual circumstances. Based on staffs' analysis, these duties meet the class concept of the Recruitment Coordinator in the classified service.

STATUS OF INCUMBENTS:

Incumbents J. Chung (EN739631), S. Mashhoud (EN 589752), J. Perez (EN622144), J. Perez (EN789894), J. Scargall (EN780675), and C. Yokoi (EN714290) may be appointed to the reclassified positions in accordance with the provisions of California Education Code 45271 and Personnel Commission Rule 715, Transfer and Change of Location. The conversion of the subject positions from certificated service to the classified service will have no effect on the status or seniority of the incumbents in accordance with the provisions of California Education Code 45271.

Case:12671A

DG/RGK/BM

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **CLASSIFICATION STUDY OF A CERTIFICATED POSITION IN THE OFFICE OF STUDENT CIVIL RIGHTS, OFFICE OF GENERAL COUNSEL**

RECOMMENDATIONS:

It is recommended that, effective July 1, 2025:

The certificated position of Temporary Adviser - Confidential (0514) (PN30509628) as Director, Office of Student Civil Rights occupied by B. Nguyen (EN760828) in the Office of Student Civil Rights, Office of General Counsel be reclassified to the Director of Student Civil Rights in the classified service.

BACKGROUND:

The District is currently reviewing certificated positions in an effort to align certificated staffing levels with the State requirement ratio levels (R2). As part of this review, the Office of General Counsel has requested the assistance of the Personnel Commission staff in evaluating a certificated position identified by the Office to determine whether or not the duties assigned to the position meet the provisions of Education Code 44065, which defines certificated service. The certificated position in the Office of General Counsel was studied and found to be consistent with classifications in the classified service.

BASIS OF RECOMMENDATIONS:

Based on staffs' analysis, the duties assigned to B. Nguyen's (EN760828) position includes directing and monitoring District compliance with federal and State nondiscrimination mandates; monitoring all formal complaints under the Uniform Complaint Procedures (UCP); directing State/federal civil rights audits, Section 504 alternative dispute resolutions and hearings; responding to and monitoring all formal investigation related to student harassment/discrimination, including Williams complaints, and special education compliance filed with the California Department of Education (CDE); directing all aspects of Title IX grievance/investigative procedures as outlined in federal regulations related to student sexual harassment; and serves as a liaison between District, State, federal, and other agency's representatives.

STATUS OF INCUMBENTS:

Incumbent B. Nguyen (EN6760828) may be appointed to the reclassified position in accordance with the provisions of California Education Code 45271 and Personnel Commission Rule 715, Transfer and Change of Location. The conversion of the subject position from certificated service to the classified service will have no effect on the status or seniority of the incumbent in accordance with the provisions on California Education Code 45271.

Case: 12731B
DG/RGK/SH