

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

Council Meeting

TUESDAY, JUNE 27, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JULY 6, 2023
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of June 1, 2023.
3. Receipt of minutes of the meeting of June 15, 2023.

CONSENT ITEMS

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in Organizational Excellence, Personnel Commission, from Human Resources Specialist I (\$27.13134-\$33.56235/hr.) to Human Resources Specialist II (\$32.31624-\$40.00207/hr.), effective July 3, 2023. (RDA 417, Human Resources 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 June 6, 2023. (RDA 1795, Instructional Assistance Series)
 - c. 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 June 15, 2023. (RDA 1796, Instructional Assistance Series)
 - d. Position at Harry Bridges Span School, Region South, from Senior Technician (\$19.33220-\$23.82866/hr.) to Office Technician (\$16.56113-\$22.59130/hr.), effective July 1, 2023. (RDA 3086, Clerical Series)
 - e. Position at North Hollywood High School, Region North, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective July 1, 2023. (RDA 3087, Clerical Series)
5. Approval of Revised Class Descriptions recommended, effective July 6, 2023: **APPROVED**

Environmental Planning Specialist
Grant and Funding Specialist

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

Class Title

Environmental Planning Specialist
(\$40.14840-\$49.74213/hr.)
Grant and Funding Specialist
(\$34.05907-\$42.18060/hr.)

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.

Class Descriptions dated July 6, 2023.

7. Receipt of Correspondence and recommended disposition. (See Addendum)

8. 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.

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

- Employee Discipline/Dismissal/Release
- Exam Appeals

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

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

Special Education Assistant (T.T., Case 0386)

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

Building and Grounds Worker (K.G., Case 1209)
Campus Aide (G.C., Case 0206)
Special Education Trainee (R.W., Case 0991)

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

Environmental Assessment Coordinator (S.A., Case 0235)
IT ~~Solution~~ Support Technician Supervisor (K.T., Case ~~0224~~ 0233)
Senior Data Strategist (A.E., Case 0236)
Food Service Manager IV (J.R., Case 0237)

14. Receipt of the Personnel Commission Activity Report for the Fourth Quarter of the 2022-23 School Year.

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

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

ENVIRONMENTAL PLANNING SPECIALIST

DEFINITION

Monitors the District's compliance with the California Environmental Quality Act (CEQA) by reviewing proposed District and other agencies' projects to determine the environmental effects and identify mitigation measures to reduce adverse impact of the projects on District facilities and schools.

TYPICAL DUTIES

- Determines, prepares, and processes the appropriate environmental review documents necessary to inform the public, Board Members, District staff, public agencies, and other project representatives involved in the District's building and acquisition projects about the environmental effects that will result from proposed projects.
- Prepares written comments on other agencies' projects which reflect the District's concerns regarding the potential impact of proposed development projects, general and community plans, including the evaluation of various environmental impacts, alternatives to the proposed project and suggestions for ways in which the effects of negative impact on schools and other District facilities can be mitigated.
- Interprets and applies an understanding of the relative issues pertaining to the environmental, geologic, land use, population, housing, air quality, traffic, noise, visual, and other potential hazards of proposed projects in the preparation of detailed comments on other agencies' projects.
- Interacts with outside consultants, ~~Board Members~~, administrators, and staff from the various District branches of ~~the Facilities Services Division; Project Management and Construction, Environmental Health and Safety, School Traffic and Safety Education, Maintenance and Operations, and Design, and Inspection~~; school stakeholders; Los Angeles City planning staff; Metropolitan Transit Authority; and other public agency staff, project representatives, and attorneys to discuss sometimes controversial issues surrounding proposed projects.
- Reviews preliminary drafts of environmental and planning documents, reviews CEQA legislation and rulings for applicability to schools and other District facilities and prepares response documents to accompany projects.
- Circulates environmental documents received from other agencies to appropriate District offices and schools and coordinates the receipt of responses from the individual departments stating their concerns about ongoing projects.
- Presents oral testimony before decision making bodies on other agencies' projects that may impact schools and District facilities.
- Researches and responds to inquiries on land use (zoning) issues.
- Provides guidance and work direction to lower-level personnel in the review, preparation, and processing of data needed for the preparation of clear, concise, and complete environmental review and related documents for the District.
- Conducts environmental surveys, evaluations, and inspections to verify CEQA mitigation measures are properly implemented.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Planning Specialist researches and prepares environmental documents to accompany the District's building acquisition and repair projects; prepares written comments on projects; reviews environmental impact reports and related documents; circulates information to District offices and coordinates responses; interacts with City planning staff and project representatives; monitors mitigation; and presents oral testimony.

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

SUPERVISION

General supervision is received from an Environmental Health Supervisor or the Site Assessment Program Administrator.

CLASS QUALIFICATIONS

Knowledge of:

California Environmental Quality Act statutes and ordinances applicable to the District, in addition to Local, State, and federal laws and legal precedents pertaining to environmental law, planning and zoning, and urban planning practice
Accepted practices and trends in local, state, and federal planning and legislation affecting the District
Acceptable terminology and format for use in environmental impact reports, mitigation monitoring plans, negative declaration reports, plan revision documents, and other material
Sources of information applicable in the collection of data used in the preparation of environmental documents
Organization, function, and contacts within the District and at the other public agencies that are involved in District or other agency projects
Principles and practices of the District's Facilities Services Division including the Asset Management Branch and Project Execution Branch
Microsoft Windows operating systems and Office Suite programs

Ability to:

Accurately interpret statutes and ordinances relating to environmental and land use issues
Conduct preliminary research, compile data, and prepare detailed narrative reports on complex technical issues
Present testimony by speaking clearly and convincingly and make oral presentations before consultants, decision-making bodies, stakeholders, and other interested groups
Deal tactfully and professionally with personnel at all levels within and outside of the District especially with regard to sensitive issues
Operate a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in environmental policy, environmental studies, urban planning or a closely related field. ~~Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.~~

Experience:

Two years of professional experience in a position requiring the application of California Environmental Quality Act (CEQA) compliance regulations in the gathering of data, preparation, processing, and review of environmental review documents.

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

May require wearing a negative pressure respirator.

Use of respirator may be subject to medical clearance which meets 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 may be required to work atypical work weeks, evenings, and weekends.

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
07-06-23
BM

District Notification Date: 04/26/2023
Union Notification Date: 06/21/23

GRANT AND FUNDING SPECIALIST

DEFINITION

Performs a wide variety of research, coordination, and development activities for funding application proposals; monitors grant-funded projects; prepares necessary documentation and correspondences; develops and writes proposals, and performs administrative support tasks.

TYPICAL DUTIES

Identifies potential sources of funding from federal, State and private sources and evaluates appropriateness of grant funding relative to District policies and goals.

Prepares grant applications and proposals and supporting documentation to ensure compliance with funding requirements.

Develops ongoing criteria and methodology for establishing compliance of rules and regulations.

Researches federal, State, and local rules, guidelines, and procedures to comply with grant regulations in part by detecting early signs of non-compliance and acting accordingly to remedy the issues.

Reconciles grant accounts and monitors related expenditures including payroll, purchase orders, transfers, and payments; and conducts closeout procedures for grant agreement.

Confers and collaborates with District accounting and financial offices to ensure appropriate financial postings to grants are maintained.

Coordinates with department administrators to identify District projects that are compatible with available funding sources.

Tracks status of proposals and provides additional information as required by the funding source.

Develops and maintains contacts with local, State, and federal funding agencies.

Maintains records for grants ensuring compliance with applicable regulations and policies, including assisting with financial reporting.

Tracks existing grants deadlines, monitors status of progress reports, and seeks continuation of grant funding for current programs.

Works with the appropriate personnel to expedite internal processing of proposals.

Maintains a positive, proactive relationship with other District departments, community organizations, city officials, non-profit agencies, and other educational institutions to ensure full grant compliance and process efficiency.

Creates and distributes standard and special reports, studies, summaries, and analyses, as required.

Assists in the scheduling of meetings and the development of timetables, proposal language, and deadlines to ensure timely grant submission.

Assists in the development of bids, Requests for Proposals, evaluation criteria, contracts, and the collection and analysis of data to measure grant program effectiveness.

Assists with analyzing and evaluating sites and services in determining eligibility in relationship to federal, State, and District policies and regulations.

Attends meetings with officials of funding agencies to receive information and training in the areas of grant procurement and development as necessary.

Assists with preparing revenue projections, financial reports, and various budget reports.

May conduct site visits to determine and maintain grant eligibility.

May develop business and compliance work flow process for E-Rate best practices and provides training to staff.

May survey other district and eligible organizations to learn methods and procedures for problem

solving and process efficiencies for possible application to District operations.
May construct, update, and maintain department website and forms using common software.
May provide technical assistance to other proposal writers as needed.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Grant and Funding Specialist researches and prepares grant proposals for a division or divisions for approval by a division administrator.

A Grant and Funding Program Manager is responsible for managing grant funding processes, grant identification and preparation, program monitoring, preparation of compliance reports, and program evaluation activities.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

SUPERVISION

General supervision is received from an administrator, a Grant and Funding Manager, or designee. Work direction may be exercised over clerical employees as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Relevant State and federal rules, policies, procedures and laws
Concepts, principles, techniques, and practices of grant development and writing
Grant acquisition techniques
Grant terms and conditions
Spreadsheet, database, word processing, and graphics computer software programs
Basic statistics including data collection and sampling techniques
Basic principles and practices of budget development and implementation
Techniques for collecting or producing basic mapping or demographic data.

Ability to:

Synthesize ideas and implementation plans and present them in clear, concise prose
Organize and present supporting documentation in the manner prescribed by funding sources
Use spoken and written English effectively in contacts with individuals and groups
Plan and organize work to meet deadlines
Interpret, summarize, and recognize the implications of legislation and complex documents
Devise methods and procedures for obtaining a variety of data
Analyze data and draw logical conclusions
Work effectively with District personnel, representatives of other organizations, and the public
Operate an office computer
Synthesize ideas and implementation plans and present them in clear concise prose
Organize and present supporting documentation in the manner prescribed by funding sources
Conduct presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in communications, education, business, public administration, or ~~one of the behavioral sciences~~ a related field.

LAUSD experience working with grants or other funding programs beyond the required experience may be substituted for the required college education on a year-for-year basis for up to two years of the required education if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

~~Three~~ Two years of grant proposal writing and research experience or other funding application preparation, writing, research, and program compliance monitoring experience is required, preferably for an educational institution or public agency.

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.

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
07-06-2023
CP

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

Date: July 6, 2023

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE FOURTH
QUARTER OF 2022-2023 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
TOPICS			NUMBER OF
New Hire & Rehire Actions (not from Reemployment Lists)			2,769
Rehire Actions (from Reemployment Lists)			4
Promotion Actions			525
Leave Actions			1,146
Substitute Calls - Filled			49%
Substitute Calls - Unfilled			51%
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
New Classifications			8
Abolished Classifications			14
Reclassification Studies	No Changes	2	36
	Reclassifications	34	
Rule Amendments			1
CD Revisions			22
Duty Statement Reviews			309
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced			131
Number of Eligibles on Eligibility Lists			2,268
Number of Applications Received			11,673
Number of Candidates Tested			5,242

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	83
Number of Training Participants	9,224
Number of Tuition Reimbursement Requests	100
Number of Online Training Modules Completed	5,829