

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

Council Meeting

TUESDAY, JULY 11, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JULY 20, 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 15, 2023.
3. Receipt of minutes of the meeting of July 6, 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 June 27, 2023. (RDA 1797, 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 July 6, 2023. (RDA 1798, Instructional Assistance Series)
 - c. Position at Manual Arts High School, Region South, from Senior Technician (\$19.33220-\$23.82866/hr.) to Office Technician (\$16.56113-\$22.59130/hr.), effective July 1, 2023. (RDA 3088, Clerical Series)
 - d. Position at Classified Employment Services Branch, Personnel Commission, from Clerk (\$15.75943-\$19.33220/hr.) to Office Technician (\$16.56113-\$22.59130/hr.), effective July 24, 2023. (RDA 3089, Clerical Series)
5. Approval of Revised Class Description recommended, effective July 20, 2023: **APPROVED**

Supervising Classified Training Representative

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

Class Title

Recommendation

Supervising Classified Training Representative
(\$36.65997-\$45.38232/hr.)

Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

Class Descriptions dated July 20, 2023.

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

Case 12424

Case 12435

Case 12477

Case 12480 - **PULLED**

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 the Hearing Officer on the Disciplinary Appeal for:

Class B Commercial Truck Driver (J.G., Case 0720)
Special Education Assistant (E.G., Case 0248 and V.G., Case 0249)

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

Construction Manager (V.S., Case 0238)
IT Support Technician Supervisor (M.H., Case 0239)

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.

SUPERVISING CLASSIFIED TRAINING REPRESENTATIVE

DEFINITION

Supervises, coordinates, prioritizes, and evaluates the work of training staff engaged in the development and delivery of staff development programs for members of the Classified Service.

TYPICAL DUTIES

Supervises, coordinates, prioritizes, and evaluates the work of training staff engaged in:

Creating and delivering staff development programs relating to a wide range of topics including technical office procedures, communication, customer service, and interpersonal effectiveness.

Conducting needs analyses to determine staff development requirements throughout the District.

Determining the effectiveness of staff development programs by reviewing and analyzing descriptive and numerical ratings assigned by program attendees and observing programs.

Conducts focus group meetings and confers with District executives, management staff, ~~Instructional Area Superintendents~~ Administrators of Instruction, and union representatives to determine training priorities and potential training interventions designed to respond to accountability and performance issues.

Recommends and participates in the development of Branch policies to ensure the effectiveness of Branch operations.

Plans, directs, and participates in the training and evaluation of subordinates.

Prepares summary reports of staff development activities and outcomes.

May identify and select training consultants to conduct selected training sessions.

May administer a school office mentor or central office management mentor program, and/or other district-wide training programs, including the selection process for mentors, the publication of the programs, the establishment of meeting schedules and agendas, and the monitoring of mentor/mentee interactions and program activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Classified Training Representative supervises, coordinates, and prioritizes activities related to a District-wide staff development program for classified employees and coordinates District clerical mentoring programs.

A Principal Human Resources Specialist plans, supervises and directs the activities of a professional staff and support personnel engaged in classification and compensation, assessment and recruitment activities, ~~or staff development~~, or new employee onboarding.

A Senior Classified Training Representative performs the same duties as a Classified Training Representative, except that a Classified Training Representative manages less complex projects than those managed by a Senior Classified Training Representative.

A Classified Training Representative performs training-needs analyses; designs, develops, coordinates, and conducts training and staff development sessions and programs; and evaluates the effectiveness of training efforts related to classified personnel.

SUPERVISION

General supervision is received from a Principal Human Resources Specialist. General supervision is exercised over Senior Classified Training Representatives, Classified Training Representatives, and lower-level support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Source materials and current trends in organizational and staff development
- Principles and techniques of training in ~~application procedures~~
- Concepts relating to adult learning
- Methods of designing and facilitating training courses
- Effective use of manuals and training aids
- Pertinent rules, regulations, and policies of the Board of Education and the Personnel Commission
- Customer service skills

Ability to:

- Supervise, train, and evaluate staff
- Analyze critical staff development and organizational issues and problems, determine the appropriate training interventions or programs, and implement appropriate responses
- Develop staff development programs
- Deliver training using technology and web-based methods
- Understand, interpret, and apply complex technical material, rules, procedures, policies and regulations
- Present technical concepts and procedures clearly and concisely orally and in writing
- Work effectively with District personnel and the public
- Effectively present training sessions to groups at all levels within the District

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with courses in teaching, training methods, supervision, organizational development, or business management. Completion of School Office Procedures Certificate Program, Supervisory Certificate Program, and other Organizational Excellence classes is preferable. Additional qualifying experience or experience supervising the work of school clerical staff 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:

Three years of experience developing, coordinating, and implementing staff development programs, two years of which were related to school office employee training programs. One year of experience may be substituted by successful completion of Los Angeles Unified School District's Organizational Excellence Branch's Train-the-Trainer program or equivalent provided that the remaining two years were related to school office employee training programs. Supervisory experience 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.

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

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 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
07-20-23
BM

District Notification Date: 06/12/2023
Union Notification Date: 06/26/2023

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:

From:	Senior Administrative Analyst (5070) (\$41.10813- \$50.99014/hr.)	To:	Principal Administrative Analyst (5101) (\$7,698.65- \$9,548.81/mo.)
POS:	(30105132) A Basis	POS:	(30105132) A Basis
Location:	Project Execution Branch Facilities Services Division	Incumbent:	J. Luong (EN 966119) Cost Center (1056601)

Reason for Reclassification: The subject position meets the class concept of a Principal Administrative Analyst in that the incumbent in this position will be responsible for conducting analysis of resource allocation, staffing, and operational efficiencies in accordance with the District's strategic plan. In addition, the incumbent will supervise the central office staff who support the department payroll, human resources, and personnel needs; track and analyze the branch workload distribution of staff on construction projects; and plan and coordinate the research, analysis and preparation of reports for the branch.

Status of Incumbent: Incumbent J. Luong (EN 966119) is reachable on the current eligibility list for Principal Administrative Analyst and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: August 1, 2023

RGK/JPK2

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

From:	Customer Service Center Representative CPOS (2714) (\$ 19.95610- \$ 24.66558/ Hourly)	To:	Senior Secretary CPOS (2866) (\$ 23.82760- \$ 29.37587/ Hourly)
POS:	(30485169) E Basis	POS:	(30485169) A Basis
Location:	Office of the Superintendent	Incumbent:	L. Reyes Balderas (EN 1120357) Cost Center (1002501)

Reason for Reclassification: The subject position meets the class concept of Senior Secretary in that the incumbent in the position is responsible for improving office procedures in an office, interpreting policies and practices of the office and explaining related rules and regulations to employees and the public, maintaining and overseeing the maintenance an administrator's calendar and arranging appointments and meetings, preparing or assisting in the preparation of the annual branch or office budget and maintaining expenditure controls, keeping time records and preparing office payroll, preparing complex and specialized correspondence and reports, and supervising the distribution of mail.

Status of Incumbent: Incumbent L. Reyes Balderas (EN 1120357) is reachable on the Senior Secretary eligibility list and may be appointed to the reclassified position or be otherwise assigned.

Approval Date: June 27, 2023

RGK/JAP

c: Classified Employment Services Branch
Talent Acquisition and Selection 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:

From:	Public Information Officer II (2142) (\$44.87271 - \$55.85183/hr.)	To:	Public Information Officer I (2104) (\$34.35697- \$42.79373/hr.)
POS:	30069819 (A Basis)	POS:	30069819 (A Basis)
Location:	Office of Communications, Engagement, and Collaboration	Incumbent:	Vacant (PN 30069819) Cost Center (1004001)

Reason for Reclassification:

The subject position meets the class concept of Public Information Officer I in that the position will no longer be providing communication and public information strategies for more complex communication and public relations issues. An incumbent in the position will be responsible for supporting and facilitating communications and public relations strategies related to outreach and public and media relations centrally and in one or more region districts; researching and compiling information and data for news stories and other communications disseminations; writing and producing various communications such as news releases and statements, social media posts, and scripts for release to communications media; supporting all communications for Board meetings such as for news releases and social media posts; maintaining a consistent and promotional social media presence for the District; assisting with briefing District employees being interviewed; supporting schools when news media is present for special events, interviews, or crises; and writing stories and taking photos to promote the District.

Status of Incumbent: The subject position is vacant.

Effective Date: June 30, 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: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Senior Administrative Assistant, Office of the Superintendent (2175) (\$34.46692 - \$42.92927/hr.)	To:	Senior Administrative Assistant (CPOS) (2061) (\$35.01990- \$43.36121/hr.)
POS:	30499245 (A Basis)	POS:	30499245 (A Basis)
Location:	Office of the Superintendent	Incumbent:	Vacant (PN 30499245) Cost Center (1002501)

Reason for Reclassification:

The subject position meets the class concept of Senior Administrative Assistant (CPOS) in that an incumbent in the position will provide general administrative assistance by compiling and reviewing confidential and sensitive data and information; preparing recommendations related to administrative and financial functions; keeping the office apprised of the organizational, procedural, and financial effects from reports, laws, regulatory directives, and other important documents; coordinating projects and tasks at the direction of the administration; explaining rules, regulations, policies, and practices to internal staff and the public; and preparing correspondence, reports, bulletins, and memorandums. The position will no longer be assisting the Superintendent of Schools, Senior Deputy Superintendent of School Operations, or Deputy Superintendent of Instruction in analyzing administrative functions and coordinating organizational and management studies.

Status of Incumbent: The subject position is vacant.

Effective Date: July 13, 2023

RGK/MCV

C: Talent Acquisition and Selection Branch
Classified Employment Services Branch
Files Unit