

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

Council Meeting

TUESDAY, JULY 16, 2024
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

FRIDAY, AUGUST 2, 2024
3:00 P.M., 12-192
BEAUDRY BUILDING, 12TH FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of June 6, 2024.
3. Receipt of minutes of the meeting of June 20, 2024.
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 (5-8)

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 June 12, 2024. (RDA 1843, 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 18, 2024. (RDA 1844, 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 25, 2024. (RDA 1845, Instructional Assistance Series)
 - d. 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 July 2, 2024. (RDA 1846, Instructional Assistance Series)
 - e. Position at Van Nuys Middle School, Region North, from Office Technician (\$22.52000-\$30.70002/hr.) to Senior Office Technician (\$24.35477-\$32.63323/hr.), effective July 1, 2024. (RDA 3108, Clerical Series)

6. Approval of Class Descriptions recommended, effective August 2, 2024: **APPROVED**

Area Food Services Supervisor
Pool Custodian
Salary Credits Supervisor

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

<u>Class Title</u>	<u>Recommendation</u>
Area Food Services Supervisor (\$7,874.10-\$9,670.24/mo.) Class Description dated August 2, 2024.	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.
Principal Financial Analyst (\$9,250.33-\$11,389.76/mo.) Class Description dated December 3, 2012.	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.
Pool Custodian (\$22.90294-\$27.38998/hr.) Salary Credits Supervisor (\$37.99508-\$46.50689/hr.) Class Descriptions dated August 2, 2024.	

8. a. Establishment of the Class of Associate IT Electronics Communications Technician. (Case 12536) **APPROVED**

b. Approval of Class Descriptions recommended, effective August 2, 2024: **APPROVED**

Associate IT Electronics Communications Technician

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

<u>Class Title</u>	<u>Recommendation</u>
Associate IT Electronics Communications Technician (\$38.78404/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. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:

- A. Employee Discipline/Dismissal/Appeals
- B. Examination Appeals

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

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

Information Systems Business Analyst (E.T., Case 0292)
Senior Technical Project Manager (M.T., Case 0293)
Senior Sustainability Specialist (S.O., Case 0287)
Technical Project Manager (R.C., Case 0294)

12. Receipt of the Personnel Commission Activity Report for the Fourth Quarter of the 2023-24 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.

If you will require translation services at this meeting, please contact Suzanne Morrow 48 hours in advance. If you are unable to notify us of the need for translation services 48 hours in advance of the meeting, your item will be postponed.

AREA FOOD SERVICES SUPERVISOR

DEFINITION

Provides general supervision to and coordinates food services programs in an assigned District food services area and may be assigned central office projects or administrative functions.

TYPICAL DUTIES

Provides general supervision to Food Service Managers and their staffs in the administration of food services programs in schools by:

- Planning, implementing, coordinating, and analyzing the effectiveness of food service programs in assigned schools.
- Analyzing the operations of cafeterias for cost effectiveness and efficiency, and working with cafeteria personnel and administrators to implement improvements and necessary changes in service, food preparation, menus, personnel assignments, facilities, and equipment.
- Assuring adherence of food programs to federal, State, and county laws and regulations, and District requirements for sanitation, safety, administration, and nutritional standards of various feeding programs.
- Assigning and making adjustments in allotments of regular and relief time in accordance with District's guidelines on effective use of human resources, and approving overtime for food service personnel.
- Developing and reviewing work schedules and production schedules for food service personnel.
- Managing the food service budget and monitoring profit and loss of cafeteria operations in assigned schools, and initiating improvements to increase cost effectiveness.
- Investigating and resolving all complaints and issues related to food service operations in assigned schools.
- Evaluating or assisting in evaluating the technical performance of Food Service Managers and counseling food service employees.
- Serving on interview committees for selection of food service personnel.
- Recommending food service personnel transactions, including changes of location, transfers, and reinstatements.
- Assuring proper utilization and care of cafeteria equipment and supplies.
- Making recommendations based upon consultation with District technical personnel on school facilities, equipment, and layout and design of new and existing cafeterias.
- Determining and estimating equipment and supply needs for new kitchens, as well as delivery and storage requirements.
- Resolving quality control issues.
- Implementing and coordinating special feeding programs: such as Breakfast in the Classroom (BIC), bag lunch, packaged hot meals, afterschool Supper Program, or special menus. ~~for students with disabilities and senior citizens.~~
- Attending meetings of District personnel, student groups, advisory councils, community representatives, parents, and the general public in order to obtain and provide information and discuss problems, regulations, procedures, standards, complaints, plans, improvements, and other matters concerning food services.
- Preparing required reports on food service operations.
- Providing and/or supervising training programs for food services employees.
- Serves as a technical resource on matters of food services for students, parents, teachers, and others.

May perform a variety of central office activities on a rotational basis such as administering and coordinating personnel activities, including representing the ~~Branch~~ Division in disciplinary actions and arbitration hearings; analyzing operational problems, recommending changes, and evaluating effects of changes; and developing public relations strategies and marketing programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Food Services Supervisor provides general supervision and coordination over the operations of food service programs within an assigned area.

A Regional Food Services Manager plans, directs, reviews, and supervises all food services operational, training, and human resources activities within a Local District, and participates in Districtwide menu development activities.

A Food Service Manager is responsible to the site administrator and to an Area Food Services Supervisor for the supervision of a food service operation and for preparing or heating and serving food in a variety of feeding programs, such as Breakfast In the Classroom (BIC), lunch, and meals for offsite locations without cafeterias. The classification level is determined by school level and the average daily meals served of the cafeteria.

SUPERVISION

General direction is received from the Director or the Deputy Director of Food Services. General supervision is received from a Regional Food Services Manager. General supervision is exercised over the work of food service employees such as Food Service Managers, Senior Food Services Workers, Food Services Worker II (Driving), and Food Service Workers.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of nutrition
- Methods of quantity food preparation and price and portion controls
- Food ordering and storage
- Hazardous Analysis Critical Control Point (HACCP) system of food handling, safety, and sanitation standards and techniques
- Rules and regulations governing all school nutrition programs such as the National School Lunch Program, School Breakfast Program, Child Care Feeding Program, and School Snacks operated by the District
- Proper utilization of food services equipment
- Inventory and record-keeping procedures
- Basic cost accounting techniques
- Budget practices and procedures
- Training methods for food service employees
- Personnel Commission rules, District personnel procedures, and applicable collective bargaining agreements
- Fundamentals of good public relations
- Problem solving, analytical, and time management skills
- Principles of effective customer service techniques
- Employee development and recruitment of new employees
- Merchandizing and marketing techniques for school food services

Ability to:

Work effectively with school administrators, food service employees, concerned groups, and union representatives
Understand and explain complex rules and procedures
Analyze financial data and cafeteria operations, determine inefficiencies and inconsistencies, and implement corrective action
Prepare various reports
Demonstrate proper cooking and food serving techniques
Devise methods for the most efficient use of cafeteria equipment
Institute changes in procedures with tact and diplomacy
Develop, train, coach, and motivate employees
Delegate tasks appropriately
Utilize various computer applications, such as word processing, spreadsheet, database and email

ENTRANCE QUALIFICATIONS

Education:

A high school diploma, and ~~30~~ 24 semester units or equivalent quarter units of college courses, adult education courses (1 adult education course = 3 semester units), or a combination of college and adult education courses in food services management, hotel and restaurant management, hospitality management, food science, nutrition, sanitation, or other closely related courses. Additional qualifying experience may be substituted for the required course work on a year-for-year basis. A bachelor's degree in food services management, hotel and restaurant management, hospitality management, business management, nutrition, or a related field is preferable.

Experience:

Three years of supervisory experience as a LAUSD Food Service Training Specialist or Food Service Manager. Experience shall include: volume food production planning, food ordering, meal preparation and service, preparation of financial reports, personnel management, writing reports, and ensuring compliance with policies and procedures and sanitation and safety regulations. Qualifying experience must have included responsibility for forecasting profit and loss statement analysis and budget management.

OR

Five years of supervisory experience at the level of a manager or general manager in a large commercial (minimum of 500 meals a day, or \$750,000 in annual sales; and employs a minimum of 15 employees) or institutional facility such as health care, school /college, prison, or a military food service organization within the last seven years. Aforementioned experience shall include: volume food production planning, food ordering, meal preparation and service, preparation of financial reports, personnel management, writing reports, and ensuring compliance with policies and procedures and sanitation and safety regulations. Qualifying experience must have included responsibility for forecasting, profit and loss statement analysis, and budget management.

Special:

A valid "~~ServSafe~~ Food Protection Manager Certificate", from an American National Standards (ANSI) accredited organization. issued by the National Restaurant Association or
equivalent.
~~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 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 the position at any time.~~

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

Revised
08-02-2024
MJM

District Notification Date: 07/10/2024
Union Notification Date: 07/10/2024

POOL CUSTODIAN

DEFINITION

Tests swimming pool water, maintains, cleans and operates pool equipment, decks, and swimming pool. ~~and performs related custodial duties.~~

TYPICAL DUTIES

Maintains proper sanitization and Calcium Saturation Index (CSI) of pool water.
Tests chlorine, pH, water balance, and temperature of pool water.
Maintains a daily log to document water tests, pool operation, and chemical additions.
Checks and sets the chlorinator, and chlorine or acid feed pumps and adds appropriate chemicals for pH, alkalinity control, and water clarity.
Backwashes filters and lubricates and adjusts pool equipment.
Enters pool as needed to ~~clean~~ perform necessary duties such as, but not limited to, cleaning scum gutters, replacing hair strainers, and to brush brushing or vacuum vacuuming interior pool surfaces.
Hoses, scrubs, and disinfects the pool deck.
Dusts, sweeps, and cleans the pool filter room, decks, bleacher or balcony seats, lockers or dressing rooms, showers, and lavatories., related to swimming pools.
Orders pool supplies and chemicals.
Reports Troubleshoots equipment and structural issues and reports the need for repairs.
Reports unsafe pool conditions to appropriate personnel.
~~Dusts, sweeps, cleans, and scrubs gymnasiums, halls, offices, and other rooms and building areas.~~
~~Cleans and maintains grounds, athletic fields and facilities, playgrounds, and sidewalks.~~
Replaces light bulbs, pool heating air filters, and plug-type fuses.
Loads, unloads, and moves equipment, ~~furniture,~~ and supplies.
~~May place and remove pool cover as needed.~~
~~May operate a water softener.~~
May fire and service a low-pressure boiler.
May make minor pool maintenance repairs.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Pool Custodian ~~tests-evaluates~~ swimming pool water, and maintains and operates pool equipment, ~~and performs related custodial work.~~

~~A Plant Manager is responsible to the site administrator for the cleaning, operation, and security of assigned plant(s).~~

The Swimming Pool Technical Supervisor inspects and provides functional supervision over the operation and maintenance of swimming pools, ~~utilizing pool custodial personnel.~~ while providing technical advice to pool custodians.

~~A Building and Grounds Worker maintains building and grounds in a clean, sanitary, and safe condition.~~

SUPERVISION

~~General supervision is received from a Plant Manager. Technical~~ General, technical, and functional supervision over the operation and maintenance of swimming pools is received from the Swimming Pool Technical Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Equipment, chemicals, and tests used to maintain proper chlorination, pH control, temperature, and purity of swimming pool water.

Custodial materials and methods.

Tools, materials and supplies used for pool cleaning and maintenance

Safety procedures related to pool operation and maintenance.

Ability to:

Detect need for necessary maintenance of pool equipment

~~Work~~ Collaborate effectively with school personnel and students

Safely work in and around a swimming pool

Ability to work at multiple locations

Special Physical Requirements:

Safely lift and carry items weighing up to 100 pounds.

Visual acuity to discern hue gradations of chemical tests.

~~Swim~~ Ability to swim a distance of at least fifty feet.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a custodial training course approved by Maintenance and Operations.

Experience:

Six months of experience in custodial, building, or pool maintenance work.

Special:

Successful completion of a District approved pool operator course before completion of the probationary period.

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

1. Requires wearing a negative pressure respirator.
2. Employment is 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.

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
08-02-24
HV/YG

SALARY CREDITS SUPERVISOR

DEFINITION

Plans, organizes, and supervises technical-clerical work and monitors productivity levels of a unit responsible for rating-in certificated employees on various certificated salary tables. ~~the Preparation Salary Schedule Table, Development Center and Early Education Center Salary Tables; which includes: determining schedule advances on these salary tables by evaluating college and university study, special training, and experience; determining career increment eligibility on the various certificated salary tables, including the Teacher, Master, Development Center, Early Education Center, Adult Education and Special Services Tables; and establishing and maintaining salary records.~~

TYPICAL DUTIES

Supervises specialized clerical personnel engaged in ~~reviewing and evaluating~~ analyzing documents, such as transcripts and employment verifications, for rating-in and salary advancement of certificated employees, and advising such persons on salary credit requirements.

Interprets and applies Board rules, regulations, and certificated collective bargaining agreements regarding points for salary point credit, evaluation of experience and salary placement determination for certificated personnel.

Provides information and interprets the certificated collective bargaining agreements and Board rules and regulations regarding the determination of certificated salary allocation in contacts with various District units, administrators, employees, applicants, other school districts, and the public.

Prepares and directs the preparation of correspondence, reports, bulletins, and memoranda related to rating-in and salary determination activities.

Responds to more difficult salary inquiries by administrators and/or salary staff.

Researches salary inquiries from certificated employees to resolve complaints and grievances.

Represents the Salary Allocations Unit in first level grievances involving salary allocation conflicts with certificated employees.

Develops, recommends, and implements new or revised Personnel Guides, modifications to document management software and other applications, office forms, clerical methods, and operating procedures affecting rating-in and salary determination.

Directs the use of the ~~Filenet~~ a document management system to manage the work flow and measure the productivity of salary claims being processed.

Utilizes a computer system and multiple software applications on a daily basis to monitor and supervise daily operations.

Assists and coordinates scenarios for successful User Acceptance Testing on system fixes, updates, modifications, and/or enhancements for salary advancement purposes in a document management system and/or SAP application system before moving the changes into production.

Organizes and directs the maintenance of records and files.

Coordinates and facilitates appeal meetings, prepares and analyzes related documents, and maintains records and appeal panel's decisions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Salary Credits Supervisor plans and supervises the activities of a large specialized clerical unit responsible for determining salary placement and applying salary advancement credits for certain certificated employees in accordance with Board policy, State education code and collective bargaining agreements.

~~The Credentials and Contracts Supervisor plans and supervises the activities of a specialized clerical unit responsible for the functions in support of the employment, credentialing, contracts, and processing of District certificated employees.~~

A Salary Credits Assistant performs technical-clerical work in rating-in applicants and employees on salary schedules and in evaluating work experience and college and university study or special training for the purpose of salary advancement, and interprets pertinent laws and rules regarding salary placement of applicants and employees.

SUPERVISION

General direction is received from a certificated administrator ~~certificated Assignment Director, Salary Allocation~~. General supervision is exercised over Senior Salary Credits Assistant, Salary Credits Assistants, ~~Personnel Clerks~~, and other clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Board of Education rules, regulations, and policies pertaining to compensation of certificated personnel
- Provisions of collective bargaining agreements regarding salary determination for certificated employees
- College credits applicable for salary points
- Colleges and universities accredited for study courses
- Methods of interpreting transcripts
- Spreadsheet, database, word processing and graphics computer software programs
- Office practices, procedures, and layout
- Methods and techniques of organizing the activities of a clerical unit, establishing priorities, and coordinating work flow
- Assignment and payroll procedures relating to certificated personnel
- Pertinent District Information Systems

Ability to:

- Supervise effectively
- Interpret collective bargaining agreements and policy guides related to salary evaluation procedures
- Develop new procedures and work methods
- Establish procedures for and direct maintenance of specialized personnel records
- Compose correspondence, write procedures, and prepare reports
- Make arithmetic computations rapidly and accurately
- Communicate effectively with administrators, employees, applicants, and the public

ENTRANCE QUALIFICATIONS

Education:

An ~~A~~ssociate of ~~Science~~ arts degree or its equivalent from a recognized college or university, preferably including courses in office management; and supervision; ~~and computer usage~~. Additional qualifying experience may be substituted for 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 experience in rating-in and salary determination of certificated personnel utilizing SAP, legacy systems, ~~HRS~~, ~~TAS~~, and ~~Filenet~~ document management/ imaging systems.

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
8-2-2024
JPK

District Notification Date: 6-24-2024

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

CASE No. 12536

RECOMMENDATION(S):

CLASS TITLE:

Associate IT Electronics Communications Technician

EFFECTIVE DATE:

August 2, 2024

GROUP, SERIES:

Electronics Technician Group, Maintenance and Repair Series

HOURLY RATE:

\$ 38.78404/hr. (flat rate)

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Electronics Technician Group, Maintenance and Repair Series

BACKGROUND:

The Information Technology Services department requests the establishment of a new classification titled Associate IT Electronics Communications Technician. The proposed new class will serve as an entry level classification in the electronics communications series and will assist higher level technicians by performing technical duties with increasing initiative, independence, and complexity. Additionally, the new class will create an internal feeder pool for the electronics communications technician series to help in workforce planning.

BASES OF RECOMMENDATION:

Incumbents in the proposed Associate IT Electronics Communications Technician classification will be responsible for assisting the electronics communications team in diagnosing and maintaining electronic systems by installing, repairing, and maintaining various low-voltage systems and voice and data circuits; investigating and reporting on electronics system issues; maintaining records or work activities; and supports school administrators and staff in the use and function of electronics systems at District sites.

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 data. Staff surveyed several public agencies and found classifications that operate at a comparable level to the proposed Associate IT Electronics Communications Technician such as Los Angeles Community College District's Assistant Technology Services Specialist (\$43.42/hr. - top step), Los Angeles County's Electronics Communications Equipment Installer(\$32.93/hr - top step) and Los Angeles County Office of Education's Telecommunications Assistant(\$34.14/hr - top step). It is recommended that the salary be set at the 75th percentile of external data. Therefore, allocation of the proposed class to a salary of \$38.78404/hr. (flat rate) or \$80,981.08/yr. is appropriate.

RULE AMENDMENT(S):

None

ASSOCIATE IT ELECTRONICS COMMUNICATIONS TECHNICIAN

DEFINITION

Performs a variety of technical electronic communication and telecommunication equipment and systems support of gradually increasing scope and complexity with increasing requirements of initiative and independence of action.

TYPICAL DUTIES

Assists higher-level electronics communications technicians to diagnose and maintain electronic systems by performing the following tasks:

Replaces, assembles, installs, repairs, modifies, and/or maintains the functionality of a variety of systems including VoIP, traditional voice, and voicemail systems; digital and analog electronics communications and telecommunications systems; PBX; public address systems; community antenna television systems; CCTV, voice, video, and data systems; audio and LAN based radio receivers and transmitters; intrusion alarm systems, electronic test equipment, and associated components, and other low-voltage systems.

Assists in troubleshooting installation, repair, and maintenance of voice and data circuits to ensure cabling for electronics systems and infrastructure.

Assists in investigating and resolving reported electronic system issues.

Maintains records of work activities on electronics systems

Supports school administrators and office staff in the use and function of the electronics systems at District sites.

May assist in the preparation of written reports as needed.

Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate IT Electronics Communications Technician receives on the job training and applies basic knowledge and skills to assist electronics communications staff with various tasks related to electronics communication and telecommunication equipment and systems.

An IT Electronics Communications Technician replaces, assembles, installs, repairs, and/or maintains a wide variety of digital and analog electronics communication and telecommunication equipment and systems.

A Senior IT Electronics Communications Technician provides work direction regarding day-to-day activities of technicians and contractors and prepares plans and specifications for new installations and alterations.

SUPERVISION

Immediate supervision is received from an IT Electronics Communications Supervisor. Immediate work direction may be received on assigned tasks from an IT Electronics Communications Technician or a Senior IT Electronics Communications Technician. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic communications systems or other related systems.
- Basic construction, repair, and maintenance of electronic systems.
- Basic electronic theory, including voice, video, and data systems
- Troubleshooting techniques applied to digital and analog systems

Ability to:

- Acquire technical knowledge from written materials and personal contacts
- Operate computers, including proficiency in using Microsoft Word, Excel, and Access
- Safety and effectively use small power and common hand tools
- Recognize conditions that are safety hazards or require the attention of skilled craft personnel
- Recognize, analyze, and deal effectively with problems and issues
- Follow oral and written instructions
- Effectively communicate orally and in writing
- Work effectively with others
- Work well under pressure

Special Physical Requirement:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, and pull tools and materials safely
- Safely lift and carry tools and materials weighing up to 60 pounds
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Normal color vision to distinguish color keys, conductor color codes, and video images
- Normal hearing to diagnose, adjust, and repair sound reproduction equipment
- Normal visual acuity to adjust television and camera systems
- Normal sense of smell to detect burning equipment or electronic systems

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Six months of experience in the installation, repair, and/or maintenance of electronic, low - voltage, or telecommunications related systems. Experience involving maintenance and/or repair of communication systems or other related systems is preferable.

The following may substitute for the required experience: Completion of one post-high school

IT education course in information technology, electronics, telecommunications, low voltage systems, or equivalent.

Special:

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

1. Employment is 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 and lead.
2. Employees in this class may be required to work nights and weekends in emergencies.

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
08-02-24
LKD/CC

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: DAVID GRECO, PERSONNEL DIRECTOR

Date: August 2, 2024

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE FOURTH
QUARTER OF 2023-2024 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
TOPICS			NUMBER OF
New Hire & Rehire Actions (not from Reemployment Lists)			1,489
Rehire Actions (from Reemployment Lists)			3
Promotion Actions			329
Leave Actions			1,602
Substitute Calls - Filled			39,058 (65%)
Substitute Calls - Unfilled			21,220 (35%)
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
Class & Comp Studies Conducted	Establishments	8	18
	Abolishments	9	
	Salary Reallocations	1	
Reclassification Studies	No Changes	5	40
	Reclassifications	35	
CD Revisions			10
Position Review and Actions/Non-Routines			680
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced			128
Number of Eligibles on Eligibility Lists			2,515
Number of Applications Received			13,839
Number of Candidates Tested			7,494

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	84
Number of Training Participants	2,566
Number of Tuition Reimbursement Requests	96
Number of Online Training Modules Completed	8,739