

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

Council Meeting

TUESDAY, AUGUST 8, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, AUGUST 17, 2023
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of July 6, 2023.
3. Receipt of minutes of the meetings of February 16, 2023 and July 20, 2023.
4. Receipt and Approval of the Personnel Commission Annual Report 2022-23.

CONSENT ITEMS

5. 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 July 12, 2023. (RDA 1799, 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 19, 2023. (RDA 1800, 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 July 26, 2023. (RDA 1801, Instructional Assistance Series)
 - d. Position at Garfield High School, Region East, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective August 14, 2023. (RDA 3090, Clerical Series)
 - e. Position at Virtual Academy Computer Science, Region South, from Senior Office Technician (\$19.33220-\$23.82866/hr.) to Office Technician (\$16.56113-\$22.59130/hr.), effective August 14, 2023. (RDA 3091, Clerical Series)

6. Approval of Revised Class Descriptions recommended, effective August 17, 2023: **APPROVED**

Assistant Industrial Hygienist
Athletic Trainer
Environmental Assessment Coordinator
Environmental Health Specialist
Industrial Hygienist
Supervising Staff Development Coordinator (LA's BEST)

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Developer (\$9,209.56-\$11,429.13/mo.) Class Description dated August 5, 2021.	
Assistant Industrial Hygienist (\$34.92175-\$43.27855/hr.) Athletic Trainer (\$35.85268-\$44.37424/hr.) Environmental Assessment Coordinator (\$40.43720-\$50.12868/hr.) Environmental Health Specialist (\$30.74769-\$38.05011/hr.) Industrial Hygienist (\$40.43720-\$50.12868/hr.)	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

Class Descriptions dated August 17, 2023.

Supervising Staff Development Coordinator (LA's BEST) (\$46.84848-\$58.03922/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 August 17, 2023.	

8. It is recommended that the following reclassification action be ratified: **APPROVED**

Case 12485

9. a. Title Change for the Class of Environmental Compliance Technician. (Case 12441) **APPROVED**

b. Approval of Class Description recommended, effective August 17, 2023: **APPROVED**

Environmental Health & Safety Technician

9. Case 12441 – Continued

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

<u>Class Title</u>	<u>Recommendation</u>
Environmental Health & Safety Technician (\$21.44973-\$26.47777/hr.)	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

10. a. Establishment of the Class of Operations Support Coordinator. (Case 12490) **APPROVED**

- b. Approval of Class Description recommended, effective August 17, 2023: **APPROVED**

Operations Support Coordinator

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

<u>Class Title</u>	<u>Recommendation</u>
Operations Support Coordinator (\$9,894.83-\$12,339.13/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.

11. Public Comment

- a. Public employee discipline
- b. Examination Appeals

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

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

- Employee Discipline/Dismissal/Release
- Exam Appeals

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

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

Campus Aide (J.C., Case 0886)
Food Service Manager II (V.F., Case 0768)
Special Education Assistant (E.G., Case 0248 and V.G., Case 0249)

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

Campus Aide (L.C., Case 0204)
Special Education Assistant (L.R., Case 1245)
Special Education Trainee (E.G., Case 0073)

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

Human Resources Specialist I (K.R., Case 0240)
Senior Director of System Data Analytics (S.S., Case 0241)

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.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Codes Unit

INDUSTRIAL HYGIENIST	1782	S
ASSISTANT INDUSTRIAL HYGIENIST	4423	D

DEFINITION

An Assistant Industrial Hygienist conducts field investigations of environmental conditions affecting the health and safety of students and employees; ~~and analyzes results to provide advice on corrective measures;~~ ~~An Assistant Industrial Hygienist also~~ and performs basic program management under the direction of a supervisory employee. An Industrial Hygienist is certified to performs the more complex work related to environmental health surveys; industrial hygiene program development and implementation; and plans and supervises the work of assigned employees while ensuring accurate and ethical practices.

TYPICAL DUTIES

Designs, conducts, and reports on industrial hygiene surveys of ~~District facilities~~, and studies environmental health conditions to determine if employees, students, or the community may be exposed to unhealthful conditions.

Develops programs and investigates complaints related to environmental problems such as heat stress, noise, vibration, fumes, toxic chemicals, lighting, ventilation, asbestos, lead, and related occupational safety issues.

Prepares technical reports, including data interpretation, and recommends corrective measures to improve environmental conditions.

Develops and evaluates the effectiveness of special sampling techniques and laboratory analysis procedures for the sampling and testing of unusual health and safety conditions.

Reviews chemical, equipment and product specifications to determine potential exposure to physical or chemical stressors and makes appropriate recommendations.

Reviews applicable technical texts, journals, and State, Federal, and local regulations governing environmental health, and determines applicability and potential liability to the District.

Trains employees in the collection of air, water, and other environmental samples, and special sampling techniques.

Trains affected District staff on applicable health and safety issues.

Plans and coordinates projects, programs, and special daily assignments and activities of Environmental Health Specialists in the Safety and Industrial Hygiene Unit.

Participates in the development of systems to identify, document, and correct industrial hygiene and occupational health hazards.

Performs related duties as assigned.

An Industrial Hygienist also:

Plans, coordinates, and supervises the activities and assignments of employees who investigate occupational and environmental health conditions and collect air, water, and other environmental samples; and directly supervises the District's chemical safety programs and projects.

Develops, supervises, and provides ethical leadership in industrial hygiene and environmental health surveys and conducts the more complex and difficult surveys.

Develops or reviews complex environmental health and safety reports and serves as an approving signatory of these documents.

Acts as a liaison between the District and other governmental agencies, such as the South Coast Air Quality Management District, Cal/OSHA and the Environmental Protection Agency.

Trains supervisors and employees in the appropriate protective methods against toxic and hazardous substances.

Provide technical expertise and leadership for the District's industrial hygiene projects, programs, and tasks.
May represent the District at hearings or meetings pertaining to industrial hygiene, occupational health, and the working environment.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Industrial Hygienist plans, conducts, and supervises environmental health investigations and surveys involving occupational and environmental health; makes recommendations for improvement of conditions; functions as the subject matter expert in the collection of air, water, or other environmental samples as assigned; and may supervise chemical safety projects and programs.

An Assistant Industrial Hygienist assists with planning; conducts monitoring and investigations of environmental conditions that may affect the health of students and employees; advises on corrective measures; and performs program management under the direction of a supervisory employee.

SUPERVISION

An Industrial Hygienist receives general supervision from the Environmental Health Manager, Safety and Industrial Hygiene or Deputy Environmental Health and Safety Director. General supervision is exercised over ~~Environmental Health Specialists and Assistant Industrial Hygienists~~ and other environmental health personnel.

An Assistant Industrial Hygienist receives general supervision from an Industrial Hygienist or other supervisory employee. Work direction is exercised over other environmental health personnel.

CLASS QUALIFICATIONS

Knowledge of:

State, federal, and local regulations pertaining to environmental and occupational health and safety
Government organizations in relation to occupational and environmental health
Engineering principles relating to controls of health and safety hazards
Industrial hygiene sampling/monitoring equipment
Methods of recognition, evaluation, and control of environmental and occupational hazards
Toxicity of chemicals and their effects on humans

Ability to:

Apply scientifically sound methods in sample collection and analysis
Prepare reports and recommendations in a timely manner
Communicate effectively orally and in writing in a timely manner
Supervise and train employees
Respond quickly and appropriately in emergency situations
Deduce relationships between medical and environmental conditions
Work effectively with District employees and personnel from other agencies
Develop and implement EPA and Cal/OSHA required industrial hygiene programs and projects
Act as liaison with regulatory agency personnel

Special Physical Requirements:

Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry weights up to 50 pounds

Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment and in confined spaces
Ability to work safely in confined spaces
Ability to do physical work under conditions involving temperature extremes
Vision sufficient to perform site surveys and assessments
Normal color-vision to distinguish colors on maps
Normal sense of smell to detect substances such as petroleum

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in public health, industrial hygiene, occupational or environmental health and safety, or a closely related field.

Experience:

* years of experience identifying, evaluating, and controlling health hazards in work places, or developing, evaluating, and implementing occupational or environmental health standards.

*Assistant Industrial Hygienist- Three years

*Industrial Hygienist - Five years

A Master's degree in the above fields of emphasis may be substituted for up to one year of the required experience. ~~Current certification as a Certified Industrial Hygienist may be substituted for two years of experience.~~

Special:

Certification as a Certified Industrial Hygienist (C.I.H.) is required for Industrial Hygienist.

~~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

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 including, but not limited to, asbestos or lead.
3. Employees in the class of Assistant Industrial Hygienist or Industrial Hygienist are subject to call at any hour.
4. The Certified Industrial Hygienist (C.I.H) certification must be kept valid during the term of employment for Industrial Hygienist.
4. ~~Certification as Certified Industrial Hygienist (C.I.H.) and/or Certified Safety Professional (C.S.P) is preferable.~~

~~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
08-17-23
BM

District Notification: 05/03/23
Union Notification: 07/20/23

ATHLETIC TRAINER

DEFINITION

An Athletic Trainer works with the Athletics Director in the development and implementation of programs for the prevention, recognition, evaluation, care, and rehabilitation of student athletic injuries.

TYPICAL DUTIES

Advises students and coaches on flexibility, strengthening, lifestyle wellness, and conditioning programs to help prevent injuries and optimize performance.

Conducts systematic evidence-based assessments to evaluate athletic injuries and plan of care, provides immediate care for athletic injuries, and refers athletes to appropriate medical facilities when necessary.

Communicates with coaches, parents, and physicians regarding student athletic injuries, treatment, and rehabilitation, and assists in determining if rehabilitated students are ready to return to athletic activities by informing the coach through written or oral communication.

Provides athletic training coverage during school varsity and non-varsity sports practice and home contests, based on the risk of injury of the sport.

Develops and implements concussion-management and return-to-play plans based on knowledge of best practices.

Rehabilitates and reconditions athletic injuries, illnesses, and general medical conditions in order to achieve optimal activity level through the application of therapeutic exercise, modality devices, and manual techniques, under the direction of a referring physician.

Assists students with the prevention of athletic injuries through the application of protective tapings, wraps, and braces.

Maintains accurate medical records on all student injuries and treatments administered, as well as physician referrals and rehabilitation procedures.

Develops comprehensive emergency action plans for each on-campus athletic venue or facility.

Oversees and maintains an orderly, sanitary, and safe high school athletic training facility.

Recommends and orders program athletic training supplies and equipment, and also inventories.

Conducts sports medicine workshops for District coaches covering topics such as: injury prevention, recognition, treatment, and rehabilitation, basic first aid and CPR, blood borne pathogens, District sports medicine protocols, and other health-related topics.

May provide enrichment activities for an athletic training student aide program in accordance with the schools clubs and activities guidelines.

May promote athletic training programs within the school district and the medical community through newsletters, brochures, media, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Athletic Trainer works with a certificated Athletics Director and/or a consulting physician in sports medicine in the physical conditioning and instruction of student athletes by providing assistance in the prevention, recognition, evaluation, care, and rehabilitation of athletic injuries.

An Athletic Trainer serves as a liaison between physicians, coaches, athletes, and parents.

An Athletics Assistant assists a coach in a seasonal sport's activity in the conditioning of athletes and coaching in the sport's fundamentals. An Athletics Assistant usually is employed less than 80 hours a pay period and may not be employed more than 799 hours a year.

SUPERVISION

General supervision is received from the school site principal. Technical supervision is received from the Athletics Director, or a medical expert or consulting physician in sports medicine. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic principles of athletic training, kinesiology, physiology, nutrition, and diet
- Standard of care delivery policies and regulations consistent with the National Athletic Trainers' Association
- Preventive safety rules and applicable techniques
- Safety standards for the use of athletic equipment
- Training and physical development activities of the sport for which employed
- Standard first-aid techniques
- Symptoms and treatment of athletic injuries
- Blood Borne Pathogens Exposure Control Plan training and regulations
- Techniques and devices utilized to achieve optimal activity level
- Healthy lifestyle wellness

Ability to:

- Communicate effectively both orally and in writing
- Provide emergency care as needed
- Establish and maintain open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation
- Establish and maintain professional working relationships with the designated team physician, Medical Director, School Athletic Director, Coaches, and other designated school staff
- Advise student athletes on health-related issues, including nutrition and substance abuse
- Understand and follow directions
- Use good judgment in problem situations
- Recognize growth and development problems of individual students
- Speak clearly and loudly enough to be heard by groups and at a distance
- Work cooperatively with others and work within the scope of authority

Special Physical Requirements:

Ability to stand, sit, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely shift up to 50 pounds when needed.

ENTRANCE QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university in athletic training, health, physical education, kinesiology, or a related field.

Experience:

One year of experience in athletic training, physical therapy, or a related field.

Special:

A valid certification as a Certified Athletic Trainer from the National Athletic Trainers' Association, Board of Certification (NATA BOC).

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

- ~~1. A valid certification as a Certified Athletic Trainer from the National Athletic Trainers' Association Board of Certification (NATA BOC) is highly preferable.~~
- ~~2. A First Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.~~
- ~~3. A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and kept valid during the term of employment.~~

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 the position at any time, as long as such addition is reasonably related to existing duties.

Revised
08-17-2023
MJM

Union Notification Date: 07/31/2023
District Notification Date: 07/26/2023

ENVIRONMENTAL ASSESSMENT COORDINATOR

DEFINITION

Conducts investigations of existing school properties, proposed construction near and at school sites, and of District acquisitions for schools to assess environmental impact and the feasibility of remediation and/or mitigation of hazardous substances as defined by state and federal environmental regulations and determines actions to be taken in accordance with federal, State, and District standards.

TYPICAL DUTIES

Manages environmental project activities related to site investigations of existing District properties and new acquisitions by:

- Performing preliminary environmental site assessments, supplemental site investigation, recommending remedial action work plans, and preparing removal action completion reports
- Reviewing historical records and maps
- Establishing priorities
- Preparing scope of work proposals
- Selecting consultants and monitoring their field work, assuring that proper protocols are followed
- Reviewing progress reports
- Monitoring project budgets and approving invoices
- Performing liaison activities with involved District branches and with State and local regulatory agencies.

Analyzes documents related to non-District project development near school sites to assess environmental impact on school populations and prepares responses stating the mitigation and/or remediation required.

Confers with representatives of federal, State, city, and county regulatory agencies and third-party project proponents to identify and negotiate plans for remediation of environmental hazards near District sites.

Prepares environmental impact documents related to District construction projects for review by the appropriate agencies and the community as required by federal, State, and District policies and procedures.

Performs liaison activities for the management or disposal of hazardous waste materials and underground storage tanks and for the analyses required to remediate the surrounding soil.

Reviews proposed legislation to determine its impact on District policies and procedures and to make appropriate recommendations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Assessment Coordinator analyzes complex documents promulgated under State and federal law, manages and participates in the evaluation of District acquisitions and third-party construction to assess the environmental impact, and determines the actions required for remediation and/or mitigation of environmental hazards.

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

The Site Assessment Program Administrator manages and oversees site assessment and CEQA activities to ensure evaluation of District acquisitions, existing facilities, and assessment of environmental impacts.

SUPERVISION

General supervision is received from the Site Assessment Program Administrator or from an Environmental Health Manager. General supervision is exercised over Environmental Health Specialists, and other technical and clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Principles of safety engineering and hazardous materials control
Requirements of the National Environmental Policy Act, the California Environmental Quality Act, and the federal and State Environmental Protection Agency policies and procedures
Regulations promulgated by local agencies, such as the Regional Water Quality Control Board, Department of Public Works, South Coast Air Management District, and local fire departments
Phase I, Phase II, and Phase III site assessment processes and requirements
Methods and technologies for testing and remediation of air, surface, and sub-surface contamination
Legal requirements and current practices and options for containment and/or removal of hazardous waste materials and underground storage tanks
Methods of developing and preparing job specifications and scope of work proposals
Methods of measuring air quality and the impact of various types of noise producing machinery
Microsoft Windows operating systems and Office Suite programs

Ability to:

Analyze environmental documents to evaluate whether appropriate remediation is being taken
Evaluate consultant qualifications and proposals for performing Phase I, II, and III assessments
Establish project priorities and monitor work progress
Write clear, concise proposals, instructions, and reports
Communicate effectively with District personnel, contractors and consultants, members of the community, officials in the public and private sectors, and representatives of regulatory agencies
Determine cost effectiveness of remediation and/or mitigation proposals
Supervise effectively
Operate a computer and associated peripheral equipment

Special Physical Requirements:

Safely lift and carry weights up to ~~25~~ 50 pounds
Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push and pull
Agility to maneuver in confining spaces
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment

Ability to do physical work under conditions involving temperature extremes
Vision sufficient to perform site surveys and assessments

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, ~~preferably with a major in environmental engineering, environmental science, engineering environmental health, geology, or a closely related field.~~ Experience in addition to that listed below may be substituted for up to two years of the required education on a year-for-year basis provide that the requirement for a high school diploma or equivalent is met. Professional Engineering Geologists Certificate with the State of California is preferable.

Experience:

Two years of experience in environmental site assessment, and remediation and/or mitigation of hazardous substances and air and noise pollution ~~OR three years of experience in the development and the implementation or coordination of accident prevention, environmental health, air quality management, or hazardous materials control programs.~~ Completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate I Program is preferable.

Special:

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

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

Prior to the end of probation, certification by the federal Environmental Protection Agency of 40 hours of Hazardous Waste Operations and Emergency Response training (subsidized by the District) is required.

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
08-17-23
BM

District Notification: 06/01/23
Union Notification: 07/18/23

ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION

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

TYPICAL DUTIES

Participates in the activities of various environmental health programs by performing a combination of the following duties:

- Performing field work (e.g., site inspections, audits, and investigations) related to occupational safety and health, environmental assessment, or compliance.
- Performing field tests using direct read instruments (e.g. multi-gas meters and noise dosimeters) to determine the presence of harmful materials.
- Responding to emergency calls related to chemical spills, fires, or other hazardous materials/conditions and takes appropriate action as needed and/or directed.
- Conducting employee exposure monitoring of designated staff, using appropriate sampling methodologies.
- Calibrating, operating, and maintaining integrated sampling equipment, and direct-reading instruments.
- Providing technical information related to environmental health and safety issues to employees, students, and the public.
- Writing technical and narrative reports and documents.
- Reviewing reference materials to ensure compliance.
- Making recommendations on method standards and specifications.

May assist in required training of District staff to meet regulatory agency requirements.

May participate in construction job start meetings.

May perform work such as lab packing, consolidating, transporting, and recycling or disposing of hazardous materials/waste.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

An Environmental ~~Compliance~~ Health & Safety Technician performs duties as assigned by their supervisor such as consolidating hazardous materials/wastes ~~or collecting recyclables~~; and assists with fieldwork including site investigations and report generation.

SUPERVISION

~~An Environmental Health Specialist receives~~ General supervision is received from a supervisory or management employee such as an Environmental Health Manager, Environmental Health Supervisor, or Industrial Hygienist. May exercise work direction over Environmental Health & Safety Technicians.

CLASS QUALIFICATIONS

Knowledge of:

- Scientific principles of sample collection and data analysis/interpretation for various media (e.g., air, water, and soil)
- Integrated sampling equipment and direct-reading instruments
- Microsoft Windows operating systems and Office Suite programs
- Environmental health and safety regulations of various federal, State, and local agencies (e.g., Environmental Protection Agency (EPA), California Environmental Protection Agency (Cal/EPA), Occupational Safety and Health Administration (OSHA), California Occupational Safety and Health (Cal/OSHA), and South Coast Air Quality Management District (SCAQMD))
- Methods and procedures used in surveying unhealthful and hazardous conditions
- Hazardous materials/waste handling, storage, labeling, and disposal requirements of various federal, State, and local agencies

Ability to:

- Assemble, calibrate, and utilize integrated sampling equipment, and direct-reading instruments
- Evaluate and analyze survey findings and test results
- Prepare clear and concise reports/documents
- Communicate both orally and in writing in a manner appropriate for the circumstances and audience addressed
- Perform repetitive, routine work
- Work independently
- Think critically and use good judgment in recognizing when to take action or to defer to others as appropriate
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

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

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree ~~preferably~~ in environmental and occupational health, industrial hygiene, occupational health and safety, environmental engineering, or a closely related field.

~~Any qualifying experience performing environmental health and safety investigations 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.~~

Special:

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

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

SPECIAL NOTES

Requires wearing a negative pressure respirator
Employment is subject to medical clearance.

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

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

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

Revised
08-17-23
BM

District Notification: 04/12/23
Union Notification: 07/20/23

SUPERVISING STAFF DEVELOPMENT COORDINATOR (LA's BEST)

DEFINITION

Plans, directs, administers, coordinates, supervises, and evaluates a staff development and comprehensive technical assistance program for LA's BEST, an out-of-school enrichment program.

TYPICAL DUTIES

Develops and manages an LA's BEST training program that supports continuous staff development, training modules, and one-on-one coaching, and mentoring services.

Ensures staff development opportunities for LA's BEST staff are accessible and relevant to program services and makes recommendations on the need to revise or expand on training topics.

Conducts on-going staff development needs assessment and ensures that all staff development opportunities are based on the mission and values of the LA's BEST Program, in areas such as youth development program structure and ~~curricula content~~, staff development, and student engagement.

Assesses projects, programs, or ~~curricula~~ career pathways, or training materials submitted by consultants to determine their suitability for out-of-school enrichment and may modify them in cooperation with submitter for use by LA's BEST.

Develops and coordinates the dissemination of staff instruction manuals, bulletins, brochures, and announcements to publicize staff development trainings and other staff learning opportunities.

Develops and recommends custom training components to address issues pertaining to employee and student conduct, productivity, safety, communication, and customer service to students and other key stakeholders.

Establishes criteria for continuous ~~evaluation and~~ feedback on the short and long-term effectiveness of staff development trainings and staff resources.

Represents LA's BEST in meetings with the administration, other public organizations, and individual employees regarding out-of-school enrichment, staff development trainings, workforce development, teacher pathways, and related issues.

Advises and consults with District personnel and community-based organizations regarding specialized training needs and formulation of training curriculum and implementation strategies.

Researches, studies, and assesses "~~state-of-the-art~~" best practices, training methods, interventions, and workforce ~~organizational~~ development strategies for implementation at LA's BEST.

Contacts instructors, participants, and site administrators to schedule and make necessary arrangements for training activities and serves as liaison between the sites and the instructors.

Identifies and selects training consultants to conduct selected training sessions.

Supervises, coordinates, and evaluates the activities of staff engaged in:

Staff training, coaching, consulting, mentoring, and assessments related to this work.

Managing the development of the LA's BEST Learning Management System (LMS) and ensures that all software and content is current and easily accessible by staff.

Preparing and presenting summary reports of staff development activities and outcomes.

Contacting instructors, participants, and site administrators to schedule and make necessary arrangements for training activities and serving as liaison between the sites and the instructors.

Maintaining training records, ~~and~~ monitoring Out-of-School Program Helpers, and working in collaboration with Out-of-School Regional Directors to understand the need at the site level. ~~training program activities.~~

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Staff Development Coordinator (LA's BEST) plans, administers, and coordinates program-wide, complex training activities related to a staff development program for LA's BEST staff and directs and supervises the activities of Regional Directors, Out-of-School Program staff Supervisors, ~~Out-of-School Program Workers~~, ~~Out-of-School Program Helper~~, and clerical staff.

~~A Regional Director~~, An Out-of-School Regional Director supervises, plans, coordinates, ~~plans, develops~~, and implements community out-of-school program activities and programs for elementary, middle, and high school students; serves as a resource person to various Community Based Organizations and District personnel; and plans, develops, and coordinates a regional and/or city-wide sports or recreation, enrichment, or training program.

An Out-of-School Program Supervisor directs the enrichment and/or recreation activities at an out-of-school program school site.

SUPERVISION

General supervision is received from the Director of LA's BEST. General supervision is exercised over lower-level supervisory and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Source materials and current trends in out-of-school enrichment, education, and recreation programs and staff and youth development
- National, State, and local educational and enrichment standards
- Concepts relating to adult learning and youth development theory and practice
- Principles of instructional design
- Methods of conducting job and training needs analyses
- Principles of program evaluation
- Training aids, such as audio-visual and various multiple media equipment
- Principles of effective supervision, such as motivating, disciplining, developing, and evaluating staff
- Microsoft Office Suite
- Methods of data collection and analysis

Ability to:

- Analyze and organize critical staff development issues and problems, determine the appropriate training interventions or other programs, and implement appropriate responses
- Develop training curriculum and format
- Communicate effectively both orally and in writing
- Operate a computer and related peripheral equipment
- Conduct meetings and presentations
- Prepare manuals, brochures, flyers, and announcements
- Summarize information clearly, concisely, and accurately
- Provide effective solutions to problems related to the delivery of training programs and services
- Provide work direction and leadership on day-to-day work activities and projects

Establish performance criteria and evaluate subordinate performance

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in teaching/training methods, staff development, youth development, or child development. Additional qualifying experience may substitute for the required education on a year for year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Two years of experience developing and implementing out-of-school enrichment activities and/or educational activities, including responsibility for staff development and training.

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 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
08-17-2023
JPK

District Notification Date: 07-05-2023
Union Notification Date: 07-10-2023

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:

Location (Cost Center)	Curent ADMS	From	To	Position (Basis)
Broadus EI (1382901)	711	Food Services Manager III (cc4293)	Food Service Manager I (cc4291)	30070480 (C)
Gil Garcetti EI (1679501)	810	Food Service Manager II (cc4292)	Food Service Manager I (cc4291)	30070859 (C)
Lincoln SH (1872901)	906	Food Service Manager VI (cc4294)	Food Service Manager V (cc4297)	30077974 (C)
Shenandoah EI (1667101)	525	Food Service Manager II (cc4292)	Food Service Manager I (cc4291)	30071394 (C)
Roscoe EI (1635601)	847	Food Service Manager II (cc4292)	Food Service Manager I (cc4291)	30071375 (C)
Webster MS (1848101)	457	Food Service Manager I (cc4291)	Food Service Manager IV (cc4296)	30074419 (C)

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 Incumbents: The subject positions are vacant.

Effective Date: July 28, 2023

RGK/SD

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: **TITLE CHANGE FOR CLASS**

RECOMMENDATIONS:

It is recommended that, effective August 17, 2023, the following class, positions, and all employment lists be reclassified, for the purpose of title change only:

From <u>Current Title</u>	To <u>Proposed Title</u>
Environmental Compliance Technician (3007)	Environmental Health & Safety Technician (3007)

BASES OF RECOMMENDATION:

The proposed change in the class title will better reflect the concept of the job function. The class description with moderate changes is submitted for approval in conjunction with this report.

Status of Incumbent(s): There are currently no positions.

RGK/BM

ENVIRONMENTAL COMPLIANCE HEALTH & SAFETY TECHNICIAN

DEFINITION

Performs a variety of technical work to support environmental health and safety programs, such as collecting and consolidating hazardous materials/wastes that are potentially dangerous or harmful to human health or the environment; and performing or assisting others with basic site inspections and investigations. ~~or collecting recyclables.~~

TYPICAL DUTIES

Collects, consolidates, and transports hazardous materials/wastes.
Ensures that weekly inspections of Schools Hazardous Waste Collection, Consolidation, and Accumulation Facility (SHWCCAF) are documented for compliance with hazardous waste and hazardous materials regulations.
Coordinates with hazardous waste transporters for hazardous waste shipment from SHWCCAF, school sites and proposed school sites including weighing container, ensuring correct labeling, and reviewing and signing manifests and land disposal restriction forms.
Takes sampling of waste materials to determine whether they are hazardous.
Ensure SHWCCAF meet requirements of Permit by Rule.
Prepares, modifies, and updates simple reports.
May assist with and perform basic field work (e.g., site inspections, audits, and investigations) related to occupational health and safety, environmental assessment, or compliance.
May assist with and perform basic field tests using direct reading instruments (e.g., multi-gas meters and noise dosimeters) to determine the presence of harmful materials.
May assist with and respond to basic emergency calls related to chemical spills, fires, or other hazardous materials/conditions and takes appropriate action as directed.
~~Collects recyclables.~~
~~Operates computer software including word processing and spreadsheets (e.g., Word and Excel) — and direct read instrumentation (e.g., multi-gas meters and noise dosimeters).~~
~~Assists higher level staff in an area of assignment.~~
~~Independently performs limited assignments.~~
~~Performs field work (e.g., site audits and windshield surveys) related to environmental assessments.~~
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental ~~Compliance~~ Health & Safety Technician performs duties as assigned by their supervisor such as consolidating hazardous materials/wastes ~~or collecting recyclables;~~ and assists with field work including site investigations and report generation.

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

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

~~An Environmental Compliance Coordinator independently plans and carries out one or more environmental programs or projects, and interprets District policies in terms of established objectives.~~

SUPERVISION

General supervision is received from an Environmental Health Supervisor or Environmental Health Manager. Compliance Program Administrator. Work direction is received from an Environmental Safety Officer or Environmental Health Specialist. ~~No supervision is exercised.~~

CLASS QUALIFICATIONS

Knowledge of:

Hazardous waste and materials handling

~~Word processing, spreadsheet, and direct read instrument software~~

Environmental health and safety regulations (e.g., Environmental Protection Agency (EPA), California Environmental Protection Agency (Cal/EPA), Occupational Safety and Health Administration (OSHA), California Occupational Safety and Health (Cal/OSHA), and South Coast Air Quality Management District (SCAQMD).

Scientific principles of sample collection and data analysis/interpretation for various media (e.g., air, water, and soil)

Integrated sampling equipment and direct-reading instruments

Microsoft Word, Excel, and direct-read instrument software

Ability to:

Apply established policies, rules, regulations, and procedures relevant to environmental health and safety activities.

Perform repetitive, routine work

~~Perform work while wearing personal protective equipment, such as respirations respirators and protective clothing~~

Think critically and use good judgment in recognizing when to take action or to defer to others as appropriate

Assemble, calibrate, and utilize integrated sampling equipment, and direct-reading instruments

Operate a computer and associated peripheral equipment

Special Physical Requirements:

Perform work while wearing personal protective equipment, such as respirators and protective clothing

Normal color vision

Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull and

Ssafely lift and carry items weighing up to 50 pounds

Ability to maneuver in narrow spaces (e.g., attics and crawl spaces)

Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and 12 semester or 18 quarter units of college coursework in basic sciences such as biology, chemistry, physiology or a closely related field. Course work in Environmental Health, Occupational Health, or Hazardous Waste Management is desirable-preferable. An additional year of qualifying experience may be substituted for the required college coursework provided that the requirement of a high school diploma or equivalent is met.

Experience:

One year of experience in collecting, consolidating, ~~or~~ and transporting hazardous materials/wastes and recyclables. Experience in performing environmental health and safety monitoring and sampling air monitoring and collecting samples is preferable. Graduation from a recognized college or university with a bachelor's degree in environmental and occupational health, industrial hygiene, occupational health and safety, environmental engineering, or a closely related field may substitute for the required experience.

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

~~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 or lead.~~

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

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

Employees in this class may be subject to call at any hour.

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

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
08-17-23
BM

District Notification: 07/03/23
Union Notification: 07/20/23

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

CASE No. 12490

RECOMMENDATION(s):

CLASS TITLE:

Operations Support Coordinator

EFFECTIVE DATE:

August 17, 2023

GROUP, SERIES:

Executive/Administrative Group, Business
Administrative Series

MONTHLY SALARY RANGE:

\$9,894.83 \$10,442.79 \$11,036.66 \$11,681.84 \$12,339.13

SALARY SETTING BASIS:

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

BACKGROUND:

The Division of School Operations (DSO) requests the establishment of the Operations Support Coordinator classification to support the planning and coordination of District programs and to ensure their alignment with the goals of the District's Strategic Plan and Every School Safe (ESS) Blueprint.

BASES OF RECOMMENDATION:

The incumbent in the proposed Operations Support Coordinator classification will be responsible for collaborating with multiple division leaders to ensure coherence and alignment of District programs with the District's Strategic Plan and Every School Safe (ESS) Blueprint. Duties include reviewing and updating policies and procedures that impact District programs and providing guidance to senior leadership regarding changes; prioritizing resources and recommending solutions and action plans to address concerns; producing reports using financial, operational, and instructional data from multiple sources; and providing ongoing recommendations to senior leadership on alignment of goals, metrics, and progress monitoring.

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

The proposed salary is based on internal alignment considerations. An external survey of public sector agencies did not yield sufficient comparable classifications. The proposed salary aligns with similar District classifications that support and advise senior leadership in the planning and implementation of division action plans, programs, and initiatives. Therefore, allocation of the proposed class to a salary range of \$9,894.83/mo. - \$12,339.13/mo. (\$118,737.96/yr. - \$148,069.56/yr.) is appropriate.

RULE AMENDMENT(s):

Final approval be given to the amendment of Rule 596, Overtime to include the class of Operations Support Coordinator.

OPERATIONS SUPPORT COORDINATOR

DEFINITION

Coordinates, plans, and analyzes activities and projects of the Division of School Operations.

TYPICAL DUTIES

Coordinates and works in collaboration with multiple division leaders on current and upcoming District programs to ensure coherence and alignment toward the intended goals and outcomes of the District's Strategic Plan and Every School Safe (ESS) Blueprint.

Reviews, evaluates, and updates policies, processes, and procedures that impact various District programs and systems and provides guidance to senior leadership regarding recommended changes.

Reviews, interprets, and analyzes data sets, reports, budgets, and programs to prioritize resources and recommends solutions and action plans to address concerns, streamline reporting policies and practices, and align goals and metrics to the District's Strategic Plan and ESS Blueprint.

Coordinates, monitors, and produces reports using various financial, operational, and instructional data from multiple sources.

Disseminates data, reports, and policies to senior leadership to ensure student safety and support data-driven decision making.

Provides responses to Public Records Act data requests and supporting narratives, as needed.

Acts as a liaison between executive management, regions, and various offices to develop or enhance reporting methods leveraging data.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Operations Support Coordinator supports the Division of School Operations by analyzing various programs, policies, procedures, and resources to ensure alignment with the District's Strategic Plan and ESS Blueprint.

SUPERVISION

General supervision is received from the certificated Chief of School Operations, or designee. May supervise lower-level technical and clerical support staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of business and public administration, particularly as related to organization and management, planning, research and budget

Organization, staffing, functions, and goals of the District

Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures and policies that relate to the strategic plan or program

Concepts and business applications of data management systems and procedures

Research techniques, including business statistical analysis, data collection and management, and graphic presentation of data

Analytics and statistical models to identify trends, patterns, and relationships

Ability to:

- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Exercise independent judgment and initiative
- Effectively manage sensitive issues and find resolutions to complex problems
- Develop and interpret policies and procedures into practical applications

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Four years of experience facilitating collaboration with stakeholders in implementing operational or strategic plans including data analysis; policy analysis; and making recommendations to organization-wide programs, policies, or procedures. Experience in a K-12 school district is preferable. A master's degree in public or business administration, public policy, or closely related field may be substituted for up to two years of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

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
08-17-23
RGK/LKD