

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

*Council Meeting*

TUESDAY, AUGUST 12, 2025  
10:00 A.M., VIA ZOOM

*Personnel Commission Meeting*

THURSDAY, AUGUST 21, 2025  
3:00 P.M., BOARDROOM  
BEAUDRY BUILDING, 1<sup>ST</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of July 17, 2025.
3. Receipt of minutes of the meeting of August 6, 2025.
4. Public Comment

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

**CONSENT ITEMS (5-9)**

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 July 28, 2025. (RDA 1897, 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 August 4, 2025. (RDA 1898, Instructional Assistance Series)
  - c. Position at Roy Romer Middle School, Region North, from Senior Office Technician (\$23.35477-\$32.63323/hr.) to Office Technician (\$22.52000-\$30.70002/hr.), effective July 30, 2025. (RDA 3117, Clerical Series)
6. Approval of Class Descriptions recommended, effective August 21, 2025: **APPROVED**

Senior Procurement Customer Service Supervisor

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Procurement Customer Service Supervisor (\$42.65806-\$52.14069/hr.)  Class Description dated August 21, 2025.	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.
Recruitment Coordinator (\$9,513.91-\$11,838.50/mo.)  Class Description dated April 17, 2025.	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.

8. a. Establishment of a New Classification and Reclassification of Two Positions in the Office of Labor Relations. (Case 12739) **APPROVED**
- b. Approval of Class Description recommended, effective August 21, 2025: **APPROVED**

Senior Labor Relations Administrator

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Labor Relations Administrator (\$13,717.90-\$17,089.36/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.

9. Receipt of Correspondence and Recommended Disposition. (See Addendum)
10. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:
- A. Examination Appeals
11. Reconvene Regular Session and report of actions taken in Closed Session.

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

Data Analyst (A.N., Case 0387)  
Data Analyst (K.R., Case 0388)  
Data Analyst (M.M., Case 0389)  
Project Engineer (H.V., Case 0390)  
Project Engineer (J.D., Case 0391)  
Sustainability Specialist (H.H., Case 0392)

*Please send an email to Ana Reyes ([ana.reyes@lausd.net](mailto:ana.reyes@lausd.net)) if you intend to address the Commissioners at this meeting including the item that you wish to discuss.*

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

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

## SENIOR PROCUREMENT CUSTOMER SERVICE SUPERVISOR

### DEFINITION

Supervises and coordinates staff and activities of the ~~Shopping Cart Support Center~~ Customer Service Support Center within the ~~Material Management~~ Procurement Services Division.

### TYPICAL DUTIES

Organizes, coordinates, and supervises the work of the multiple teams that typically perform the following duties:

- Monitoring distribution and warehouse inventory and analyzing stock replenishment needs.
- Receiving and inputting stock and non-stock orders into a ~~database~~ Ariba or other District order processing systems; and processing and modifying requisitions, purchase orders for goods, furniture, equipment, books, and general and professional services such as conference attendances and rental of facilities.
- Providing technical and customer service support to schools and offices by answering questions related to P-card purchases and reconciliations, procurement, warehousing and distribution, vendor payments, delivery shortages, contracts, facilities, requisition of goods and services, and processing of various types of orders.

Develops and participates in training courses on inventory management, procurement, contracts, warehouse and distribution related processing and procedures, and related ~~SAP~~ Ariba or other District order processing system functions.

Develops training materials such as user guides and standard operating procedures.

Assists with the annual budget development, maintains expenditure controls, and prepares budget adjustments for position control in the ~~Shopping Cart Support Center~~ Customer Service Support Center.

Directly assists ~~Educational Service Centers~~ District office or employees and school site administrators for high-level or sensitive non-routine order transactions.

Participates in ~~Material Management Branch~~ Procurement Services Division customer sponsored, and vendor related meetings and conferences to identify and provide solutions to customer relations-related issues.

Conducts customer satisfaction studies to determine efficiencies in delivery and other procurement-related issues.

Communicates with buying and warehouse staff, vendors, administrators, and employee groups regarding policies, procedures, and other business-related issues.

Researches and analyzes problems by contacting responsible staff or administrators, reviewing pertinent records and documents, and accessing District computer systems ~~such as HRS, PTRS, and IFS~~ to provide resolution as necessary.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~The A Senior Procurement Customer Service Supervisor supervises the activities of staff and coordinates functions relative to the Shopping Cart Support Center of the Material Management Branch~~ Customer Service Support Center of the Procurement Services Division.

~~The Deputy Director of Material Management and Purchasing assists in the planning, organizing, and~~

~~directing of materiel management and purchasing activities.~~

The Deputy Chief Procurement Officer assists in the planning and coordination of District-wide purchasing and contracting activities.

A Senior Inventory Control Analyst supervises staff in performing a variety of specialized duties related to distribution; warehouse inventory management; and specifications supervises a team responsible for distribution and warehouse inventory monitoring, specification updating, stock replenishment analysis, and training of subordinate staff.

## SUPERVISION

General supervision is received from the ~~Deputy Director of Materiel Management~~ Deputy Chief Procurement Officer or other administrator. General supervision is exercised over lower-level technical and support personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

General organization of the District  
Principles of supervision  
Best customer service practices and the measurement (metrics) of those practices  
Basic procurement procedures regarding purchase orders, contracts, vendor payments, delivery order issues, and delivery shortages and overages  
Procedures regarding warehousing, distribution, inventory management, barter exchanges, and surplus property (salvage)  
Budget preparation and financial control systems  
Problem investigation and resolution techniques  
Computer software applications such as Microsoft Office including Excel, Word, and PowerPoint  
District's legacy systems such as ~~Integrated Financial System (IFS), Payroll Time Reporting System (PTRS) and SAP~~ or other District order processing systems  
English grammar, spelling, punctuation, and usage  
Basic arithmetic and accounting  
~~Weights and measures~~  
Customer service and telephone etiquette

### Ability to:

Work independently, exercise initiative, apply sound judgment, and remain calm under stressful situations  
Assume leadership in crisis situations  
Train, evaluate, and supervise staff  
Function effectively in a fast-paced environment under the pressure of frequent changes and constant deadlines  
Understand, interpret, and apply laws, rules, regulations, and policies which pertain to procurement procedures and practices in the District  
Communicate clearly, tactfully, and effectively in imparting information and addressing customer service matters  
Compose clear and concise written correspondence including detailed information regarding technical matters  
Analyze data and draw logical conclusions  
Organize and maintain detailed records and files  
~~Operate a variety of office equipment~~ computer and associated peripheral equipment

### Special Physical Requirements:

~~Effective listening and speaking skills to accurately and effectively understand and address customer concerns~~

## ENTRANCE QUALIFICATIONS

### Education:

An associate's degree from a recognized college or university in business administration or a related field. Additional qualifying experience may substitute the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

Five years of experience performing customer service activities related to procurement, contracts, warehousing, distribution, or inventory management. Two years of the required experience must have been in a supervisory capacity or providing technical work direction over staff involved in the customer service activities in the aforementioned areas.

### 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, or the ability to utilize an alternative method of transportation.

~~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 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  
08-21-25  
SH

District Notification Date: 6-25-25  
Union Notification Date: 7-25-25

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **ESTABLISHMENT OF A NEW CLASSIFICATION AND RECLASSIFICATION OF TWO POSITIONS IN THE OFFICE OF LABOR RELATIONS.**

**RECOMMENDATIONS:**

It is recommended that, effective August 21, 2025:

- I. A. The following class be established in the Human Resources Series, Human Resources Management Group.

Senior Labor Relations Administrator

- B. The established class be allocated to the following salary range, and future salary movement be based on that of related classes in the Human Resources Series, Human Resources Management Group:

Monthly Rates

Proposed	\$13,717.90	\$14,492.61	\$15,318.05	\$16,175.43	\$17,089.36
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- C. Final approval is to be given to the amendment of Rule 596, Overtime to include the Senior Labor Relations Administrator in the list of classes exempt from the overtime payment provisions of the rule.

- II. The positions of Labor Relations Administrator (PCN 30383520) occupied by M. Le Duff Menefee (EN 699746) and (PCN 30481886) occupied by S. Wynn (EN 783603) in the Office of Labor Relations be reclassified to Senior Labor Relations Administrator (NEW CLASS) (\$13,717.90 - \$17,089.36/month).

**BACKGROUND:**

The Office of Labor Relations is reorganizing functions and has requested the establishment of the proposed classification of Senior Labor Relations Administrator to lead assigned negotiation sessions on behalf of the District. The establishment of the proposed class will expand the Office's bargaining capacity and increase operational efficiency.

**BASIS OF RECOMMENDATIONS:**

An incumbent in the proposed classification will review, coordinate, and conduct the work of labor negotiations with the District's represented bargaining units within established guidelines; serve as the District's lead negotiator as directed for assigned bargaining units; plan labor strategy in collaboration with the District's chief negotiator and participate in preparing District positions and proposals for use in collective bargaining; coordinate negotiation sessions and other labor relations-related meetings between the District and bargaining unit representatives; and prepare, develop, and revise labor relations documents such as initial proposals and counterproposals for reopener and successor agreements, "sunshining proposals", and formalized agreements reached with bargaining units.

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 market research and internal alignment considerations. Externally, Personnel Commission staff surveyed several public agencies and found classifications that operate at a comparable level to the proposed Senior Labor Relations Administrator such as City of Los Angeles' Senior Labor Relations Specialist I (\$258,807.60/yr - geo-adjusted top step); San Bernardino County's Labor Negotiator (\$199,184.00/yr - geo-adjusted top step); and Riverside County's Employee and Labor Relations Officer (\$195,747.00/yr - geo-adjusted top step). Internally, the proposed salary is in alignment with other District classifications that have a similar scope and level of responsibility in terms of advising District staff; planning and developing strategies and proposals; and formulating and presenting the District's position during meetings with stakeholders. Therefore, allocation of the proposed class to a salary range of \$13,717.90/mo. - \$17,089.36/mo. (\$205,072.32/yr.) is appropriate.

The duties assigned to M. Le Duff Menefee (EN 699746) and S. Wynn's (EN 783603) positions include coordinating negotiation sessions, developing and revising initial proposals and counterproposals; identifying, collecting, and analyzing data for collective bargaining; providing guidance in matters relating to the execution of collective bargaining agreements; and representing the District in arbitration hearings related to labor relations matters for reopener and successor agreements. Additionally, the positions will be responsible for serving as a lead negotiator for the District as directed for assigned bargaining units; planning labor relations strategies with the District's chief negotiator; and preparing District positions and proposals for use in collective bargaining. These duties meet the class concept of the proposed Senior Labor Relations Administrator (NEW CLASS).

#### **STATUS OF INCUMBENTS:**

Incumbents M. Le Duff Menefee (EN 699746) and S. Wynn (EN 783603) must compete in the examination for Senior Labor Relations Administrator, be reachable on the resultant eligibility list, and be appointed to the reclassified positions, or be otherwise assigned. In the absence of an eligibility list, the incumbents may be provisionally assigned to the positions pending the results of the examination.

RGK/BM/KE



## SENIOR LABOR RELATIONS ADMINISTRATOR

### DEFINITION

Plans, prepares, organizes, and coordinates District strategies and proposals for collective bargaining negotiations; participates in arbitration hearings for classified and certificated labor relations matters; and serves as a District's lead negotiator as directed for assigned bargaining units.

### TYPICAL DUTIES

- Reviews, coordinates, and conducts the work of labor negotiations with the District's represented bargaining units within established guidelines; serves as a District's lead negotiator as directed for assigned bargaining units.
- Plans labor strategy in collaboration with the District's chief negotiator and participates in preparing District positions and proposals for use in collective bargaining.
- Coordinates negotiation sessions and other labor relations-related meetings between the District and bargaining unit representatives.
- Prepares, develops, and revises labor relations documents such as initial proposals and counterproposals for reopener and successor agreements, "sunshining proposals", and formalized agreements reached with bargaining units.
- Oversees and participates in the identification, collection, and analysis of data related to collective bargaining.
- Oversees and coordinates District responses to information requests from employee organizations on matters within the scope of union representation.
- Collaborates with District offices to obtain input for collective bargaining proposals and develop and implement systems responsive to departmental labor relations needs.
- Provides guidance and solutions to highly complex labor relations problems.
- Represents the District in arbitration hearings relating to contract interpretation, or serves as co-counsel for other District representatives; and testifies as an expert witness when necessary in such hearings.
- Represents the District in hearings before the Public Employment Relations Board relative to unfair practice charges, representational elections, and decertification actions.
- Advises administrators and other District management staff in matters relating to the execution of collective bargaining agreements and grievance procedures.
- Recommends new policies and procedures or the modification of existing policies and procedures relative to personnel practices.
- Interprets legislation, Board rules, administrative regulations, policies, and procedures affecting the Office of Labor Relations.
- Prepares collective bargaining documents and records.
- May relieve the Director of Labor Relations or designee, as necessary.
- May serve as a technical advisor at certificated and classified grievance meetings.
- May supervise the work of assigned personnel.
- May assist with administrative and operational activities for the office.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Labor Relations Administrator plans, coordinates, and leads negotiations as directed for assigned bargaining unit and participates in arbitration hearings for labor relations matters .

The Labor Relations Administrator plans, organizes, supervises, and participates in classified and certificated negotiation sessions, collective bargaining agreements with recognized employee organizations, and arbitration hearings regarding labor relations matters.

The Director of Labor Relations plans, directs, administers and coordinates the work of labor relations and negotiations for certificated and classified personnel of the District.

## SUPERVISION

General supervision is received from the Director of Labor Relations or higher-level administrator. Supervision is exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Education Code, Title 5 of the California Administrative Code, the Government Code, the Educational Employment Rights Act, the Public Employment Relations Board process, Board Rules, and the merit system  
California State laws, rules, and regulations and policies of the District and the Personnel Commission relating to employer-employee relations, and personnel administration  
Collective bargaining contracts for all of the District's bargaining units, including side letters, memoranda of understanding  
Negotiation practices and techniques relating to employees in public education  
Principles, policies, practices, and legal trends concerning labor relations and public personnel administration  
Various certificated and classified personnel assignment practices within the District  
District policies and procedures, goals and objectives, organizational structure and functions and negotiated contracts  
Basic principles and practices of administrative analysis and data analysis  
Supervisory and managerial techniques

### Ability to:

Coordinate, collaborate, and negotiate with assigned District certificated and classified bargaining units  
Analyze complex technical problems, evaluate alternatives and make independent judgments within established guidelines  
Gather, evaluate, and summarize data accurately  
Interpret and explain District bargaining agreements and labor relations policies and procedures  
Conduct and coordinate employee relations, management studies, and surveys  
Establish and maintain effective working relationships with District personnel, employee organization representatives, officials of other agencies, and hearing officers  
Prepare proposed laws, rules, collective bargaining items, regulations, and procedures  
Formulate and express ideas clearly and concisely, in written reports and oral presentations  
Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts  
Lead and facilitate group processes, including consensus building and resolution of conflict  
Supervise and delegate responsibilities to subordinates

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Three years of experience performing duties in one or more of the following: labor negotiations, labor contract development or administration, formal mediations, or employee grievance procedures and resolution.

### Special:

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

08-21-25

BM/KE