

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

Council Meeting

TUESDAY, AUGUST 22, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, AUGUST 31, 2023
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meetings of February 16, 2023 and July 20, 2023.
3. Receipt of minutes of the meeting of August 17, 2023.

CONSENT ITEMS

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Various positions in the Division of Special Education, from Special Education Trainee (\$21.36287-\$26.32905/hr.) to Special Education Assistant (\$23.67695-\$29.21512/hr.), effective August 2, 2023. (RDA 1802, 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 August 9, 2023. (RDA 1803, 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 August 16, 2023. (RDA 1804, Instructional Assistance Series)
 - d. Position at Phineas Banning High School, Region South, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective August 10, 2023. (RDA 3093, Clerical Series)
5. Approval of Revised Class Descriptions recommended, effective August 31, 2023: **APPROVED**

Classified Training Representative
Controller
Deputy Controller
Senior Classified Training Representative

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

<u>Class Title</u>	<u>Recommendation</u>
Computer Applications Specialist (\$8,097.53 - \$10,048.11/mo.) Class Description dated April 19, 2007	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.
Classified Training Representative (\$30.74769 - \$38.05011/hr.) Senior Classified Training Representative (\$33.84992 - \$41.91045/hr.) Class Descriptions dated August 31, 2023.	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.

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

Case 12493

8. Public Comment

- a. Public employee discipline
- b. Examination Appeals

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

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

- Employee Discipline/Dismissal/Release
- Exam Appeals

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

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

Architect (T.W., Case 0199)
Campus Aide (J.C., Case 0886)

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

Data Analyst (J.GL., Case 0242)
IT Trainer I (P.N., Case 0243)
Senior Secretary (J.V., Case 0244)

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
Unit D
Class Codes

CLASSIFIED TRAINING REPRESENTATIVE
SENIOR CLASSIFIED TRAINING REPRESENTATIVE

5650
5653

DEFINITION

Plans, develops, coordinates, and conducts staff development programs designed to improve job skills, group dynamics, and career development of classified employees, including one-on-one training to develop and/or improve job related skills of classified employees.

TYPICAL DUTIES

Plans, develops, and implements training sessions and staff development programs by conducting needs analyses, developing curriculum, selecting appropriate means of presentation, and conducting staff development sessions.
Provides one-on-one, on-site, and web-based training to school office staff.
Coordinates staff development programs by selecting qualified speakers and instructors; arranging for training facilities and visual aides; and preparing and distributing announcements and resource guides.
Plans, develops, writes, revises and maintains program outlines, bulletins, memorandaums, website, and handbooks and manuals for training purposes.
Meets with District employees and administrative personnel to discuss needs related to staff development training and to explain and develop relevant training and developmental workshops and programs.
Leads group meetings and may recruit and train other personnel as group leaders and speakers.
Advises employees and supervisory personnel on individual problems and explains applicable regulations and procedures.
May make oral presentations at employee meetings, workshops, and other conferences.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

An ~~Information Technology~~ IT Trainer I assists with the development of courseware, delivers programs as the co-instructor for complex applications and may be lead instructor for foundation applications, and answers basic technical support calls on District applications.

SUPERVISION

General supervision is received from the Supervising Classified Training Representative. Work direction may be exercised over lower-level support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques of staff training and development
- Student record keeping, personnel assignment payroll reporting, and budget maintenance systems and procedures at school sites
- Effective development and use of manuals and training aids
- The role of the School Administrative Assistant (SAA), Senior Office Technician (SOT), Office Technician (OT), and other related classifications in schools and ~~Educational Service Centers~~ Regions
- Procedures to be used in school/ ~~Educational Service Centers~~ Regions/district offices
- Planning, preparation, and evaluation of training courses
- Office practices and procedures related to work flow
- Microsoft Office Outlook, Word, PowerPoint, Publisher, and Excel
- Purchasing functions
- Technology
- Leadership skills
- Supervision, organization/time management
- Career development in LAUSD
- Customer service skills
- Workplace ethics
- District organization and both formal and informal procedures and lines of communication

Ability to:

- Operate a computer to create, edit, and store and retrieve documents and data
- Analyze training needs and develop appropriate training programs
- Conduct effective training sessions for groups of employees using live and web-based formats
- Understand, interpret, and apply complex technical material, rules procedures, policies, and regulations
- Present technical concepts and procedures clearly and concisely in oral and written communication
- Establish rapport quickly and effectively with groups and individuals
- Develop and select staff development programs (Senior CTR only)

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of School Office Procedures Certificate Program, a supervisory certificate program, and/or other Organizational Excellence classes is highly preferable. College-level courses in teaching/training methods, supervision, organizational development, and management are highly preferable.

Experience:

Classified Training Representative:

Five years of school site experience at or above the School Administrative Assistant level that included at least one year of experience in each of the following areas: The application of Los Angeles Unified School District student record keeping, personnel, or financial procedures; the input and retrieval of data using an office computer ~~or terminal~~; school office experience (preferably at the elementary and secondary levels); and supervision. Three years of payroll experience is also required. The required experience may have been gained concurrently.

Successful completion of a "Train the Trainer" program must be completed by the end of the probationary period.

Senior Classified Training Representative:

Six years of school site experience at or above the School Administrative Assistant level that included at least two years of experience in each of the following areas: The application of Los Angeles Unified School District student record keeping, personnel, or financial procedures; the input and retrieval of data using an office computer ~~or terminal~~; school office experience (preferably at the elementary and secondary levels); and supervision. Three years of payroll experience is also required. The required experience may have been gained concurrently. Experience as a Classified Training Representative or formal training experience is highly preferable.

Successful completion of a "Train the Trainer" program must be completed by the end of the probationary period.

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 to change typical duties of a position at any time.~~

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

Revised
08-31-23
BM

	Class Codes
CONTROLLER	1004
DEPUTY CONTROLLER	1007

DEFINITION

The Controller is responsible for assisting the Chief Business Officer with the administration of the Accounting and Disbursements Division by planning, organizing, directing, and reviewing the functions of accounting for all District funds; treasury; audit; payroll administration; payments of non-salary obligations; and a wide variety of related financial and reporting functions. A Deputy Controller assists in the management of the Accounting and Disbursement Division and acts for the Controller as required.

TYPICAL DUTIES

Directs and administers the activities of the Accounting and Disbursements Division, including:

- Districtwide accounting for revenues, expenditures, and balance sheet accounts preparation of financial reports, revenue and expenditure forecasting, cash-flow management, investments and financing, maintenance of official accounting records and transactions, and related financial functions.

- Directs, reviews, and facilitates financial and school audits, including the preparation of the ~~Comprehensive Annual Comprehensive Financial Reports (CAFR)~~. (ACFR).

- Manages lower-level directors on the payment, audits, and accounting for salary disbursements, payroll deductions, and related payroll obligations.

- Establishes and maintains liaison with federal and state agencies on the interpretation of fiscal legislations, filing of reimbursement claims, required records, documentation, reports, and the receipt of income from those sources.

- Assures that activities, records, and reports adhere to applicable laws, regulations, requirements from federal and State agencies, governmental, and accounting standards.

- Directs and coordinates the compilation and analysis of data for the District's mandated periodic reports and for special reports as required.

- Manages lower-level directors with the maintenance of job-cost and stores inventory records, payment of non-salary obligations, and related functions.

- Directs, reviews, and participates in the analysis and implementation of the District's integrated financial systems, including payroll, human resources, budget, procurement, and accounts payable.

- Participates with other administrators in the development, planning, and implementation of Districtwide and internal division policies and procedures.

- Directs, reviews, and participates in the financial and procedural analysis of legislative and collective-bargaining proposals and provides data for District negotiators and administrators.

- Represents the Chief Business Officer as assigned.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Controller directs and coordinates the administration of the Accounting Controls, Financial Audits, Student Body Accounting, Accounts Payable, General Accounting, Treasury, Revenue, and Payroll Services Branches of the Accounting and Disbursements Division.

A Deputy Controller assists in the administration of the Accounting and Disbursement Division, participates in the planning and organizing of Division functions, and acts for the Controller as required.

The Chief Business Officer is the executive responsible for the direction of accounting, treasury, audits, disbursements, business, and financial activities of the District.

The Director of Budget Services and Financial Planning directs and coordinates the administration of Budget Services, Financial Planning and School Fiscal Services Branches of the Budget Services and Financial Planning Division.

SUPERVISION

Administrative direction is received from the Chief Business Officer. The Controller exercises administrative direction over subordinate deputy controllers and branch directors. A Deputy Controller receives administrative direction from the Controller and exercises general direction over branch directors and lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

The Government Accounting Standards Board Pronouncements
Theory and practice of accounting and auditing, including governmental tax, school accounting and auditing; program budgeting and accounting; budgetary control; payroll/personnel/position control systems; and financial reporting
Theory of business, personnel organization, and management
Established project management procedures
California School Accounting Manual and the provisions of the Education Code and other laws pertinent to financing, payment of obligations, and accounting for public schools and public sector
Board of Education and Personnel Commission rules, California School Accounting Manual, California Education Code, and regulations
Basic organization, legal foundation, and financial structure of California school districts
Federal, State, and local laws pertinent to the activities of the Division and financial operations of the District
Principles of public administration and personnel management
Integrated computer information systems and methods applicable to a wide variety of accounting and related financial systems, including school and central budgets, payroll, personnel, position control, benefits, accounts payable, job cost, student body accounting, capital projects, fixed assets, and procurement
Cash-flow management and projections
District collective bargaining agreements

Ability to:

Direct and coordinate complex financial, audit, and reporting activities through lower-level directors and managers
Evaluate procedures and problems and develop strategies and effective solutions
Be proactive and be able to share decision-making in a timely manner
Foster rapport with, and seek cooperation from, employees in the organization, including school administrators, teachers, and students
Analyze laws, rules, and accounting regulations and pronouncements
Work in a fast-paced environment; multi-task; and ensure project timelines comply with legal, state, and other mandated deadlines
Prepare clear, concise, and effective reports, letters, and other documents
Make formal and effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting or a related field. A degree in accounting is preferable.

Experience:

Three years of experience as an executive or manager with responsibility for the accounting, auditing, budgeting, or disbursements of an organization of preferably with at least 1,000 employees and with a budget of at least \$100 million. The aforementioned experience must include professional level experience in the same areas, preferably in accounting or auditing. Public sector experience is preferable.

Special:

A Certified Public Accountant (CPA) license is preferable

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

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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

Revised
08-31-2023
MJM

District Notification Date: 08-21-2023

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Program and Policy Development Advisor, Employee Performance Management (4988) (\$10,667.82 - \$13,214.23/mo.)	To:	Program and Policy Development Advisor, Innovation and Improvement Sciences (5450) (\$10,667.82 - \$13,214.23/mo.)
POS:	30503552 (A Basis)	POS:	30503552 (A Basis)
Location:	Office of the Chief Strategy Officer	Incumbent:	Vacant (PN 30503552) Cost Center (1007801)

Reason for Reclassification:

The subject position meets the class concept of Program and Policy Development Advisor, Innovation and Improvement Sciences in that the position will advise and support the Executive Director, Strategic Initiatives in developing and monitoring District-wide initiatives and assisting the organization in meeting its objectives and goals in accordance with the District Strategic Plan. An incumbent in the position will gather, analyze, and monitor strategic initiative data from quarterly reports for the 93 measures of success and prepare and present reports for senior management and the Superintendent; be the point of contact for departments utilizing ClearPoint and Think Exchange systems; analyze school data to make data driven recommendations for schools to achieve their target goals and how to best support students; may act as a liaison for the Executive Director, Strategic Initiatives during senior leadership meetings; conduct trainings for various audiences regarding strategic initiative tracking system ClearPoint; and compose and review office communications.

Status of Incumbent: The subject position is vacant.

Effective Date: August 21, 2023

RGK/MCV

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