

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

Council Meeting

TUESDAY, AUGUST 29, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, SEPTEMBER 7, 2023
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of August 17, 2023.
3. Receipt of minutes of the meeting of August 31, 2023.

CONSENT ITEMS

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in the Office of Employee Relations, Human Resources Division, from Human Resources Specialist III (\$40.79504-\$50.60715/hr.) to Human Resources Specialist I (\$27.13134-\$33.56235/hr.), effective September 1, 2023. (RDA 418, Human Resources 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 23, 2023. (RDA 1805, Instructional Assistance Series)
 - c. Position at Transportation Services, Region South, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective August 21, 2023. (RDA 3094, Clerical Series)
5. It is recommended that the following reclassification actions be ratified: **APPROVED**

Case 12483
Case 12488

6. a. Title Change for the Classes of Optical Scanning Equipment Operator and Senior Optical Scanning Equipment Operator. (Case 12482) **APPROVED**
- b. Approval of Class Description recommended, effective September 7, 2023: **APPROVED**

Records and Archive Technician
Senior Records and Archive Technician

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

<u>Class Title</u>	<u>Recommendation</u>
Records and Archive Technician (\$19.33220-\$23.82866/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.
Senior Records and Archive Technician (\$21.44973 -\$26.47777/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.

7. Receipt of Correspondence and recommended disposition. (See Addendum)

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:

- Exam Appeals

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

11. Consideration of the recommendation of Staff on the Exam Appeal for:

IT Trainer I (M.Y., Case 0245)

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.

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:	Supervising Clerk (2576) (\$21.38554-26.39697/hr.)	To:	Principal Clerk (2551) (\$25.00536-30.89480/hr.)
POS:	30438245 (A Basis)	POS:	30438245 (A Basis)
Location:	Integrated Library and Textbook Support Services, Division of Instruction	Incumbent:	D. Zuniga (EN790504) 30438245; Cost Center 1111301

Reason for Reclassification:

The Integrated Library and Textbook Support Services has reorganized and as a result of reassigned duties, the subject position meets the class concept of Principal Clerk. The subject position has been assigned responsibilities to supervise clerical processes of the Integrated Library and Textbook Support Services office; act as a liaison and present information at annual orientation events to region staff and school administrators regarding textbook ordering procedures, District policies, Williams Sufficiency legislation compliance, and the Education Code; create customized informational packets for the schools; manage and update the Integrated Library and Textbook Support Services' cloud-based storage service which contains documents such as forms from schools requesting textbooks and create forms as necessary; communicate with schools and vendors regarding delivery issues, policies, contracts, and physical and digital textbook needs; process payroll for the office; and supervise clerical staff consisting of Textbook Inventory Clerks and a Senior Office Technician.

Status of Incumbent:

Incumbent D. Zuniga (EN790504) is reachable on the eligibility list for Principal Clerk and may be appointed to the reclassified position or be otherwise assigned.

Approved: August 23, 2023

RGK/JPK

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Secretary (2800) (\$20.36048-25.09222/hr.)	To:	Senior Secretary (2865) (\$23.82866-29.36213/hr.)
POS:	30486497 (B Basis)	POS:	30486497 (A Basis)
Location:	Advanced Learning Options, Division of Special Education	Incumbent:	K. Folgar (EN1023615) 30486497 (A Basis); Cost Center 1016201

Reason for Reclassification:

The subject position meets the class concept of Senior Secretary (2865) in that it has been assigned responsibilities to provide secretarial services to the Gifted and Talent Education Programs, Advanced Learning Options of the Division of Special Education by establishing office procedures, work flow, and documentation; interpreting and explaining policies and practices of the office to District employees and the public; composing, organizing, and editing documents such as bulletins, reports, and correspondence; maintaining expenditure controls, reimbursements, invoices, and payments for services and goods related to Advanced Learning Options; and keeping time records and preparing office payroll. Additionally, the incumbent provides work direction to two Senior Office Technicians and one Office Technician.

Status of Incumbent:

Incumbent K. Folgar (EN1023615) is reachable on the eligibility list for Senior Secretary and may be appointed to the reclassified position or be otherwise assigned.

Effective Date: August 23, 2023

RGK/JPK

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

RECOMMENDATIONS:

It is recommended that, effective September 7, 2023, the following classes, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From</u> <u>Current Title</u>	<u>To</u> <u>Proposed Title</u>
Optical Scanning Equipment Operator (2626)	Records and Archive Technician (2626)
Senior Optical Scanning Equipment Operator (2628)	Senior Records and Archive Technician (2628)

BASES OF RECOMMENDATION:

The proposed change in the class titles will better reflect the concept of the job function. The class descriptions with moderate changes are submitted for approval in conjunction with this report.

Status of Incumbent(s): The title change will have no effect on the status or seniority of the incumbents.

RGK/SH

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

OPTICAL SCANNING EQUIPMENT OPERATOR
RECORDS AND ARCHIVE TECHNICIAN

DEFINITION

Performs work involving the operation of optical-scanning imaging equipment, related software, and troubleshoots equipment and imaging issues and related duties.

TYPICAL DUTIES

Operates optical-scanning document imaging and peripheral equipment.
Checks program instruction sheet to set up equipment for each program run.
Prepares and cleans documents prior to scan job.
Scans and verifies data fields on documents for extracts and archiving.
Digitizes and indexes scanned documents.
Indexes and Performs quality assurance measures on digitized documents and images.
Downloads software updates and drivers.
Analyzes machine stoppages to determine if they are due to machine malfunction or program problems and takes corrective action.
Calibrates and cleans scanning imaging equipment before a production run.
~~Spot-checks answer sheets during scoring operations to identify and resolve scoring errors and makes necessary corrections.~~
~~Assembles and packages test answer sheets, application forms, or documents for return to appropriate schools or offices.~~
Maintains records of work completed.
Answers telephone inquiries relating to work progress and may contact vendor engineers in regard to machine malfunctions.
Maintains and update files of for machine operating instructions and test scoring keys.
~~Examines test answer sheets before scoring for defects, such as extraneous marks that prevent accurate scoring.~~
Sets up imaging and peripheral equipment to retrieve records and transfer onto other medium types.
Uploads and downloads scanned data using various protocols and hardware devices.
Inspects records at a school or district office in preparation for scanning.
May train, assign, and check the work of subordinates assigned temporary staff for limited periods of time to ensure the accurate operation of operate optical-scanning imaging equipment and to perform as well as the performance of related clerical duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Optical Scanning Equipment Operator Records and Archive Technician performs and intermittently exercises limited technical supervision over work involving the operation of ~~optical-scanning imaging~~ equipment, and performs related duties.

The Senior ~~Optical Scanning Equipment Operator~~ Records and Archive Technician provides technical direction to ~~Optical Scanning Equipment Operators~~ Records and Archive Technicians and clerical staff; ~~participates in the work of a multi-shift unit using optical-scanning equipment for scoring, and printout operations; writes, revises, and tests program instructions; and performs the higher-level technical duties of the unit.~~

A Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include ~~manipulating spreadsheets and providing work direction of~~ a small group of personnel.

SUPERVISION

General supervision is received from a higher-level employee. Limited technical supervision is exercised over the operation of ~~optical scanning~~ imaging devices.

CLASS QUALIFICATIONS

Knowledge of:

~~General characteristics of electronic data processing equipment and procedures~~
Microfilm and scanning practices and procedures for the retrieval, reprinting, and scanned documents
General clerical practices
District policies in handling confidential records

Ability to:

Set up and operate ~~optical scanning~~ imaging equipment
Follow verbal and written instructions
~~Learn to write program instructions for optical scanning equipment~~
Communicate effectively with District employees and outside vendors
Verify and correct data for accuracy and completeness of scanned documents

Special Physical Requirements

Ability to safely lift and carry items weighing up to 30 pounds
Perform continuous/repetitive tasks according to established procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

~~Six months of experience in data processing or six months of data entry and data verification.~~

Six months of experience in collecting, preparing, indexing, storing, and validating electronic data using a variety of equipment such as a computer, document imaging equipment, microfilm research and data processing equipment.

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 private transportation, 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.

Revised
09-07-23
SH

District Notification Date: 7-24-23
Union Notification Date: 8-1-23

~~SENIOR OPTICAL SCANNING EQUIPMENT OPERATOR~~
SENIOR RECORDS AND ARCHIVE TECHNICIAN

DEFINITION

Provides technical direction and participates in work performed involving the operation of ~~optical scanning~~ document imaging equipment and performs the related higher-level technical duties.

TYPICAL DUTIES

Provides technical direction, trains, and establishes work priorities for ~~Optical Scanning Equipment Operators and clerical personnel assigned staff.~~

~~Writes program instructions for set-up of equipment for each program run of scoring and printout operations.~~

Performs test runs and revises instructions.

Assists with ~~Develops~~ developing and ~~documents~~ documenting procedures and processes.

Analyzes machine failure reports for patterns and takes corrective action.

Resolves problems in programs through contact with District personnel and contract vendors.

Maintains program and backup files.

Visits schools to inspect the preparation and packaging of student cumulative records in preparation to transfer them to the student records facility.

Participates in other operations of the unit performing such tasks as:

~~Operating optical scanning document imaging equipment to score student achievement tests, employment tests, and student answer sheets for various District-wide special scanning projects.~~

~~Scanning and verifying meal applications and Choices Brochure data for data extracts and archiving.~~

Verifying and reviewing data for various archiving and scanning projects.

Downloading software updates and drivers

~~Run scripts to download and upload data~~

Analyzing machine stoppages to determine if they are due to machine malfunction or program problems

Calibrating ~~optical scanning~~ document imaging equipment to assure proper set-up for each scanning job

Cleaning parts of scanner equipment before production runs.

~~Examining answer sheets for defects and scoring errors and making necessary corrections~~

~~Assembling and packaging test answer sheets for return to schools or offices and maintaining records of work completed.~~

May design new forms.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior ~~Optical Scanning Equipment Operator~~ Records and Archive Technician provides technical direction to ~~Optical Scanning Equipment Operators~~ Records and Archive Technician and clerical personnel; participates in the archiving work and special scanning projects of a multi-shift unit using ~~optical scanning document imaging~~ equipment; ~~for scoring and printout operations;~~

~~writes, revises, and tests program instructions;~~ and performs the higher-level technical duties of the unit.

A Supervising Clerk is in charge of a clerical unit in which independence of action is possible only as to the details of accomplishing a well-defined clerical function or procedure. The scope of work is limited to recurring tasks requiring technical and supervisory ability.

~~An Optical Scanning Equipment Operator~~ Records and Archive Technician performs and intermittently exercises limited technical supervision over work involving the operation of ~~optical-scanning document imaging equipment,~~ and performs related duties.

SUPERVISION

General supervision is received from a supervisory employee. Limited technical direction is exercised over the work of ~~Optical Scanning Equipment Operators~~ Records and Archive Technicians and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Basic knowledge of troubleshooting software and hardware.
Use, capability, operation, and care of ~~optical-scanning~~ document imaging equipment
~~Rudimentary programming techniques~~
Basic document imaging software

Ability to:

Set up and operate ~~optical-scanning~~ document imaging equipment
Monitor scanning operations using a computer console
~~Write program instructions for optical scanning equipment~~
Recognize problems and take corrective action
Train and establish priorities for a small group of employees ~~working multiple shifts~~
Communicate effectively with District personnel and contract vendors
Work under pressure of deadlines
Verify and correct data for accuracy and completeness of scanned documents

Special Physical Requirements

Ability to safely lift and carry items weighing up to 30 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably including or supplemented by courses in data processing and supervision.

Experience:

~~One year of experience in operating optical scanning equipment or one year of data processing data entry, and data verification experience.~~

One year of experience in collecting, preparing, indexing, storing, and validating electronic data using a variety of equipment such as a computer, document imaging equipment, microfilm research and data processing equipment.

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.

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District Notification Date: 7-24-23
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