

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

Council Meeting

TUESDAY, SEPTEMBER 9, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, SEPTEMBER 18, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



COMMISSIONER PALLER REMOTE LOCATION:
23000 NEWPORT COAST DRIVE, BLDG 3700
NEWPORT COAST, CA 92657

ZOOM: <https://lausd.zoom.us/j/85189497618>
MEETING ID: 851 8949 7618

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of August 21, 2025.
3. Receipt of minutes of the meeting of September 4, 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 ITEM (5-8)

5. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective August 25, 2025. (RDA 1901, 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 September 2, 2025. (RDA 1902, Instructional Assistance Series)
6. Approval of Class Descriptions recommended, effective September 18, 2025: **APPROVED**

Food Service Training Specialist
Senior Electrical Inspector
Senior Food Service Training Specialist

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

<u>Class Title</u>	<u>Recommendation</u>
Food Service Training Specialist (\$35.54130-\$43.43392/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.
Senior Electrical Inspector (\$60.06202/Flat rate)	
Class Descriptions dated September 18, 2025.	
Senior Food Service Training Specialist (\$39.26732-\$48.12736/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.
Class Descriptions dated September 18, 2025.	
	Dual Certification.

8. Receipt of Correspondence and Recommended Disposition. (See Addendum)

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

A. Employee Discipline/Dismissal/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:

Licensed Vocational Nurse (L.J., Case 0289)

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

Campus Aide & (Restricted) (H.Y., Case 0977)
Campus Aide & (Restricted) (Y.R., Case 0355)
Early Education Center Aide I (J.A., Case 0167)
Early Education Center Aide I (M.V., Case 0866)
Early Education Center Aide I & Restricted (K.P., Case 0853)
Early Education Center Aide I & Restricted (V.D., Case 0214)
Locksmith (J.M., Case 0949)
Special Education Assistant (E.F., Case 0229)
Special Education Assistant (P.L., Case 0947)

Please send an email to Ana Reyes (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) 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.

FOOD SERVICE TRAINING SPECIALIST

DEFINITION

Assists in planning and developing training programs and materials for new and existing food programs, and trains food service staff in hygienic, safe, and efficient food service operations; in food services procedures; effective personnel and labor utilization.

TYPICAL DUTIES

Evaluates the management skills of food service managers and the utilization and performance of food service personnel.

Assists in planning and developing training programs and trains food service staff in:

Consulting with community groups, parents, and students to gather menu feedback ~~assist in menu planning~~ and assist in evaluating the overall food service program.

Developing and reviewing work schedules and production schedules

Maintaining safe and sanitary conditions in working, serving, and eating areas

Menu planning, ~~menu and~~ including following approved menus, standardized recipes, ~~and prices and portion sizes schedules~~

Utilizing food service-related computerized systems

Ordering and storing foods and supplies and using food service supplies and equipment

Preparing, cooking, and serving food in accordance with District, State and federal standards

Preparing financial, labor, and other Food Services reports

Assists in creating training documents such as job aides, Standard Operation Procedures (SOP), and other materials for food programs.

Trains food service staff in new and reorganized programs, functions, and procedures either in person, or remote; presenting to small groups or one-on-one; either hands-on or in a classroom setting in order to cater to specific needs.

Assists in conducting needs analyses, developing curriculum and lesson plans, and selecting appropriate means of presentation.

Prepares reports relating to completed training activities.

~~May substitute for an absent food service manager.~~

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Food Service Training Specialist assists in developing training programs and trains food service managers and staff in food service operations, technology, procedures, and personnel utilization.

The Senior Food Service Training Specialist participates in the development of training programs, curricula, lesson plans, and supervises and participates in the training of Food Service Training Specialists, food service managers, and staffs in skills related to food service management, technology, and operations.

A Food Service Manager is responsible to a site administrator and to an Area Food Services Supervisor for the supervision of a cafeteria operation and for the preparation and serving of food in

a variety of feeding programs, such as breakfast, lunch, and bag meals for other locations without cafeterias. The classification level is determined by school level and the average daily meals served of the cafeteria.

SUPERVISION

General supervision is received from the Senior Food Services Training Specialist, Branch Human Resources Manager, or an administrator. ~~Functional supervision is exercised over the work of food service personnel.~~ Work direction may be exercised over methods utilized to ensure hygienic, safe, and efficient food service operations during hands-on training.

CLASS QUALIFICATIONS

Knowledge of:

- Classroom training techniques
- Effective staff utilization methods
- Food, food cost, quantity cooking, cafeteria culinary methods, and general nutrition principles
- General operational requirements, rules, and regulations governing all school nutrition programs such as the National School Lunch Program, School Breakfast Program, Child and Adult Care Feeding Program, At Risk After School Meal Programs, Summer Food Service Program, and School Snacks operated by the District
- Correct use and care of kitchen and food service equipment
- Principles of supervision and customer service
- Procedures for "Flow of Food"
- Health and safety rules and regulations pertaining to Hazard Analysis and Critical Control Point (HACCP) principles
- Methods and principles of training employees
- Adult learning theories
- Instructional design techniques
- Organizational skills

Ability to:

- Evaluate performance problems and train food service managers and employees appropriately and constructively
- Conduct effective training programs for groups of employees using live and web-based formats
- Speak in a clear manner and communicate effectively with school administrators and food service employees
- Understand and explain pertinent policies and procedures
- Demonstrate proper food preparation, cooking, and serving techniques
- ~~Supervise effectively~~
- Demonstrate correct and efficient use of food service equipment
- Institute changes in procedures with tact and diplomacy
- Operate an office computer with Microsoft operating systems and word processing, database, Power Point, and spreadsheet software
- Learn and utilize entry-level video editing program basic features
- Analyze training needs
- Plan and develop curriculum and lesson plans
- ~~Conduct effective training programs~~
- Analyze and resolve problems as appropriate
- Learn and demonstrate the use of food service-related computerized systems
- ~~Conduct effective training programs and sessions for groups or individual employees~~

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent proficiency at the high school level. Completion of 30 semester or equivalent quarter units from a recognized college or university is preferable.

Experience:

Two years of supervisory or managerial experience in food service. The experience must include one year of experience in food service assisting with group training, identifying training needs, developing training programs, or implementing training programs.

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.
A valid Food Protection Manager Certificate from an American National Standards (ANSI) accredited organization.

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
9-18-2025
SD

Updated
03-05-25
Transportation
Language Only

SENIOR ELECTRICAL INSPECTOR

DEFINITION

~~Supervises, Trains~~, coordinates, and monitors Electrical Inspectors in the inspection of ongoing and completed electrical jobs for projects involving the alteration, improvement, and rehabilitation of existing facilities.

TYPICAL DUTIES

Plans, coordinates, and participates in the inspection of electrical work, including the lay out, assembly, and installation of light, power, bell, fire alarm, clock, and energy conservation systems for proper performance, efficiency, maintenance, and safety requirements.

~~Assists in supervising~~ Provides work direction and training ~~to~~ Electrical Inspectors on methods of electrical inspection.

Inspects outlet boxes, conduits, wires, switchboards, transformers, and cabinets for compliance with plans, specifications, contracts, applicable codes and regulations, and approved material lists.

Inspects contract work and reports condition status of such work as it relates to the warranty agreements.

Assists District counsel in preparing and compiling legal documentation for construction related litigation.

~~Acts for the Supervising Electrical Inspector as required.~~

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Electrical Inspector assists the Supervising Electrical Inspector in planning the activities of the Electrical Inspection Unit and ~~supervises~~ provides work direction to Electrical Inspectors in the inspection of ongoing and completed electrical jobs.

The Supervising Electrical Inspector supervises and coordinates the personnel and work of the Electrical Inspection Unit on contract school construction projects, conducts final electrical inspections, and verifies compliance with State, national, and local requirements.

An Electrical Inspector inspects electrical installations on the new construction, alterations and improvement, and rehabilitation projects and advises the responsible Construction Inspector or contractor on nonconformity with plans, specifications, and applicable codes and regulations.

SUPERVISION

General supervision is received from the Supervising Electrical Inspector. Work direction ~~General supervision~~ is exercised over Electrical Inspectors.

CLASS QUALIFICATIONS

Knowledge of:

National, State, and local electrical codes and regulations
Methods, procedures, materials, and tools of the electrical trade
Established standards and specifications for electrical materials and pertinent safety orders
issued by the California Department of Industrial Relations, Division of Occupational Safety
and Health
General building construction practices
~~Pertinent safety orders issued by the California Department of Industrial Relations, Division of
Occupational Safety and Health~~
Principles pertaining to the interpretation of plans and specifications and the documentation of
related deviations
Methods of estimating materials and labor costs
Principles of supervision and training
Microsoft Word and Excel

Ability to:

Detect faulty and improper materials and poor work quality
Write clear and concise reports
Work independently
Establish and maintain rapport with commissioned architects, contractors, and project
management staff
Operate a personal computer and associated peripheral equipment

Special Physical Requirements:

Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push and pull
Ability to work safely at heights including the use of ladders, scaffolds, and other related
equipment
Ability to climb ladders up to 50 feet
~~Good~~ Normal color perception
Ability to work in extreme temperatures
Hand and finger dexterity to operate tools and equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably
supplemented by completion of college-level courses in electrical engineering or construction.
Completion of a recognized electrical apprenticeship or trade school program in electrical
construction is preferable.

Experience:

Two years of experience as an Electrical Inspector assigned to District projects approved by
the Division of the State Architect.

Special:

4. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.
- ~~2. A valid California Driver License.~~ A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.
- ~~3. Use of an automobile.~~

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
9/18/2025
YG

District Notification Date: 8/22/2025
Union Notification Date: 9/4/2025

SENIOR FOOD SERVICE TRAINING SPECIALIST

DEFINITION

Supervises and participates in the development and implementation of training programs and materials related to food service management and operations.

TYPICAL DUTIES

Supervises and participates in training programs for the Food Service Branch.
Plans, develops, and implements food service training and staff development programs in areas such as diversity, customer service, profit and loss, food service technology, and food service supervision.
Conducts needs analyses, develops curriculum and lesson plans, and selects appropriate means of presentation either in person, or remote; presenting to small groups or one-on-one; either hands-on or in a classroom setting in order to cater to specific needs.
Coordinates the scheduling of food service training sessions.
Arranges for training facilities.
Assigns food service personnel to appropriate training sessions and schedules backup personnel for work coverage.
Prepares and maintains records related to completed training sessions, provides certificates of completion, and prepares time reports for participants.
Updates training activities in regard to changes in procedures, standards, and legal requirements.
Evaluates the work performance of Food Service Training Specialists and office clerical personnel.
Creates Standard Operation Procedures (SOP), and training documents such as job aides and other materials for food programs.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Food Service Training Specialist participates in the development of training programs, curricula, lesson plans, and supervises and participates in the training of Food Service Training Specialists, food service managers, and staffs in skills related to food service management, technology, and operations.

A Nutrition Specialist develops and analyzes menus and recipes; tests and recommends foods and related products for purchase; prepares reports; monitors food service programs to ensure compliance with federal, State, and local requirements and standards; and provides nutrition information to food service employees, school administrators, students, parents, and community groups.

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

A Food Service Training Specialist assists in developing training programs and trains food service managers and staff in food service operations, technology, procedures, and personnel utilization.

SUPERVISION

General supervision is received from an administrator, Deputy Director, or Branch Human Resources Manager. General supervision is exercised over Food Service Training Specialists and support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Classroom training techniques
- Effective staff utilization methods
- Food, food cost, quantity cooking, and general nutrition principles
- General operational requirements, rules, and regulations governing school nutrition programs under the National School Lunch Program.
- Correct use and care of kitchen and food service equipment
- Principles of supervision and customer service
- Procedures for "Flow of Food"
- Health and safety rules and regulations pertaining to Hazard Analysis and Critical Control Point (HACCP) principles
- Methods and principles of training
- Adult learning theories
- Instructional design techniques

Ability to:

- Supervise and lead effectively
- Work with various senior level personnel
- Analyze training needs
- Develop training plans
- Plan and develop curriculum and lesson plans
- Write clear, concise instructional material and reports
- Learn and demonstrate the use of food service-related computerized systems
- Conduct effective training programs and sessions for groups or individual employees using live and web-based formats
- Coordinate and schedule training sessions
- Speak in a clear manner and communicate effectively with school administrators, department administrators, senior level personnel, and food service employees
- Understand and explain pertinent policies and procedures
- Institute changes in procedures with tact and diplomacy
- Demonstrate proper food preparation, cooking, and serving techniques
- Demonstrate correct and efficient use of food service equipment
- Operate an office computer with Microsoft operating systems and word processing, database, Power Point, and spreadsheet software
- Learn and utilize entry-level video editing program basic features
- Evaluate the effectiveness of training personnel
- Evaluate performance problems and train food service employees appropriately and constructively
- Analyze and resolve problems as appropriate

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent proficiency at the high school level, and completion of 48 semester units or equivalent quarter units from a recognized college or university with 24 semester or equivalent quarter units in food services, hotel and restaurant management,

food science, nutrition, sanitation, or other closely related fields. Additional qualifying training experience may be substituted for up to one year of the required education.

Experience:

Three years of supervisory or managerial experience in food service. The experience must include two years of experience in food service providing group training, assisting in identifying training needs, and assisting in developing and implementing training programs.

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.

A "Train-the-Trainer" Certificate is preferable.

A valid Food Protection Manager Certificate from an American National Standards (ANSI) accredited organization.

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.

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