

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

Council Meeting

TUESDAY, SEPTEMBER 12, 2023
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, SEPTEMBER 21, 2023
3:00 P.M., 12-192
BEAUDRY BUILDING, 12th FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meetings of August 17, 2023 and August 31, 2023.
3. Receipt of minutes of the meeting of September 7, 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 30, 2023. (RDA 1806, Instructional Assistance Series)
 - b. Position at Robert F. Kennedy Community of Schools, Region West, from Senior Office Technician (\$19.33220-\$23.82866/hr.) to Office Technician (\$16.56113-\$22.59130/hr.), effective September 6, 2023. (RDA 3095, Clerical Series)
 - c. Position at Ascot Avenue Elementary School, Region East, from Office Technician (\$16.56113-\$22.59130/hr.) to Senior Office Technician (\$19.33220-\$23.82866/hr.), effective September 6, 2023. (RDA 3096, Clerical Series)
5. Approval of Revised Class Descriptions recommended, effective September 21, 2023: **APPROVED**

Chief of Police
Deputy Personnel Director
Personnel Director

6. Authorization of Field of Competition in forthcoming examination:

Class Title

Deputy Personnel Director
(\$12,146.91-\$15,054.29/mo.)
Class Description dated September 21, 2023.

Recommendation

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.

6. Continued – Authorization of Field of Competition in forthcoming examination: **APPROVED**

<u>Class Title</u>	<u>Recommendation</u>
Deputy Director of Facilities Planning and Development (\$13,482.97-\$16,798.38/mo.) Class Description dated October 20, 2010.	Open.
Chief of Police (\$14,915.54-\$18,658.58/mo.) Personnel Director (\$16,048.63-\$19,994.65/mo.) Class Description dated September 21, 2023.	

7. Abolishment of Unused Classifications. (Case 12501) **APPROVED**

8. a. Title Change for the Class of Local District Administrative Assistant. (Case 12496) **APPROVED**

b. Approval of Class Description recommended, effective September 21, 2023: **APPROVED**

Region Administrative Assistant

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

<u>Class Title</u>	<u>Recommendation</u>
Region Administrative Assistant (\$32.29667-\$40.18239/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.

9. 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.

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

- Employee Discipline/Dismissal/Release
- Exam Appeals

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

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

Police Officer (A.F., Case 0163)

13. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeals for:

Bus Driver (C.R., Case 0104)
Occupational Center Financial Manager (F.L., Case 0107)

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

Associate Computer Applications Specialist (C.L., Case 0246, I.V., Case 0247, and V.P., Case 0248)
Volunteer Program Assistant (M.G., Case 0249)

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.

CHIEF OF POLICE

DEFINITION

Directs the operations of the District School Police Department and enforces community-based policing.

TYPICAL DUTIES

Promotes the values of the law enforcement profession in equal justice for all under the law.
Develops and revises school police department strategies and procedures for protecting District personnel and property in collaboration with the communities served by the District and advises personnel regarding these measures.
Directs the program for training Department personnel in applicable laws, rules, regulations, and community-based policing in order to work together to solve problems of crime, disorder, and safety issues to improve the quality of education for everyone in the community.
Represents the Department with other law enforcement agencies and organizations to exchange ideas and information relating to the development of law-enforcement programs and methods, and ensures collaborative problem solving and engagement efforts with community leaders and representatives.
Coordinates Department functions with school organizations and other law enforcement agencies.
Directs and supervises the preparation of budget requests for the School Police Department and implements the allocation of police personnel to schools and offices and other District locations.
Recommends and reviews personnel transactions, including hiring, promotions, transfers, disciplinary actions, leaves of absence, and reinstatements.
Initiates and reviews statistical reports for analysis of student, staff and community safety and the disposition of criminal cases.
Directs the security alarm response program and operation of the police communication center.
Directs the maintenance of records and compilation of required reports.
Assists the District staff in court cases as assigned.
Prepares reports concerning the Department and initiates related correspondence.
Directs special investigative and protective work, including work related to the physical safety of District personnel and students.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of Police plans, organizes, and directs the program of the District School Police Department and enforces community-based policing.

A Deputy Chief of Police plans, organizes, administers, and directs the activities of a bureau or a specialized assignment of the District School Police Department involved in school operations, patrol, investigations, or administrative services and enforces community-based policing.

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or a specialized assignment of the School Police Department to ensure that essential police functions and community-based policing are carried out through the proper deployment of personnel.

SUPERVISION

General direction is received from the Superintendent of Schools. General supervision is exercised over Deputy Chief of Police and lower-ranking School Police Department personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem-solving techniques
- Community-based policing
- Relationship building essential to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Organizational management, structure, personnel, and information systems to support stakeholder partnerships and proactive problem solving
- Law-enforcement procedures, applicable laws, and regulations; police methodology; community-based policing, and security measures
- Regulations pertaining to the protection of buildings and grounds
- Local law-enforcement, service, and emergency agencies
- Regulatory requirements governing the use of radio broadcasting equipment
- Training principles and techniques and methods for evaluation
- Principles of organization, administration, and personnel management
- Organization and policies of the District
- Growth, development and problems associated with various stages of youth and adolescence
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Sections of the Education Code that pertain to school related safety and laws

Ability to:

- Use collaborative problem solving with school personnel, law enforcement officers, and the public, in order to develop solutions to problems and increase trust in police
- De-emphasize the paramilitary aspects of the job
- Direct and coordinate a law-enforcement program through subordinate personnel
- Formulate policies and procedures
- Coordinate Department functions with school organizations and law-enforcement agencies
- Conduct meetings and make presentations
- Communicate effectively, orally and in writing
- Prepare and administer the Department budget

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in police administration, public administration, business administration, criminology, or related field. Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required education provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of sworn officer experience in a management or executive position in a law enforcement agency.

Special:

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

An appointee must be legally authorized to work in the United States.

Possession of a Management California Peace Officer Standards and Training (CA P.O.S.T.) Certificate- or equivalent coursework.

Completion of a specialized course of training for school peace officers as prescribed by P.O.S.T. within two years of appointment.

Qualify biannually with departmentally approved firearms at a designated police range.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Appointment is subject to fingerprinting, a review of criminal record and a thorough background investigation.
3. Possession of an Executive California Peace Officer Standards and Training (CA P.O.S.T.) certificate within three years of appointment is preferable.
4. Exempt from FLSA.
5. An employee in this class is subject to the reporting requirements of the District 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 a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
09-21-2023
KG

PERSONNEL DIRECTOR
DEPUTY PERSONNEL DIRECTOR

5002
5005

DEFINITION

Under the direction of the Personnel Commission, directs the activities of the Personnel Commission staff in administering the Merit System provisions and other relevant sections of the Education Code regarding classified employment. These activities include classification, compensation, recruitment, selection, assignment and training responsibilities and the investigation and coordination of examination and disciplinary appeals.

TYPICAL DUTIES

Directs and reviews the administration of Personnel Commission activities through subordinate administrators, supervisors, and staff personnel engaged in the:

- Preparation and maintenance of the classification plan for all positions in the classified service.
- Recruitment, selection, and assignment of classified employees and the coordination of teacher assistant utilization and placement.
- Review of personnel assignments for compliance with laws and rules.
- Classified training program development and implementation.
- Preparation of recommended changes in rules, policies, procedures, or standards for presentation to the Personnel Commission.
- Conduct of salary surveys and wage studies and the recommendation of changes in compensation for positions and classes.
- Review of proposed legislation affecting classified employees and the drafting of revisions to the Education Code.
- Arrangement of hearings for disciplinary appeals and the investigation of complaints and other problems related to Personnel Commission responsibilities and research and analysis services to assist in the collective bargaining process.
- Processing of all classified transactions including employment, promotion, leaves, dismissals, demotions, and registration into P.E.R.S.
- Directs and reviews administrative matters related to the Personnel Commission and staff, including budget preparation and administration, organizational studies, information technology implementation, staff selection and development, and development of contractual and working relationships.
- Attends meetings of the Board of Education, Superintendent's Executive Committee, and other councils and committees as the official representative of the Personnel Commission.
- Confers with the Superintendent and administrators of the District, employee representatives, employees, and representatives of public and private agencies concerning human resources matters.
- Directs research of new theories, best practices and or trends in human resources administration pertaining to the classified service; reviews current literature; and prepares papers for publication in professional journals or for public presentation.
- Provides metric-driven Quarterly Reports for review by the Personnel Commissioners that: influence or steer needed changes in goals and activities; demonstrate the success of existing courses of action; and serve as a guideline for the evaluation of the Personnel Director.
- Conducts administrative reviews of appeals of decisions of subordinate administrators.

Directs the investigation of examination appeals and presentation of recommended deposition.
Represents the Personnel Commission in collective bargaining transactions.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Personnel Director is responsible to the Personnel Commission for the overall administration of the Merit System for the classified service, including the supervision of the Personnel Commission staff. The Deputy Personnel Director assists in the overall administration of Personnel Commission functions and activities and acts for the Personnel Director in case of absence.

The Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

The Assistant Director, Personnel, plans, directs, administers, and coordinates multiple areas of the Personnel Commission.

SUPERVISION

Administrative direction is received from the Personnel Commission or from the Personnel Director in the case of the Deputy Personnel Director. Direction is exercised over employees of the Personnel Commission staff through lower-level administrators.

CLASS QUALIFICATIONS

Knowledge of:

- Federal and State laws related to human resources
- Provisions of the California Education Code with particular emphasis on the Merit System Article and other provisions relating to classified employees
- Purposes, functions, policies, and practices of private and public human resources departments
- Administrative and management techniques
- Fundamentals of public administration, organizational development, and statistics
 - relationship to position classification, selection, training and compensation and benefit plans
- Collective bargaining and employer-employee relations in the public service, especially in California public school districts
- Computer applications as they relate to human resources applications
- Literature, periodicals, and other source materials concerning current trends in human resources administration and employee relations
- Laws, rules, regulations, court decisions, and legal interpretations concerning human resources matters such as selection, employment, compensation and fringe benefits
- Legal terminology, practices, and procedures for the conduct of administrative hearings
- Organization, human resources, and policies of the Los Angeles Unified School District
- Equal employment opportunity and diversity programs and regulations
- State-of-the-art human resources practices

Ability to:

- Direct and coordinate diversified activities through subordinate supervisors
- Prepare and present written and oral reports on a variety of human resources policies and procedures

Maintain effective working relationships with all levels of administrators, employees, employee organization representatives, and officials of public and private agencies
Maintain poise and use good judgment in stressful situations
Develop, understand, interpret laws and execute, rules, regulations, policies, and procedures
Develop and implement strategic plans
Develop and manage employee recognition programs and workforce planning projects

ENTRANCE QUALIFICATIONS

Personnel Director:

Education:

A graduate degree from a recognized college or university, preferably with a degree in industrial or organizational psychology, or public administration with a major in human resources, law or a related field. An additional two years of the required experience may substitute for the graduate degree, but not for a bachelor's degree.

Experience:

Seven years of executive or managerial experience in professional human resources work that has included either working in a school district with an average daily attendance of ~~40,000~~ 20,000 or more or with a governmental agency or a private firm with over 5,000 employees including direct supervision of five or more professional ~~and or clerical support administrative~~ employees. Three years of the required experience must be at the executive level. Experience should have provided knowledge of administration and management techniques, position classification and compensation, recruitment, selection, assignments, employment transactions, labor contract negotiation, or staff development. It is preferred that this experience be in civil service or merit systems and supplemented by a history of active participation in national and local professional human resources organizations. ~~Up to five years of the required professional human resources experience may be substituted by managerial experience at LAUSD at the Branch Director level or above. Four years of the professional human resources experience may be substituted by a doctorate in a closely related field.~~

Deputy Personnel Director:

Education:

A graduate degree from a recognized college or university, preferably with a degree in industrial or organizational psychology, or public administration with a major in human resources, law or a related field. An additional two years of the required experience may substitute for the graduate degree, but not for a bachelor's degree.

Experience:

Five years of executive or managerial experience in professional human resources work that has included either working in a school district with an average daily attendance of ~~40,000~~ 20,000 or more or with a governmental agency or a private firm with over 5,000 employees including supervision of professional and clerical support employees. Experience should be in position classification and compensation, recruitment, selection, assignments, labor contract negotiation, or staff development. It is preferred that this experience be in civil service or merit systems and supplemented by a history of active participation in national and local professional human resources organizations.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. Exempt from FLSA.
3. 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 a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
09-21-23
KG

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective September 21, 2023:

- I. The following classes be abolished:

Clerk (Restricted) (2677)
Construction Safety Manager (1794)
Office Management Assistant (2093)
Research and File Technician (CPOS) (2570)

- II. The Personnel Director be authorized to reactivate the abolished classes as needed, subject to ratification by the Personnel Commission.
- III. Final approval to Rule 596, Overtime to remove the following classifications: Construction Safety Manager (1794)

BASIS OF RECOMMENDATION:

The classes listed above have no positions and there is no foreseeable need for the classes in the future. Therefore, it is recommended that they be abolished. If there is a future need for the classifications, staff will employ procedures previously used in case 7608 which allows the reinstatement of abolished classifications, as appropriate.

RGK: JAP

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 21, 2023, the following class, 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>
Local District Administrative Assistant (2396)	Region Administrative Assistant (2396)

BASES OF RECOMMENDATION:

The proposed change in the class title will better reflect the concept of the job function. The class description with minor changes is 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/LKD

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

~~LOCAL DISTRICT~~ REGION ADMINISTRATIVE ASSISTANT

DEFINITION

Supports a ~~Local District~~ Region Superintendent (~~LDRS~~), Administrator of Operations (AOO), and/or Administrator of Instruction (AI), by providing direct assistance to an ~~LDRS~~, AOO, and/or an AI and coordinating the ~~Local District's~~ Region's resources and communication with various District departments, schools, and community.

TYPICAL DUTIES

Supports a ~~Local District~~ Region Superintendent (~~LDRS~~), Administrator of Operations (AOO), and/or Administrator of Instruction (AI) in ~~Local District~~ a Region by performing a combination of the following duties:

- Assists ~~Local District~~ a Region administrator in managing the various aspects of the ~~Local District~~ Region by assessing and analyzing pertinent information such as the Performance Meter, Targeted Assistance Report, the Educator Growth and Development initiative, and critical iStars entries; and creating a seamless interface between the operations, parent engagement, and instructional divisions
- Liaises with schools and offices through established crisis protocols and procedures
- Oversees the day-to-day operations of the ~~Local District~~ Region and coordinates the clerical procedures, practices, and staff
- Manages the administrator's calendars, maintains incoming e-mails, and drafts responses on behalf of the administrator
- Explains District rules, regulations, policies, procedures, and practices to school personnel and the public, often speaking on behalf of the administrator
- Composes and types drafts and a wide variety of finished documents from notes or printed materials; reviews materials for completeness, accuracy, format, and compliance with policies and procedures with minimal supervision or brief instructions.
- Creates service center newsletters, agendas, bulletins, fliers, internal and external correspondence, spreadsheets, PowerPoint presentations, and updates the service center's webpage.
- Designs and manages document retention systems.
- Organizes and conducts meetings and training sessions related to clerical policies and procedures and staff development for School Administrative Assistants or clerical personnel.
- Obtains and summarizes information as requested to facilitate the administrator's timely access to pertinent knowledge, including District policies.
- Receives and screens telephone calls and visitors and explains policies and procedures or refers them to the appropriate office or personnel.
- Compiles documents and reports for various meetings.
- Liaises with various District departments regarding housed employees.
- Filters and responds to inquiries, phone calls, and visitor requests to ensure appropriateness of the use of the administrator's schedule.
- Reviews, researches, and summarizes a variety of fiscal, statistical, budget, and administrative reports such as department payroll, time keeping reports, supply requisitions, and requests for personnel actions.
- May recognize and resolve basic problems related to computer use or programs, equipment, and basic network malfunctions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~Local District~~ A Region Administrative Assistant may support a ~~Local District~~ Region Superintendent (LDRS), Administrator of Operations (AOO), and/or Administrator of Instruction (AI) by monitoring and coordinating the ~~Local District's~~ Region's resources and communication with various District departments and schools and providing technical support to School Administrative Assistants.

A School Administrative Assistant provides administrative assistance to a school administrator, manages a school office, and has supervisory responsibilities for the clerical personnel and activities of a school.

An Administrative Secretary I performs a combination of secretarial and administrative duties for an individual who has jurisdiction over one or more major organizational segments of the District. In addition to being responsible for day-to-day operations of the office and coordination of all clerical procedures and practices that affect the work of that office and its subunits, an Administrative Secretary I is responsible for representing the unit and interpreting its policies to District personnel and the public.

SUPERVISION

General supervision is received from a ~~Local District~~ Region Superintendent (LDRS), Administrator of Operations (AOO), and/or Administrator of Instruction (AI). Supervision is exercised over a clerical staff. Functional supervision may be exercised over clerical policies, procedures, and practices within the district. Technical supervision may be exercised over School Administrative Assistants.

CLASS QUALIFICATIONS

Knowledge of:

- District data reports, incentives, and performance meter targets
- District policies and procedures for instructional, operational, and administrative programs
- District crisis protocols and procedures
- Office practices, procedures, and equipment
- District organizational structure
- Board of Education rules, policies, organization, and functions
- Basic law and rules affecting the functions of the organization
- Provisions of federal and State employment related laws, rules, regulations, policies, procedures, and collective bargaining agreements
- Budget, payroll, and personnel procedures
- Principles of supervision
- Punctuation, spelling and grammar
- Applications of a variety of office machines, such as computers and reprographic equipment

Ability to:

- Plan and supervise the work of others engaged in clerical work
- Exercise initiative and good judgment
- Analyze written materials and oral communications
- Make sound decisions and work under pressure
- Analyze problems and proactively identify solutions
- Use computers with Microsoft operating systems and word processing, data bases, and spreadsheet software
- Prepare and edit reports, bulletins, and other material
- Communicate effectively orally and in writing
- Understand and tactfully explain a wide variety of concepts, rules, policies, and procedures effectively

Work effectively and cooperatively with all racial, ethnic, and socioeconomic groups
Deal tactfully and effectively in telephone and personal contacts
Access and navigate pertinent District systems
Keep information confidential

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of administrative assistance experience and two years of supervisory experience. The supervisory experience and the administrative assistance experience may have been concurrent. Experience in an instructional or school operations environment is highly preferable.

Special:

The ability to speak a second language may be required for some positions in this classification.

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
09-21-23
LKD