

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

Council Meeting

TUESDAY, OCTOBER 14, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, OCTOBER 23, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of September 4, 2025.
3. Receipt of minutes of the meeting of September 18, 2025.
4. Public Comment

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

CONSENT ITEMS (5-12)

5. Approval of Class Descriptions recommended, effective October 23, 2025: **APPROVED**

Associate IT Solutions Architect
Chief Risk Officer
Deputy Chief Risk Officer
Director of Student Safety Investigations
Facilities Asset Development Director
IT Solutions Architect
Senior Food Production Assistant

6. Authorization of Field of Competition in Forthcoming Examinations: **APPROVED**

Class Title

Chief Risk Officer
(\$16,612.85-\$20,581.46/mo.)

Deputy Chief Risk Officer
(\$14,495.74-\$17,965.31/mo.)

Recommendation

Open.

Class Descriptions dated October 23, 2025.

6. Authorization of Field of Competition in Forthcoming Examinations (Continued): **APPROVED**

Facilities Cost Analyst
(\$46.98751-\$57.84941/hr.)

Class Description dated December 12, 2016.

Associate IT Solutions Architect
(\$13,691.06-\$17,059.46/mo.)

Director of Student Safety Investigations
(\$13,479.52-\$16,760.24/mo.)

Facilities Asset Development Director
(\$15,188.53-\$18,923.96/mo.)

IT Solutions Architect
(\$15,745.95-\$19,515.05/mo.)

Class Descriptions dated October 23, 2025.

Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

Food Production Supervisor
(\$28.70234-\$34.97619/hr.)

Class Description dated January 26, 2023.

Senior Food Production Assistant
(\$22.90294-\$23.85672/hr.)

Class Description dated October 23, 2025.

Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

7. a. Abolishment and Establishment of the Outdoor Education Assistant Classifications. (Case 12764) **APPROVED**

b. Approval of Class Descriptions recommended, effective October 23, 2025: **APPROVED**

Outdoor Education Assistant (Female)
Outdoor Education Assistant (Male)

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

Class Title

Outdoor Education Assistant (Female)
(\$24.30213/Flat rate)

Outdoor Education Assistant (Male)
(\$24.30213/Flat rate)

Recommendation

Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

8. a. Establishment of New Classes for the Student Safety Investigation Team (SSIT). (Case 12765) **APPROVED**

b. Approval of Class Descriptions recommended, effective October 23, 2025: **APPROVED**

Investigator (SSIT)
Senior Investigator (SSIT)
Supervising Investigator (SSIT)

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

<u>Class Title</u>	<u>Recommendation</u>
Investigator (SSIT) (\$49.58725-\$60.99982/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 Investigator (SSIT) (\$55.02383-\$67.74329/hr.)	
Supervising Investigator (SSIT) (\$11,587.61-\$14,437.25/mo.)	

9. a. Title Change for Various Classes. (Case 12768) **APPROVED**

b. Approval of Class Descriptions recommended, effective October 23, 2025: **APPROVED**

Senior Administrator, Enterprise Applications
Senior Administrator, IT Infrastructure
Senior Administrator, IT Customer Support

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

<u>Class Title</u>	<u>Recommendation</u>
Associate Chief Information Officer, Enterprise Applications (\$17,256.71-\$21,501.19/mo.)	Open.
Associate Chief Information Officer, IT Infrastructure (\$17,256.71-\$21,501.19/mo.)	
Associate Chief Information Officer, IT Customer Support (\$17,256.71-\$21,501.19/mo.)	

10. a. Title Change for the Class of Director, Multimedia and Learning Systems. (Case 12774)

APPROVED

b. Approval of Class Descriptions recommended, effective October 23, 2025: **APPROVED**

Director, Multimedia and Instructional Technology

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

<u>Class Title</u>	<u>Recommendation</u>
Director, Multimedia and Instructional Technology (\$15,745.95-\$19,515.05/mo.)	Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

11. Amendment to Rule 592, Salary Differential for Positions in the Office of the Superintendent, Deputy Superintendent and Deputy Superintendent, Instruction, and Board of Education. Tentative Approval Recommended, effective October 23, 2025. (Case 12763) **APPROVED**

Purpose: Rule 592 currently provides a salary differential for specific positions in the Office of the Superintendent, offices of the two Deputy Superintendents; and the Office of the Board of Education due to the added complexity and urgency of tasks and responsibilities associated with the work environment. The proposed changes reflect a streamlined description of the positions in these offices that may get the differentials.

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

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

A. Examination Appeals

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

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

Contract Administration Manager (Z.W., Case 0399)
Data Center Technician (H.A., Case 0400)
Operating Systems Specialist (H.A., Case 0401)
Plant Manager II (C.C., Case 0403)
Plant Manager III (S.H., Case 0402)
School Administrative Assistant (H.N., Case 0404)
Senior Human Resources Representative (M.A., Case 0405)

16. Receipt of Personnel Commission Activity Report for the First Quarter of the 2025-26 School Year.

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.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit J
Class Codes

ASSOCIATE IT SOLUTIONS ARCHITECT
IT SOLUTIONS ARCHITECT

3830
3823

DEFINITION

An IT Solutions Architect designs, develops, and oversees IT architectural cloud, security, collaboration, network, applications or data solutions for an IT Branch in alignment with business goals, technical requirements, and District strategic plans. An Associate IT Solutions Architect assists an IT Solutions Architect with major activities related to the design and development of IT architectural solutions.

TYPICAL DUTIES

Architects, designs, and develops ~~architectural~~ solutions that incorporate business goals with new or existing technology for an IT Branch and ensures solutions align with District strategic plans. Documents and maintains reference architectures, roadmaps, and best practices for IT solutions. Documents and designs the District's cyber security architecture, systems, and services and aligns the architecture to industry best practices and standards.

Collaborates with other IT Solutions Architects and IT teams to implement and integrate solutions that are compatible with the District's IT enterprise and to enable automated monitoring, configuration, and management capabilities across the enterprise network.

Proposes and develops plans to integrate on-premise and cloud-based solutions.

Identifies and synthesizes the components and subcomponents required for a solution's success.

Incorporates cloud technology architecture in data system architecture.

Architects data lakes to expand the type and amount of data captured and ensure a repository of historical data is maintained and accessible through proper data governance practices.

Coordinates and leads various architectural planning committees or centers of excellence, such as cloud center of excellence, data architecture task force, or cyber security review board.

Serves as a District expert and advisor regarding the architecture of their area of focus and related emerging technologies such as cloud computing, Artificial Intelligence, automation, and machine learning.

Architects cloud infrastructure solutions for storage, computing, and application hosting.

Defines, designs, documents and enforces standards, practices, and guidelines for solution development and integration such as proper data governance practices, application standards shared between systems, and security compliance practices to ensure District IT enterprise-wide compatibility.

Oversee the end-to-end implementation of IT solutions while providing guidance throughout the project life cycle to ensure technical integrity and performance

Recommends platforms, tools, and frameworks for application development that optimize performance, scalability, and maintainability.

Assesses existing architectures to recommend improvements and bridge gaps within an architecture and between systems.

Identifies and mitigates risks and potential impacts associated with new architectural solutions and improvements to existing architectures.

May lead or supervise a team of technical personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Solutions Architect serves as an IT architectural cloud, security, collaboration, network, applications or data solutions expert, designs architectural IT solutions for business goals, and ensures the solutions are consistent with industry standards, the District strategic plan, and are properly integrated across the District IT enterprise.

An Associate IT Solutions Architect assists an IT Solutions Architect with the major activities related to the solutions architecture for an IT Branch.

A Senior Administrator is responsible for all areas of their IT Branch and advises the Chief Information Officer on the technical strategy pertaining to these systems and services for the division.

The Chief Information Security Officer is responsible for the development of a strategic, comprehensive, and adaptable information security program designed to protect the District's information assets and provides the overarching strategy for District information security.

SUPERVISION

An IT Solutions Architect receives administrative direction from a Senior Administrator or the Chief Information Security Officer and may provide administrative direction to Associate IT Solutions Architects and lower-level technical staff. An Associate IT Solutions Architect receives administrative direction from an IT Solutions Architect or higher-level administrator and provides general direction to lower-level technical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Applicable education code laws, regulations, and guidelines related to cyber security
- Limitations of information technology hardware, software and services Interdependencies of technologies
- Project management methodologies
- Internet applications such as e-mail, internet, netnews, etc.
- Security controls for networking devices, operating systems, application, web, and cloud-based solutions
- Principles and techniques of IT architecture and infrastructure

Ability to:

- Manage multiple large projects simultaneously
- Develop, plan, and implement short and long-range goals Integrate and collaborate successfully with peers
- Formulate and express ideas clearly and effectively in writing and orally Set priorities and successfully complete tasks in a timely manner
- Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters
- Maintain effective relationships with District personnel and representatives of manufacturers and other organizations
- Motivate and lead employees
- Transform business requirements into IT systems architecture

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in electrical engineering, mathematics, computer science, data science, cybersecurity, or a related field. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met. An advanced degree in systems management, engineering, or computer science is preferable.

Experience:

Data Emphasis:

Associate IT Solutions Architect: Three years of experience in an enterprise-wide environment in data and analytics platform architecture, data integration, data modeling, and data technology platform and management.

IT Solutions Architect: Five years of experience in an enterprise-wide environment in data and analytics platform architecture, data integration, data modeling, and data technology platform and management.

Or

Cloud Infrastructure Emphasis:

Associate IT Solutions Architect: Three years of experience in an enterprise-wide environment designing, implementing, and supporting cloud infrastructure solutions. The aforementioned experience must have included cloud platform architecture, management, maintenance, and governance.

IT Solutions Architect: Five years of experience in an enterprise-wide environment designing, implementing, and supporting cloud infrastructure solutions. The aforementioned experience must have included cloud platform architecture, management, maintenance, and governance.

Or

Cybersecurity Emphasis:

Associate IT Solutions Architect: Three years of designing, engineering, implementing, and managing secure, enterprise-wide network infrastructure and implementing technologies on various platforms. The aforementioned experience must include experience in leading security requirement analysis, design, implementation, and support with third-party compliance objectives such as FERPA, HIPAA, CJIS, etc.

IT Solutions Architect: Five years of experience designing, engineering, implementing, and maintaining a secure, enterprise-wide network infrastructure and implementing technologies on various platforms. The aforementioned experience must include experience in leading security requirement analysis, design, implementation, and support with third-party compliance objectives such as FERPA, HIPPA, CJIS, etc.

Or

Collaboration Emphasis:

Associate IT Solutions Architect: Three years of experience in an enterprise-wide environment designing, implementing, and supporting multi-cluster collaboration systems with more than 60,000 end points. The aforementioned experience must have included collaboration platform architecture, management, maintenance, and governance.

IT Solutions Architect: Five years of experience in an enterprise-wide environment designing, implementing, and supporting multi-cluster collaboration systems with more than 60,000 end points. The aforementioned experience must have included collaboration platform architecture management, maintenance, and governance.

Or

Application Emphasis:

Associate IT Solutions Architect: Three years of experience in an enterprise-wide environment designing, implementing, and supporting enterprise wide application solutions. The aforementioned experience must have included cloud platform architecture, management, maintenance, and governance.

IT Solutions Architect: Five years of experience in an enterprise-wide environment designing, implementing, and supporting enterprise wide application solutions. The aforementioned experience must have included cloud platform architecture, management, maintenance, and governance.

Or

Network Emphasis:

Associate IT Solutions Architect: Three years of experience in an enterprise-wide environment designing, implementing, and supporting enterprise wide network solutions. The aforementioned experience must have included network architecture, management, maintenance, and governance.

IT Solutions Architect: Five years of experience in an enterprise-wide environment designing, implementing, and supporting enterprise wide network solutions. The aforementioned experience must have included network architecture, management, maintenance, and governance.

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.

Data Emphasis:

Associate IT Solutions Architect: the following certification or its equivalent or higher is required:
AWS Certified Solutions Architect – Associate

IT Solutions Architect: one of the following certifications or their equivalent or higher is required:
Microsoft Certified Power Platform Solution Architect Expert
AWS Certified Solutions Architect – Professional

Cloud Infrastructure Emphasis:

Associate IT Solutions Architect: one of the following certifications or their equivalent or higher is required:

AWS Certified Solutions Architect – Associate

Google Associate Cloud Architect

IT Solutions Architect: one of the following certifications or their equivalent or higher is required:

AWS Certified Solution Architect - Professional

Google Professional Cloud Architect

MS Certified Azure Solutions Architect Expert

Cybersecurity Emphasis:

Associate IT Solutions Architect: One of the following certifications or their equivalent or higher is required:

SANS GIAC Defensible Security Architect (GDSA)

AWS Certified Security- Specialty

Or

A Cisco CCNP Enterprise and Cisco CCNP Security are both required

IT Solutions Architect: one of the following certifications or their equivalent or higher is required:

Certified Information Systems Security Professional (CISSP)

SANS GIAC Information Security Professional (GISP)

Cisco CCIE Security

Cisco CCIE Enterprise Infrastructure

A Microsoft Certified Cybersecurity Architect, MS Certified Cybersecurity Architect Expert, or AWS Certified Security – Specialty certification is preferable.

Or

Collaboration Emphasis:

Associate IT Solutions Architect: One of the following certifications or their equivalent or higher is required:

Cisco Certified Professional (CCNP) – Enterprise

Cisco Certified Professional (CCNP) – Collaboration

A Cisco Certified Internetworking Expert (CCIE) – Collaboration is preferable

IT Solutions Architect: one of the following certifications or their equivalent or higher is required:

Cisco Certified Internetworking Expert (CCIE) – Collaboration

Applications Emphasis:

Associate IT Solutions Architect: one of following certifications or their equivalent or higher is required:

AWS Certified Solutions Architect – Associate

Microsoft Certified: Azure Administrator Associate

Google Associate Cloud Architect

IT Solutions Architect: one of the following certifications or their equivalent or higher is required:

AWS Certified Solutions Architect-Professional
Microsoft Certified: Azure Solutions Architect Expert
Google Professional Cloud Architect
TOGAF Certified Solutions Architect – Professional is preferable

Network Emphasis

Associate IT Solutions Architect: one of following certifications or their equivalent or higher is required:

Cisco CCNP Enterprise
AWS Certified Solutions Architect-Associate

IT Solutions Architect: one of the following certifications or their equivalent or higher is required:

Cisco CCIE Enterprise Infrastructure
AWS Certified Solutions Architect-Professional

Project Management Professional (PMP), IT Infrastructure Library (ITIL), Open Group TOGAF Certified Enterprise Architect Practitioner, or equivalent certifications are preferable.

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

10-23-25

JAP

District notification: 10/3/25

Union Notification: 10/8/25

Class Codes

CHIEF RISK OFFICER
DEPUTY CHIEF RISK OFFICER

2000-Senior Management
2230-Senior Management

DEFINITION

Plans, organizes, develops, directs, and oversees District-wide insurance and risk management services and related policies and procedures at the executive level. The Deputy Chief Risk Officer assists in the management of the Division and acts as the Chief Risk Officer as required.

TYPICAL DUTIES

Plans, develops, and oversees the administration of the Division of Risk Management and Insurance Services through subordinate administrators, supervisors, and staff personnel engaged in the management of:

Risk Finance and Insurance (e.g. Liability Claims and Insurance, including the Owner-Controlled Insurance Program and Restitution and the District's captive insurance company)
Employee and Retiree Group Health Benefits, Disability Retirement, and Deferred Compensation Retirement Savings Plans
Integrated Disability Management (e.g. Workers' Compensation, Return-to-Work, FMLA and protected leaves and absences compliance, Employee Absence Management, Illness Leave Donations, Reasonable Accommodations, and Acts of Violence)

Formulates and recommends District policies and advises the District's executive staff and Board of Education of potential risks associated with the implementation of programs and policies and procedures and proposed changes in the laws, rules, and regulations related to insurance and risk management.

Develops appropriate cost-effective methods for the procurement of insurance coverage, management of and/or self-insurance services, and oversight of the District's captive insurance company for property, casualty, workers' compensation, and other areas.

Develops and analyzes the District's risk metrics and reports, including losses and key incidents, key risk exposures and early warning indicators and identifies methods to eliminate or minimize risks and possible losses and recommends solutions.

Develops insurance specifications, selects, and manages insurance service providers, including insurers, brokers, and third-party claims administrators.

Oversees insurance and risk management expenses, forecasts, and budgets to ensure all financial objectives are met; ~~and manages self-insured loss reserve accounts; and directs the operations of the District's captive insurance company with primary emphasis on solvency, regulatory compliance, and long-term financial stability.~~ ~~retiree health benefits, property liability, and workers' compensation.~~

Advises and presents to the Superintendent, Board of Education, and District executive staff on recommended cost controls and investment strategies for all programs.

Oversees the implementation of risk management related policy, guidance, and information and advises the Board of Education, District executive staff, administrators, and confers with external stakeholders and other governmental agencies.

Coordinates with outside counsel on legal matters and claims/litigation against the District.

Represents the Division of Risk Management before the Board of Education and in interdivisional meetings, and participates in the development of strategic plans that affect Division responsibilities.

Oversees strategic assessment of long-range financial planning of all risk management initiatives

to ensure all financial objectives related to risk management initiatives are met.
Settles Workers' Compensation and Liability claims as authorized by the Board of Education.
Represents the District in collective bargaining negotiations related to all risk management functions.
Directs and reviews personnel management functions.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Risk Officer plans, directs, and sets forth the District-wide Risk Management strategic plan through the activities of the Division of Risk Management and Insurance Services and oversees the planning and implementation of related policies and programs of the District at the executive level.

The Deputy Chief Risk Officer assists in the administration of the Risk Management Division, participates in the planning and organizing of Division functions, and acts as the Chief Risk Officer as required.

SUPERVISION

The Chief Risk Officer receives administrative direction from the Chief Financial Officer or designee and exercises administrative direction over subordinate administrators and managers. The Deputy Chief Risk Officer receives administrative direction from the Chief Risk Officer and exercises general direction over branch directors and lower-level management staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, trends, methods, and procedures of comprehensive risk management programs, workers' compensation, property casualty insurance, tort liability, disability management, group health benefits, deferred compensation retirement savings plans, and accident prevention and loss control programs
California Workers' Compensation and disability laws, Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Affordable Care Act (ACA), and other related federal and State statutory requirements such as the California Education Code
Principles, practices, and regulatory requirements of captive insurance company management, including governance, solvency, reinsurance, and statutory financial reporting.
Research and analysis techniques
Supervisory principles and practices
Public relations principles
Principles of training, employee evaluation, employee relations, and progressive discipline

Ability to:

Develop and implement the organizational vision, which integrates key program goals, priorities, values, and other factors
Plan, organize, direct, coordinate, and review the work of a multi-unit operation
Manage through subordinate administrators
Gather, read, analyze and interpret complex data including legislation, rules, regulations and policies, and numerical data
Analyze complex problems and exercise sound judgment in developing and planning the implementation of effective and efficient solutions and alternatives
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
Establish and maintain effective working relationships
Prepare reports complete with findings and recommendations involving summaries and

analyses of complex technical information
Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions
Formulate and express ideas effectively in both written and oral forms with all levels of management, both internal and external to the District
Speak effectively before a variety of groups
Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Remain calm under stress

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, public administration, or a related field. College courses in law, insurance, risk management, or safety engineering are highly preferable. An advanced degree in law, insurance, risk management or a related field is preferable.

Experience:

Chief Risk Officer

Five years of risk management experience at the management or executive level with direct administrative authority in an organization with a multi-unit risk management operation or departments. Experience in at least two of the major responsibilities in risk finance, integrated disability, ~~or employee group health benefits,~~ or captive insurance company is required. Experience in the investigation and adjustment of workers' compensation claims and general liability claims in the public sector is preferable.

Possession of valid certification as an Associate of Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU), Associate in Claims (AIC), or Certified Employee Benefits Specialist (CEBS) preferred.

Deputy Chief Risk Officer

Three years of risk management experience at the management level with direct administrative authority in an organization with a multi-unit risk management operation or departments. Experience in at least two of the major responsibilities in risk finance, integrated disability, ~~or employee group health benefits,~~ or captive insurance company is required. Experience in the investigation and adjustment of workers' compensation claims and general liability claims in the public sector is preferable.

Possession of valid certification as an Associate of Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU), Associate in Claims (AIC), or Certified Employee Benefits Specialist (CEBS) preferred.

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.

SPECIAL NOTES

1. ~~Management class, exempt from bargaining units.~~
2. ~~Exempt from FLSA.~~
3. An Employee in this class is 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
10-23-25
BM

District Notification Date: 09/23/25

DIRECTOR OF STUDENT SAFETY INVESTIGATIONS

DEFINITION

Plans, develops, and directs the operations of the Student Safety Investigations Unit (SSIU) and oversees staff engaged in complex and sensitive investigations of employee misconduct involving students.

TYPICAL DUTIES

Directs, plans, and coordinates employee misconduct investigations involving violations of District policies.

Directs and oversees the establishment and effectiveness of policies, guidelines, requirements, and strategies for employee misconduct investigations.

Ensures that the investigations are thorough, timely, and conducted with the highest level of integrity and discretion.

Directs the department in analyzing cases, establishing timelines, gathering and examining evidence, interviewing witnesses or person(s) of interest, and accurately writing the reports.

Directs and supervises the District's forensic unit.

Reviews all preliminary and final investigative reports, summaries, and statements to ensure compliance with investigative protocols, standards, and guidelines.

Ensures the protection, storage, and confidentiality of all documents and information concerning the parties and witnesses involved in investigations consistent with the Family Educational Rights and Privacy Act (FERPA), Freedom of Information Act (FOIA), and Public Records Act (PRA).

Serves as the District lead in State Audits of Reassigned Employees under investigation for allegations of misconduct.

Supervises and coordinates the external contracted bench of investigators.

Coordinates with law enforcement agencies and the Department of Children and Family Services (DCFS) to release information for employee criminal cases.

Consults and advises District management and local district and school administrators to resolve discrepancies identified in investigations and improve management and operational controls and procedures.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Safety Investigations administers, directs, and coordinates the investigative functions pertaining to employee misconduct with students.

The Chief of School Operations directs and oversees the district-wide school operations.

~~The A Supervising Investigator (SSIT) plans, directs, organizes and supervises the investigators and investigations assigned to his/her group.~~

~~The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.~~

SUPERVISION

General supervision is received from an ~~Associate General Counsel II~~ the Chief of School Operations or designee. Supervision is exercised over a ~~Supervising Investigator, Senior Investigators, Investigators, SSIT investigators~~ and other support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative procedures, theory, and techniques
- Child abuse reporting requirements and laws
- Provisions of the Education Code, Government Code, and other State and federal laws, rules, and regulations that govern the activities of the Los Angeles Unified School District
- District organization, programs, policies, regulations, and procedures
- Office organization, methods, and procedures
- Laws, rules, regulations, court decisions, and legal interpretations concerning employee misconduct
- Legal terminology, practices, and procedures for the conduct of administrative hearings
- Rules of evidence and expert witness
- Principles of public relations

Ability to:

- Supervise, direct, and coordinate complex investigations
- Establish investigative priorities and assign investigative personnel
- Effectively analyze and interpret data
- Communicate effectively and express sensitive and complex information clearly, in writing and orally
- Supervise the preparation of clear, concise, and conclusive reports
- Work effectively with a wide range of District personnel and the public
- Develop, understand, interpret laws and execute, rules, regulations, policies, and procedures
- Develop and implement strategic plans
- Maintain confidentiality of evidence gathered

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience conducting investigations pertaining to background, fraud, employee misconduct, or abuse in a public agency, including three years of supervisory or management experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle
~~A valid California Driver License.~~
~~Use of an automobile.~~

SPECIAL NOTE:

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
10-23-25
RGK/BM

District Notification: 10/7/25

FACILITIES ASSET DEVELOPMENT DIRECTOR

DEFINITION

Directs and oversees the development, planning and coordination of pre-construction activities for multiple new school construction and modernization projects in various areas in the District.

TYPICAL DUTIES

Directs and reviews the architectural planning, design, funding, and development of multiple pre-construction activities involving school construction and modernization projects.

Develops, assigns, and monitors performance of Facilities Development Managers, Senior Facilities Development Managers and other professional staff involved with pre-construction activities.

Coordinates school planning activities including conceptual planning as a collaborative planning process.

Manages multiple District school pre-construction and design-build projects through interaction with various departments including Master Planning, Project Controls, Demographics, Real Estate, Community Outreach, Office of Environmental Health and Safety, Maintenance and Operations, and Project Execution from project conception, through draft to final review, approval, and handoff to construction.

Directs the development of selection procedures and standards for the administration of Architectural and Engineering (A/E) contracts.

Monitors activities such as site assessment, California Environmental Quality Act (CEQA) design, off-site approvals, political interface, outreach, funding strategies, and application process.

Develops, establishes, and administers pre-construction policies and procedures for the planning and development of new and existing school projects.

Defines the needs (seats) for new and existing schools and develops new school designs.

Administers assessment of LAUSD properties to determine future needs and possible facilities use.

Develops recommendations for future project priorities and phasing.

Resolves more complex pre-construction project issues including schedule conflicts and disagreements over design of new schools facilities and modernization of existing facilities.

Manages the planning and/or design departments regarding the creation and design of architectural plans by third-party professional architectural and engineering commissioning agents for submission and approval by the Division of the State Architect (DSA).

Evaluates redevelopment opportunities with the Master Planning and Real Estate Department for District owned properties, and the selection and acquisition of potential new sites.

Makes presentations to Board Members, District administrators, and representatives of public agencies.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Asset Development Director provides overall administrative and functional management for pre-construction project development on assigned projects in various areas in the District.

The Director of Facilities Planning and Development directs long range facilities master planning, identifies requirements for new and existing school facilities, provides critical information for obtaining CEQA clearance, develops school designs, supports the site selection process for new schools, and recommends procurement methods by which to execute the project. The Deputy Director of Facilities Planning and Development assists in the management of the branch and acts for the Director of Facilities Planning and Development as required.

The Senior Facilities Development Manager is responsible for monitoring the work of multiple Facilities Development Managers and assumes responsibility for more complex pre-construction activities.

SUPERVISION

The Facilities Asset Development Director receives general supervision from the Director of Facilities Planning and Development and the Deputy Director of Facilities Planning and Development. General supervision is exercised over lower level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Planning and design of new and existing educational facilities
- Architecture and engineering as applied to the design and construction of school buildings, service facilities
- General principles and practices of building construction
- Principles of urban planning and development
- Principles of design and construction scheduling
- Principles of organization, management, and supervision
- District standards and legal provisions governing school building construction
- Construction contract administration
- Laws and regulations regarding site acquisition
- Regulations and complexities of construction projects and programs, including design build
- Program and project management principles
- Principles of the Public Contract Code, contract law scheduling, estimating, and demolition and environmental assessment work
- State and federal environmental regulations such as the (CEQA) and National Environmental Policy Act (NEPA)
- Legal bases and sources of finance for California school building programs
- Basic principles of contract law, public contracting, research, cost analysis and accounting
- Basic principles of contract administration, research, cost analysis and control, accounting, and analysis and presentation
- Basic concepts and business applications of data processing
- Principles of public relations

Ability to:

- Plan, organize and coordinate a variety of new facilities projects for maximum efficiency and cost effectiveness
- Provide leadership and prioritize projects
- Provide effective oversight of multiple operations
- Manage project budgets and schedules
- Handle multiple projects simultaneously
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups involved in design and construction of new facilities
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Make and review decisions objectively
- Communicate effectively both orally and in writing
- Operate a computer workstation and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a bachelor's degree, preferably in architecture, engineering, facilities planning, urban planning or construction management. A master's degree in architecture or planning is preferred. Courses in business administration, public relations, accounting, school finance, personnel management and communications are preferred.

Experience:

~~Ten~~ Six years of ~~executive or~~ management experience with the responsibility for architectural planning, design, and development of large campuses, projects, or programs. The following work experience is preferable:

- Experience utilizing Building Information Modeling (BIM)
- Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative For High Performing Schools (CHPS)
- Experience with DSA construction/design processes
- Experience in designing of educational or instructional facilities

Special:

Any one of the following is preferable:

- A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners.
- A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Professional Engineers and Land Surveyors, or;
- A valid Certified Planner (AICP) credential by the American Planning Association, or;

AND

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 California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.~~
~~Use of an automobile.~~

SPECIAL NOTES

1. Exempt from FLSA.
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 a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
10/23/2025
YG

District Notification Date: 09/19/2025
Union Notification Date: 09/30/2025

SENIOR FOOD PRODUCTION ASSISTANT

DEFINITION

A Senior Food Production Assistant sets up a mechanized food production line in accordance with instructions, oversees and troubleshoots production runs, and participates in a variety of routine tasks related to the receiving, cooking, plating, packaging, shipping, and sanitizing efforts in a high-volume food processing plant.

TYPICAL DUTIES

Maintains production run goals and standards by supervising portion, sanitation, and quality control; diagnosing equipment stoppages and making minor equipment repairs; and assigning employees to production line locations to meet production goals.
Performs the duties of a Food Production Assistant in assembling materials, setting up and cleaning equipment, preparing foods, filling in as needed on production runs, and packaging and moving completed meals and components.
Operates a forklift or supply transporter.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Food Production Assistant provides functional supervision over production runs in a mechanized food production facility, troubleshoots production problems, and performs the duties of a Food Production Assistant as needed.

A Food Production Supervisor supervises a crew of Food Production ~~staff~~Workers and ~~Food Production Assistants~~ in a unit of a high volume food processing facility and performs the more responsible and complex food production duties.

~~Food Production Workers~~ and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a forklift or supply transporter.

SUPERVISION

General supervision is received from a Food Production Supervisor. Functional supervision is exercised over a variety of routine tasks related to volume food production and meal assembly performed by Food Production ~~staff~~Assistants and ~~Workers~~.

CLASS QUALIFICATIONS

Knowledge of:

Use, care, and cleaning of food preparation equipment and utensils
Basic principles of food sanitation and handling
Safety rules and procedures related to working with machinery, food preparation equipment, and utensils
Microsoft Office

Ability to:

- Work effectively with other employees
- Learn to operate a forklift or supply transporter
- Coordinate work of others
- Act quickly and calmly in emergency situations
- Communicate effectively with and provide work direction for other employees

Special Physical Requirements:

- Depth and space perception as required to operate a forklift or supply transporter
- Manual dexterity as required to operate a variety of food production machinery
- Stamina to stand and walk on concrete and tile floors for long periods of time
- Tolerance for working in refrigerated and freezer areas
- Safely lift and carry items weighing up to 75 50 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in manufacturing, packaging, or processing foods (minimum of 500 meals per day or the equivalent in mass production), and in the care of related equipment.

Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained by the time of appointment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance r Requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, m 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
10-23-2025
SD

District notification: 7/21/25
Union notification: 9/17/25

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **ABOLISHMENT AND ESTABLISHMENT OF THE OUTDOOR EDUCATION ASSISTANT CLASSIFICATIONS**

RECOMMENDATIONS:

It is recommended that effective October 23, 2025:

- A. The following classes be abolished:

Outdoor Education Assistant (Female) (cc: 4597)
Outdoor Education Assistant (Male) (cc: 4598)

- B. The following new classes be established in the Instructional Assistant Series, Outdoor Education Group:

Outdoor Education Assistant (Female)
Outdoor Education Assistant (Male)

- C. The established classes be allocated to the following flat rates and that future salary movement be based on that of related classes in the Instructional Assistant Series, Outdoor Education Group:

Hourly Rate

Outdoor Education Assistant (Female)	\$24.30213
Outdoor Education Assistant (Male)	\$24.30213

BACKGROUND:

Beyond the Bell is responsible for managing the Outdoor & Environmental Education program in various outdoor education centers of LAUSD. During the process of opening positions in the gender-specific classifications to staff and support the centers, it was discovered that the Outdoor Education Assistant (Female) (cc: 4597) and Outdoor Education Assistant (Male) (cc: 4598) were mapped and coded incorrectly in the system. In order to correct this, it is necessary to abolish the existing classifications and establish them as new classifications.

BASES OF RECOMMENDATIONS:

Positions in the proposed classifications of Outdoor Education Assistant (Female) and Outdoor Education Assistant (Male) will assist in supervising students in recreational, dining, and other expanded learning activities at an outdoor education center or related venue. Employees in the classes designated as (Female) or (Male) are required to enter cabins, rest rooms, and shower rooms that are restricted to persons of the designated sex.

Additional duties and responsibilities are listed on the class description presented for approval in conjunction with this report.

The recommended salary rates for the proposed classifications reflect the rates that would have applied had they not been abolished. The proposed salaries are also internally aligned with classes with similar levels and scope of responsibilities. Therefore, allocating the proposed classifications to a flat rate of \$24.30213 is appropriate.

DG/RGK

Case 12764

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit B
Class Codes

OUTDOOR EDUCATION ASSISTANT	4475
<u>OUTDOOR EDUCATION ASSISTANT (FEMALE)</u>	4597
<u>OUTDOOR EDUCATION ASSISTANT (MALE)</u>	4598

DEFINITION

Assists in supervising students in recreational, dining, and other expanded learning activities at an outdoor education center or related venue.

TYPICAL DUTIES

Supervises students during outdoor education activities, including recreational and educational learning experiences.

Supports Naturalist led trail lessons and field studies by providing student supervision, redirecting students to the learning task, and distributing and collecting and storing instructional materials.

Ensures students perform proper self-care including: brushing teeth, showering, changing clothes, washing for meals and eating properly, drinking enough fluids, putting on sunscreen, preparing for bed, and getting enough rest.

Assists students with expanded learning activities, including conservation and recreational projects.

Responds to student needs and concerns during overnight hours.

Monitors student behavior in cabins, rest rooms, and shower rooms to prevent rule violations or unsafe activities.

Supervises students in packing and unpacking personal belongings.

Assists in maintaining the outdoor education center or related venue in a safe, clean and orderly condition.

Assists in preparing for the opening and closing of programs by setting up and removing tents, activities, supplies, and other related program equipment.

Assists students in loading and unloading personal belongings in vehicles transporting student to and from camp.

Provides basic first aid, and seeks medical care for students, when necessary

May assist in unloading and storing supplies and equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Outdoor Education Assistant supervises students during activity periods, meals, and at night in the cabins. Employees in the classes designated as (Female) or (Male) are required to enter cabins, rest rooms, and shower rooms that are restricted to persons of the designated sex.

A Naturalist prepares and presents instructional materials to students regarding environmental and outdoor education studies, STEM curriculum, conducts nature hikes, and leads recreational activities related to outdoor education.

SUPERVISION

General supervision is received from the Outdoor Education Center Manager, Outdoor Education Center Assistant Manager, or Outdoor Education Programs Coordinator. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules to be observed by students
- Acceptable behavior standards required of students
- First-aid procedures

Ability to:

- Enforce safety and disciplinary rules
- Establish and maintain harmonious relationships with students and adults
- Provide standards of health practices, table manners, and personal behavior
- Direct play, recreational, and program based activities for students

Special Physical Requirements:

- Strength and dexterity to participate in strenuous physical activities
- Safely lift and carry objects weighing up to 30 pounds
- Manual dexterity to set up and dismantle center equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Training in the fields of outdoor-education and physical or natural science is preferable.

Experience:

Experience teaching, coaching, or leading camping, scouting, or other youth group activities is preferable.

Special:

- A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
- A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and kept valid during the term of employment.
- Water Safety Instructor, and Lifeguarding Certificates issued by an accredited organization are preferable for some positions.
- 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.

SPECIAL NOTES

1. Duties may require a variable work schedule, including weekends and evenings.
2. Overnight sleeping facilities are provided at the outdoor education center.

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.

Establishment of the
(Female) and (Male)
counterpart classes
10-23-25
RGK

District Notification: 9/18/25
Union Notification: 9/15/25

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **ESTABLISHMENT OF NEW CLASSES FOR THE STUDENT SAFETY INVESTIGATION TEAM (SSIT)**

RECOMMENDATIONS:

It is recommended that effective October 23, 2025:

- I. A. The following new class be established in the Protective Series, Investigations Group:

Supervising Investigator (SSIT)

- B. The new class be allocated to the following salary range and that future salary movement be based on that of related classes in the Protective Series, Investigations Group:

Monthly Rates

\$11,587.61 \$12,242.74 \$12,936.32 \$13,665.17 \$14,437.25/month

- C. The duties and responsibilities of the class are listed in the class description presented for approval in conjunction with this report.
- D. Final approval be given to the amendment of Rule 596, Overtime to include Supervising Investigator (SSIT) (NEW CLASS) in the list of classes exempt from the overtime payment provisions of the rule.
- E. The positions of Supervising Investigator (PCN 30395522) occupied by G. Tillman (EN 922795) and (PCN 30444900) occupied by R. Washington (EN 1102309) in the Student Safety Investigation Team be reclassified to Supervising Investigator (SSIT) (NEW CLASS) (\$11,587.61 - \$14,437.25/month).

- II. A. The following new class be established in the Protective Series, Investigations Group:

Senior Investigator (SSIT)

- B. The new class be allocated to the following salary range and that future salary movement be based on that of related classes in the Protective Series, Investigations Group:

Salary Range

\$55.02383 \$57.92743 \$61.04768 \$64.34132 \$67.74329/hour

- C. The duties and responsibilities of the class are listed in the class description presented for approval in conjunction with this report.
 - D. The positions of Senior Investigator (PCN 30395523) occupied by R. Johnson (EN 920430), (PCN 30444098) occupied by A. Hendrix (EN 1132177), (PCN 30444099) occupied by V. Skanes-Williams (EN 1127334), and (PCN 30509453) occupied by A. Navarro (EN 1134054) in the Student Safety Investigation Team be reclassified to Senior Investigator (SSIT) (NEW CLASS) (\$55.02383 - \$67.74329/hr).
- III. A. The following new class be established in the Protective Series, Investigations Group:
- Investigator (SSIT)
- B. The new class be allocated to the following salary range and that future salary movement be based on that of related classes in the Protective Series, Investigations Group:
- Salary Range
- \$49.58725 \$52.23005 \$54.99151 \$57.89322 \$60.99982/hour
- C. The duties and responsibilities of the class are listed in the class description presented for approval in conjunction with this report.
 - D. The positions of Investigator (PCN 30437728) occupied by V. Armas (EN 685290), (PCN 30493581) occupied by D. Frierson (EN 1078772), (PCN 30444297) occupied by J. Santisteban (EN 1174994), and (PCN 30395526) occupied by A. Garcia (EN 1196477) in the Student Safety Investigation Team be reclassified to Investigator (SSIT) (NEW CLASS) (\$49.58725 - \$60.99982/hr).

BACKGROUND:

On March 19, 2013, Board Members Galatzan, Garcia, and Kayser put forth a resolution titled “Protect Children and Safeguard Due Process”. The Governing Board of the Los Angeles Unified School District resolved to direct the Superintendent at the time “to create a team of professionally trained investigators to take the lead and investigate reports of allegations of abuse and sexual misconduct and assist the administrators with conducting the investigations thoroughly and in a timely manner”.

A team of investigators, whose experience best matched those required to perform the highly sensitive investigations of alleged employee abuse and sexual misconduct toward students, was selected from staff in the Office of the Inspector General. This team of investigators, going forward, was known as the Student Safety Investigation Team (SSIT).

As vacancies arose within the team, efforts were made to fill the positions using eligibility lists from existing investigator classifications. However, it became evident that most candidates on these lists possessed experience primarily in white-collar crime investigations—such as fraud, collusion, and conflicts of interest. This background did not adequately align with the unique and highly sensitive requirements of investigating alleged employee misconduct, as directed by the Governing Board.

As a result, the administration of the SSIT requested to create a series of investigator classifications to reflect the specialized duties, knowledge, abilities, and experience required to conduct investigations of these highly sensitive cases.

BASIS OF RECOMMENDATION:

- I. The proposed classification of Supervising Investigator (SSIT) will supervise investigations regarding allegations of egregious employee misconduct involving students and violations of District employment and student safety policies; ensure investigators obtain facts and develop evidence from all sources to establish the extent and nature of the alleged student safety violation being investigated; direct age and developmentally appropriate in-depth interviews of students to obtain information to determine whether child abuse or other egregious employee misconduct related to student risk and safety has occurred; and provide supervision and guidance to investigators and other lower-level staff members assigned to his/her group, within the Student Safety Investigation Team.

An external salary survey of public agencies was conducted, but no comparable classifications were found. Therefore, the proposed salary is based on internal alignment. The level of responsibility and scope are evaluated to be similar to that of the Supervising Investigator at \$11,587.61 - \$14,437.25/per month. The scope and responsibility are similar in that both classifications plan, organize, and supervise investigative functions and activities. Therefore, the salary range of \$11,587.61 - \$14,437.25 per month is appropriate.

- II. The proposed classification of Senior Investigator (SSIT) will lead and investigate allegations that involve complex violation of student safety, as it pertains to egregious employee misconduct involving students and violations of District employment policies; secure facts and develop evidence from all sources to establish the extent and nature of student safety violation being investigated; conduct age and developmentally appropriate, in-depth interviews of students to obtain information to determine whether student abuse or egregious employee misconduct related to student risk and safety has occurred; and interview individuals associated with a referral/complaint, including students, family members, and District employees familiar with the alleged incident.

An external salary survey of public agencies was conducted, but no comparable classifications were found. Therefore, the proposed salary is based on internal alignment. The level of responsibility and scope are evaluated to be similar to that of the Senior Investigator at \$55.02383 - \$67.74329/per hour. The scope and responsibility are similar in that both classifications lead and handle more complex situations. Therefore, the salary range of \$55.02383 - \$67.74329 per hour is appropriate.

- III. The proposed classification of Investigator (SSIT) will investigate allegations that involve student safety, as it pertains to egregious employee misconduct involving students and violations of District employment policies; obtain facts and pursue evidence from all sources to establish the extent and nature of alleged violation being investigated; conduct age and developmentally appropriate in-depth interviews of students to obtain factual information to determine whether child abuse has occurred; and review a wide variety of records and procedures with regard to alleged egregious employee misconduct involving students.

An external salary survey of public agencies was conducted, but no comparable classifications were found. Therefore, the proposed salary is based on internal alignment. The level of responsibility and scope are evaluated to be similar to that of the Investigator at \$49.58725 - \$60.99982 per hour. The scope and responsibility are similar in that both classifications participate and conduct investigations. Therefore, the salary range of \$49.58725 - \$60.99982 per hour is appropriate.

STATUS OF INCUMBENTS:

Incumbents G. Tillman (EN 922795), R. Washington (EN 1102309), R. Johnson (EN 920430), A. Hendrix (EN 1132177), V. Skanes-Williams (EN 1127334), A. Navarro (EN 1134054), V. Armas (EN 685290), D. Frierson (EN 1078772), J. Santisteban (EN 1174994), and A. Garcia (EN 1196477) may be appointed to the reclassified positions or be otherwise assigned.

AMENDMENT OF RULES:

I. 596 OVERTIME

- E. Incumbents of positions in the classes listed below are assigned as executive/ administrative and are thereby exempt from the overtime payment provisions of this Rule:

Executive/ Administrative Classes

Supervising Building/Construction Inspector

Supervising Investigator

Supervising Investigator (SSIT)

Case # 12765

RGK/SH/BM

INVESTIGATOR (SSIT)

DEFINITION

Conducts and/or participates in administrative investigations into allegations of sexual and non-sexual misconduct by District or contracted employees, volunteers, and others that impact student safety as part of the Student Safety Investigation Team (SSIT).

TYPICAL DUTIES

Examines allegations of employee misconduct involving students, both sexual and non-sexual. Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated, to include physical and digital evidence.
Examines a wide variety of records to determine patterns of inappropriate behavior.
Conducts investigative interviews of reporting parties, alleged victims, accused employees, witnesses, custodians of records and other persons as necessary.
Prepares written correspondences, memoranda, reports of investigation, and investigative summaries for possible dissemination to District leadership, law enforcement, prosecutorial agencies, and other relevant entities.
Identifies violations of District policies and Code of Conduct with Students.
Participates in in-service programs for professional growth and other trainings.
Researches database systems and sorts, retrieves, interprets findings to identify information pertinent to investigations.
Communicates with law enforcement, prosecutorial agencies, and other relevant entities as needed.
Participates in administrative case reviews and testifies in court or other hearings of investigative findings.
Travels to schools, facilities, and other locations throughout the District.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Investigator (SSIT) participates in and conducts investigations regarding allegations of employee misconduct that impacts student safety.

A Supervising Investigator (SSIT) plans, organizes, and supervises the Investigators assigned to their team.

SUPERVISION

General and technical supervision is received from a Supervising Investigator (SSIT). Work direction may be received from a Senior Investigator (SSIT).

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of child protective investigations
Criminal law, civil law, and rules of evidence
Microsoft Windows operating systems Microsoft Word, Excel, and Outlook

Ability to:

Conduct thorough investigations
Properly collect, document, and maintain chain of custody of evidentiary items
Effectively interview students of various age groups and cognitive abilities.
Communicate objectively with individuals of various age groups and with diverse interests and racial and ethnic backgrounds
Prepare clear and conclusive reports
Maintain confidentiality of evidence gathered
Work effectively with a wide range of District personnel and the public
Manage a heavy workload

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience conducting investigations for a public agency, such as law enforcement or a child protection agency. Experience conducting investigations with children is preferable.

Special:

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

Fluency in a second language such as Spanish, Armenian, or Korean is preferable.

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 law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
10-23-25
SH/BM

SENIOR INVESTIGATOR (SSIT)

DEFINITION

Leads and conducts investigations into complex and/or high-profile administrative investigations into allegations of sexual and non-sexual misconduct by District or contracted employees, volunteers, and others that impact student safety as part of the Student Safety Investigation Team (SSIT).

TYPICAL DUTIES

Leads and investigates allegations that involve complex violation of student safety, as it pertains to egregious employee misconduct involving students and violations of District employment policies.

Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated, to include physical and digital evidence.

Examines a wide variety of records to determine patterns of inappropriate behavior.

Conducts interviews of reporting parties, alleged victims, accused employees, witnesses, custodians of records, and other persons as necessary.

Provides work direction and guidance to lower-level staff members.

Prepares written correspondences, memoranda, reports of investigation, and investigative summaries for possible dissemination to District leadership law enforcement, prosecutorial agencies, and other relevant entities.

Identifies violations of District policies and Code of Conduct with Students.

Participates in in-service programs for professional growth and other trainings.

Searches database systems and sorts, retrieves, interprets findings to identify information pertinent to investigations.

Communicates with law enforcement, prosecutorial agencies, and other relevant entities as needed.

Participates in administrative case reviews.

Testifies in court or other hearings of investigative findings.

Travels to schools, facilities, and other locations throughout the District.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Investigator (SSIT) acts as a lead of an investigative team and plans and conducts complex and/or high-profile investigations regarding allegations of employee misconduct that impacts student safety.

A Supervising Investigator (SSIT) plans, organizes, and supervises the Investigators assigned to their team.

An Investigator (SSIT) participates in and conducts investigations regarding allegations of employee misconduct that impacts student safety.

SUPERVISION

General direction is received from a Supervising Investigator (SSIT). Work direction may be given to subordinate Investigators.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of child protective investigations
- Advanced investigative techniques and procedures
- Pertinent District policies and the Code of Conduct with Students
- Criminal law, civil law, and rules of evidence
- Principles of supervision and personnel management
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Conduct thorough investigations
- Address sensitive incidents with composure, discretion, and respect
- Interview students of various age groups and cognitive abilities
- Communicate objectively with individuals of various age group with diverse interests and racial and ethnic backgrounds
- Recognize relevant and material information
- Properly collect, document, and maintain chain of custody of evidentiary items
- Express sensitive and complex information clearly, in writing and orally
- Prepare clear, concise, and conclusive reports
- Maintain confidentiality of evidence gathered
- Work effectively with a wide range of District personnel and the public
- Manage a heavy workload

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of experience conducting investigations in for a public agency, such as law enforcement or a child protection agency. Experience conducting investigations with children is preferable.

Special:

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

Fluency in a second language such as Spanish, Armenian, or Korean is preferable.

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 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.

SUPERVISING INVESTIGATOR (SSIT)

DEFINITION

Supervises, directs, monitors, and reviews the activities of the Student Safety Investigation Team (SSIT) and administrative support staff in regard to administrative investigations into allegations of sexual and non-sexual misconduct, by District or contracted employees, volunteers, and others that impact student safety.

TYPICAL DUTIES

Supervises investigations regarding allegations of employee misconduct involving students, both sexual and non-sexual, which may involve complex and/or egregious violations of student safety.

Ensures investigators identify relevant facts and collect physical and digital evidence.

Identifies violations of District policies and code of conduct with Students.

Provides supervision and guidance to investigators and other lower-level staff members.

Reviews written correspondences, memoranda, reports of investigations and investigative summaries for possible dissemination to District leadership, law enforcement, prosecutorial agencies, and other relevant entities.

Conducts in-service training for District personnel regarding school-site investigations and awareness.

Participates in administrative case reviews.

Testifies in court or other hearings of investigative findings.

Meets with District personnel regularly to discuss current SSIT investigations.

Provides consultation and investigative support to District personnel regarding alleged employee misconduct.

Communicates with law enforcement, prosecutorial agencies, and other relevant entities as needed.

Travels to schools, facilities, and other locations throughout the District.

May be assigned investigations regarding allegations of employee misconduct.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Investigator (SSIT) plans, organizes, and supervises the investigators assigned to their team.

The Director of Student Safety Investigations plans, organizes, and manages the operations of the Student Safety Investigation Team.

A Senior Investigator (SSIT) acts as a lead of an investigative team and plans and conducts complex and/or high-profile investigations regarding allegations of employee misconduct that impacts student safety.

SUPERVISION

General direction is received from the Director of Student Safety Investigations. Supervision is exercised over assigned Investigators.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative procedures and techniques
- Civil and criminal law, fraud auditing, rules of evidence, and expert witness matters
- Principles of supervision and personnel management
- Board and Personnel Commission rules pertaining to disciplinary actions and grievance procedures
- District organization, programs, policies, regulations, and procedures
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Supervise, direct, and coordinate complex investigations
- Recognize relevant and material information
- Establish investigative priorities and assign investigative personnel
- Effectively analyze and interpret data
- Express sensitive and complex information clearly, in writing and orally
- Effectively interview students of various age groups and cognitive abilities.
- Communicate objectively with individuals of various age groups with diverse interests and racial and ethnic backgrounds
- Supervise the preparation of clear, concise, and conclusive reports
- Work effectively with a wide range of District personnel and the public
- Communicate effectively with individuals and groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of experience conducting investigations for a public agency, such as law enforcement or a child protection agency, including two years of providing work direction.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle
- Fluency of a second language such as Spanish, Armenian, and Korean is preferable.

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 law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
10-23-25
SH/BM

SUBJECT TO THE APPROVAL
OF THE PERSONNEL
COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: DAVID V. GRECO, PERSONNEL DIRECTOR
SUBJECT: **TITLE CHANGE FOR CLASS**

RECOMMENDATIONS:

It is recommended that, effective October 23, 2025, the following classes, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From Current Titles</u>	<u>To Proposed Titles</u>
Senior Administrator, Enterprise Applications (1208)	Associate Chief Information Officer, Enterprise Applications (1208)
Senior Administrator, IT Infrastructure (1210)	Associate Chief Information Officer, IT Infrastructure (1210)
Senior Administrator, IT Customer Support (1214)	Associate Chief Information Officer, IT Customer Support (1214)

BASES OF RECOMMENDATION:

The proposed title change will better reflect the concept of the job function and is in alignment with standard industry language. The class description with changes is submitted for approval in conjunction with this report.

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

RGK/JAP

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

~~SENIOR ADMINISTRATOR, ENTERPRISE APPLICATIONS~~
ASSOCIATE CHIEF INFORMATION OFFICER, ENTERPRISE APPLICATIONS

DEFINITION

Directs the strategy, development, implementation, maintenance and support of multi-platform software-based solutions for the Information Technology Division.

TYPICAL DUTIES

- Directs the development and implementation of the District's information technology multi-platform software-based solutions' strategies and ensures that practices and procedures adhere to federal, State, and Education Code regulations and guidelines.
- Directs the identification of new and emerging technology products and equipment and ensures that the implementation of products and equipment into the District's technology environment is successful with minimal disruption to district operations.
- Directs the conversion of existing web-based software applications to mobile-based applications to increase accessibility.
- Directs the design and engineering, implementation, management, and support of the District's software environment and develops solutions to improve efficiency and productivity at district schools and offices.
- Establishes the District's software design policies and standards ensuring consistency and uniformity.
- Directs the technical reviews of IT Projects to ensure adherence to applicable policies, standards and practices.
- Advises the Chief Information Officer on complex technology projects and initiatives that affect the District.
- Collaborates with vendors to define the external products' roadmaps to support the District's education and business goals.
- Collaborates with division executive leadership and provides oversight over standards for enterprise architecture, evaluation of proposed technology products, and prioritizes and implements technology projects impacting schools and offices based on complexity, risk, and necessity.
- Collaborates with the Project Management Office to review and evaluate recommendations for new projects and modifications to the District's software environment, which could impact the performance of the district software applications and IT services provided to schools and offices.
- Develops technology contingency plans for district sites in concert with Disaster Recovery/Business Continuity (DR/BC) to ensure the District's software environment and data are sustained in the event of an emergency.
- Confers with the Project Management Office to identify and evaluate trends across the District relative to software technology implementation challenges and advises on the identification, development and deployment of resolutions based on industry standards and best practices.
- Builds and maintains relationships with senior leadership level business owners and provides transparency to enhance understanding of business objectives and ensure customers' needs are met.
- Provides status reports and accountability for all enterprise business applications to the Chief Information Officer (CIO) and the IT Project Management Office.
- Sets expectations for project and operational teams and reports on progress towards business objectives.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Associate Chief Information Officer, Senior Administrator, Enterprise Applications is responsible for the all enterprise applications and other essential student and business applications and advises

the Chief Information Officer on the technical strategy pertaining to these systems and services for the division.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

The Senior Director, Information Systems is responsible for the implementation of a new enterprise system for student and school data, expansion of the data warehouse, and maintenance of all data systems. This includes managing processes, people, and budgets.

SUPERVISION

Administrative direction is received from the Chief Information Officer and exercises administrative direction over the Senior Director, Information Systems and other management and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Application Lifecycle Management Theories
- Application Development and Management Methodologies and practices for multiple platforms
- Project management methodology
- Service Desk Systems
- Budgetary planning, management, and cost controls
- Procurement procedures and practices
- Risk management for large scale technology projects
- Personnel practices and policies
- Principles of training, employee evaluation, and employee relations
- Forecasting and resource planning techniques

Ability to:

- Identify technology needs based on District objectives and value
- Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters
- Develop, plan, and implement short and long-range goals
- Monitor, analyze, and forecast system resources and plan for future growth
- Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
- Review and evaluate detailed project management plans to ensure tasks are completed on time, within budget, and meet or exceed specifications
- Prepare clear, concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Resolve conflicts and promote cooperation
- Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public
- Conduct meetings utilizing consensus building techniques and make effective presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree in engineering, computer science, information technology, or a related field. A Master's degree in management information systems, computer science, business or public administration, or other closely related field is highly preferable. Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent education proficiency is met.

Experience:

Six years of executive or management level experience in one of the below options listed:

Product management, enterprise resource planning (ERP), and business application project/program development, including management of a large portfolio of projects and/or systems or business systems architecture (Information/Data) for a large organization with at least 10,000 employees. Three years of the aforementioned experience should include work in at least 3 of the following areas: project management, business analysis, application development, application support, business intelligence, or application integration.

or

Product management, enterprise resource planning (ERP), and student application project/program development, including management of a large portfolio of projects and/or systems or business systems architecture (Information/Data) for a large organization with at least 10,000 employees. Three years of the aforementioned experience should include work in at least 3 of the following areas: project management, business analysis, application development, application support, business intelligence, or application integration.

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 use of a motor vehicle.

SPECIAL NOTES

1. Senior Management classification.
2. An employee in this class is subject to call at any hour.
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
10-23-25
JAP

District notification: 9/26/25

SENIOR ADMINISTRATOR, IT INFRASTRUCTURE
ASSOCIATE CHIEF INFORMATION OFFICER, IT INFRASTRUCTURE

DEFINITION

Directs the deployment, implementation, and maintenance of technology systems for network, network security, database and operating systems, system support, server and storage management and all other infrastructure components for the Information Technology Division.

TYPICAL DUTIES

- Directs the development and implementation of the District's information technology infrastructure strategies and ensures that practices and procedures adhere to federal, State, and Education Code regulations and guidelines.
- Directs the identification of new and emerging technology products and equipment and ensures that the implementation of products and equipment into the District's technology environment is successful with minimal disruption to district operations.
- Directs the architecture, implementation, and management of the District's technology infrastructure and develops solutions to improve technology at district schools and offices.
- Validates infrastructure requirements for software applications by participating in the selection process to ensure successful integration into the District's infrastructure environment.
- Establishes the District's network and data center technology policies and standards ensuring consistency and uniformity.
- Directs the technical reviews of IT Projects to ensure adherence to applicable policies, standards and practices.
- Advises the Chief Information Officer on complex technology projects and initiatives that affect the District.
- Collaborates with division executive leadership and provides oversight over standards for enterprise architecture, evaluation of proposed technology products and prioritizes and implements technology projects impacting schools and offices based on complexity, risk, and necessity.
- Collaborates with the Project Management Office to review and evaluate recommendations for new projects and modifications to the District's IT infrastructure, which could impact the performance of the district software applications and IT services provided to schools and offices.
- Develops technology contingency plans for district sites in concert with Disaster Recovery/Business Continuity (DR/BC) to ensure the District's infrastructure and operations are sustained in the event of an emergency.
- Confers with the Project Management Office to identify and evaluate trends across the District relative to infrastructure technology implementation challenges and advises on identification, development and deployment of resolutions based on industry standards and best practices.
- Ensures high availability of District's infrastructure services, such as the network/ internet, servers, and storage, through direction and oversight of capacity planning activities.
- Directs the development of District's IT Infrastructure technology roadmap and refresh strategy to support the growing technology needs and oversees the upgrade and refresh of aging technologies such as phone, public address, and intercom systems.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Associate Chief Information Officer, ~~Senior Administrator~~, IT Infrastructure is responsible for the technological infrastructure of the District and advises the Chief Information Officer on the technical strategy for the division.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

The IT Administrator, Shared Technical Services plans, organizes, and directs the activities of a branch that is responsible for the planning, administration, and maintenance of enterprise-wide servers, databases, operating systems and related software and multiple data center operational functions.

SUPERVISION

Administrative direction is received from the Chief Information Officer and exercises administrative direction over the IT Administrator, Shared Technical Services and other management and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Advanced information technology infrastructure architecture, design, engineering, implementation, maintenance, monitoring, and refreshment
- Advanced information systems
- Data center operations design
- Disaster Recovery and Business Continuity
- Enterprise architecture and design
- Telecommunications technologies, voice over IP, and converged technologies
- Risk management on large technology projects
- Budgetary planning, management, and cost controls
- Personnel practices and policies
- Principles of training, employee evaluation, and employee relations
- Project management methodology
- Software Development
- Converged network optimization strategies
- Advanced knowledge of technologies currently utilized by the District, including, but not limited to:
 - Active Directory and Group Policy Object (GPO), Virtual machines, BMC, Mobile Device Management, Networking Protocols such as MPLS

Ability to:

- Strategically forecast the long-term needs for the District's technology infrastructure
- Assess technical requirements and provide sound technical solutions to complex challenges to improve services
- Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
- Establish and maintain data integrity and high availability
- Review and evaluate detailed project management plans to ensure tasks are completed on time, within budget, and meet or exceed specifications
- Coordinate personnel management activities and resolve immediate and long-range problems

Develop processes and procedures that can be audited for compliance with industry best practices guidelines
Prepare clear, concise reports and make recommendations
Conduct meetings and make effective oral presentations
Resolve conflicts and promote cooperation
Develop and implement change management plans
Stay abreast of current trends and technical advancements
Develop and implement operating changes required to achieve goals and objectives
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public
Conduct meetings utilizing consensus building techniques and make effective presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree in engineering, computer science, information technology, or a related field. A Master's degree in management information systems, computer science, business or public administration, or other closely related field is highly preferable. Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent education proficiency is met.

Experience:

Six years of executive or management level experience managing IT infrastructure architecture, design and engineering, implementation, monitoring, and management for a large organization with at least 10,000 employees and support of IT infrastructure services to multiple disparate locations. Three years of the aforementioned experience should include program/project management, network operations, and server and storage management. Data center management experience at the executive or management level is preferred.

Special:

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

SPECIAL NOTES

1. Senior Management classification.
2. An employee in this class is subject to call at any hour.
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
10-23-25
JAP

District notification: 9/26/25

~~SENIOR ADMINISTRATOR, IT CUSTOMER SUPPORT~~
ASSOCIATE CHIEF INFORMATION OFFICER, IT CUSTOMER SUPPORT

DEFINITION

Directs the deployment, implementation, and maintenance of IT technical field support, Enterprise HelpDesk, and customer experience for the Information Technology Division.

TYPICAL DUTIES

- Directs and oversees the development and implementation of the District's strategies related to IT customer support, IT customer experience, and IT technical support and ensures that practices and procedures adhere to Education Code regulations and guidelines.
- Directs the identification of new and emerging technology products and equipment and ensures that the implementation of products and equipment into the District's technology environment is successful with minimal disruption to district operations.
- Directs the design, development, implementation, and management of the District's Community of Schools (CoS) technology support model.
- Directs the execution of software implementation on District devices and participates in the selection process to ensure successful integration into the District's infrastructure environment.
- Establishes the District's policies and standards related to IT customer experience, IT technical support, and HelpDesk operations ensuring consistency and uniformity.
- Directs the technical reviews of IT Projects to ensure adherence to applicable policies, standards and practices.
- Advises the Chief Information Officer on complex technology projects and initiatives that affect the District.
- Collaborates with division executive leadership and provides advice regarding standards for evaluation of proposed technology products and prioritizes and implements technology projects impacting schools and offices based on complexity, risk, and necessity.
- Confers with division executive leadership to identify and evaluate trends across the District relative to various recurring issues such as software functionality incidents, access issues, or network connectivity issues and advises on identification, development and deployment of resolutions based on industry standards and best practices, through direction and oversight of capacity planning activities.
- Collaborates with the Project Management Office to review and evaluate recommendations for new projects and modifications that may affect customer experience and customer support.
- Develops technology contingency plans for district sites in concert with Disaster Recovery/Business Continuity (DR/BC) to ensure the District's school and business continuity are sustained in the event of an emergency.
- Ensures IT customer support responsiveness to critical issues, high profile district events, site readiness, and other school operational needs.
- Directs the assessment of needs and provides support to Local District Community of Schools (CoS) and schools.
- Directs the realignment of IT support and resources to respond to increased school site technology demands and improve communication to families.
- Directs the development of District's IT customer support and experience roadmap and refresh strategy to support the growing technology needs and oversees the upgrade and refresh of aging technologies.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Associate Chief Information Officer, ~~Senior Administrator~~, IT Customer Support is responsible for the deployment, implementation, and maintenance of District hardware and software at schools and offices and advises the Chief Information Officer on the technical support strategy for the District.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

A Senior Director, Information Technology is the administrative head of a group of branches or units within the Information Technology Division.

SUPERVISION

Administrative direction is received from the Chief Information Officer and exercises administrative direction over the IT Customer Support Branch and other management and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Disaster Recovery and Business Continuity Centralized and computerized IT service management software
- Provision of remote customer support
- Customer service practices and public relations concepts
- Project management methodologies and best practices
- Technology management using ITIL
- PC software and functions
- Networking, application systems, and client server operation
- Support service workflow processes, including management of workflow using a problem tracking system
- Risk management on large technology projects
- Budgetary planning, management, and cost controls
- Personnel practices and policies
- Principles of training, employee evaluation, and employee relations

Ability to:

- Courteously relate to a wide customer base
- Motivate staff in a challenging, yet rewarding work environment
- Understand future information technology trends
- Analyze business processes
- Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
- Establish and maintain data integrity and high availability
- Review and evaluate detailed project management plans to ensure tasks are completed on time, within budget, and meet or exceed specifications
- Coordinate personnel management activities and resolve immediate and long-range problems
- Develop processes and procedures that can be audited for compliance with industry best practices guidelines
- Prepare clear, concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Resolve conflicts and promote cooperation

Stay abreast of current trends and technical advancements
Develop and implement operating changes required to achieve goals and objectives
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers, and the general public
Conduct meetings utilizing consensus building techniques and make effective presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree preferably in business administration, computer science, information technology, or a related field. A Master's degree in management information systems, computer science, business or public administration, or other related field is highly preferable. Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent education proficiency is met.

Experience:

Six years of executive or management level experience managing customer support, customer experience, and monitoring quality control measures for a large organization with at least 10,000 employees.

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 use of a motor vehicle.

Information Technology Infrastructure Library (ITIL) certification is preferred

SPECIAL NOTES

1. Senior Management classification.
2. An employee in this class is subject to call at any hour.
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
10-23-25
JAP

District notification: 9/26/25

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: DAVID V. GRECO, PERSONNEL DIRECTOR
SUBJECT: **TITLE CHANGE FOR CLASS**

RECOMMENDATIONS:

It is recommended that, effective October 23, 2025, the following classes, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From</u> <u>Current Titles</u>	<u>To</u> <u>Proposed Titles</u>
Director, Multimedia and Learning Systems (4780)	Director, Multimedia and Instructional Technology (4780)

BASES OF RECOMMENDATION:

The proposed title change will better reflect the current concept of the job function. The class description with changes is submitted for approval in conjunction with this report.

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

RGK/JAP

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

Case 12774

DIRECTOR, MULTIMEDIA AND ~~LEARNING SYSTEMS~~ INSTRUCTIONAL TECHNOLOGY

DEFINITION

Directs, plans, oversees, and manages the overall integration and support of multimedia, eLearning, graphic design, ~~personalized learning systems~~, mass notification communication systems, and instructional technology projects.

TYPICAL DUTIES

- Directs and participates in the monitoring of evolving communication, multimedia, and learning and instructional technology systems.
- Directs the prioritization and phasing of projects and develops, reviews, and monitors standards for various projects involving multimedia, elearning, graphics solutions, ~~personalized learning systems~~, instructional technology initiative, and notification communications projects.
- Directs, oversees, reviews, and participates in the analysis of issues relative to District notification communications, multimedia projects, elearning, graphic solutions, ~~personalized learning systems~~, and instructional technology initiatives.
- Directs the analysis of the cost effectiveness, achievability, and operational efficiency of proposed acquisitions and purchases.
- Participates in the development and implementation of internal Division of Instruction and District policies, procedures, and planning.
- Represents the Division of Instruction before the Board of Education and Board Committee meetings and participates in the development of District plans for a wide variety of subjects.
- Confers with representatives of private firms, other governmental agencies, other divisions, legal counsel, and the public in regard to matters affecting the District.
- Directs and reviews management functions, including budget, resource management, staff development, employee evaluation, and discipline.
- Establishes and implements short and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; and effects changes required for improvements.
- Directs and participates in highly sensitive and confidential research during District crises and emergency situations impacting students and employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Multimedia and ~~Learning Systems~~ Instructional Technology directs and oversees the eLearning and Design Solutions, ~~Personalized Learning Systems~~, and Instructional Technology Initiative branches within the Division of Instruction.

The Director of School Information Management is responsible for planning, organizing, and directing the School Information Branch which is responsible for collecting and reporting school and student information for the purpose of meeting mandated State and federal requirements.

SUPERVISION

The Director, Multimedia and ~~Learning Systems~~ Instructional Technology general direction from the Chief Academic Officer. General supervision is exercised over management and other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Instructional design methodologies
- Applicable IT software applications systems
- Lesson plan and coursework development
- Instructional technology initiatives
- Methods for assessing training effectiveness
- Principles of organization, personnel management, and progressive disciplinary procedures
- Project management methodologies
- Industry and government standards and compliance
- Multimedia methods

Ability to:

- Understand future technology trends
- Facilitate executive level meetings and make effective oral presentations
- Develop project schedules
- Work well under pressure with multiple priorities and short deadlines
- Speak clearly, concisely and effectively
- Prepare reports and write clearly, concisely, and convincingly
- Recognize, analyze, and deal effectively with problems and issues
- Prepare and manage budgets
- Explain technical terminology to nonexperts
- Give feedback and work direction
- Provide leadership and prioritize work
- Plan and coordinate various projects
- Analyze project needs and recommend appropriate technologies and instructional models to meet learning requirements
- Manage multiple concurrent projects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public, or business administration, computer science, education, or a related field. A master's degree in education, business administration, computer science, or a related field is preferable

Experience:

Six years of management experience in planning, coordinating and implementing programs in areas such as information technology, or instructional technology.

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.

SPECIAL NOTES

Employees in this class are 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
10-23-25
JAP

District Notification: 10/9/25

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **REVISION OF RULE 592, SALARY DIFFERENTIAL FOR POSITIONS IN THE OFFICE OF THE SUPERINTENDENT, DEPUTY SUPERINTENDENT AND DEPUTY SUPERINTENDENT, INSTRUCTION, AND BOARD OF EDUCATION (TENTATIVE)**

EXPLANATION:

Rule 592 currently provides a salary differential for specific positions in the Office of the Superintendent, offices of the two Deputy Superintendents; and the Office of the Board of Education due to the added complexity and urgency of tasks and responsibilities associated with the work environment. The proposed changes reflect a streamlined description of the positions in these offices that may get the differentials.

AMENDMENT:

592 SALARY DIFFERENTIAL FOR POSITIONS IN THE OFFICES OF THE SUPERINTENDENT, DEPUTY SUPERINTENDENT AND DEPUTY SUPERINTENDENT, INSTRUCTION, AND BOARD OF EDUCATION

- A. An incumbent of a non-management, ~~professional, technical or a clerical~~ support position in the Office of the Superintendent in a lead status in a specific area(s) of responsibility shall upon approval of the Superintendent, receive a salary differential of 11 percent above the incumbent's regular rate of pay. All other such incumbents of ~~a non-management, professional, technical or a clerical~~ support positions in the Office of the Superintendent may, upon approval of the Superintendent, receive 5.5 percent.
- B. Two ~~professional, technical, or clerical~~ non-management support positions in the Office of the Deputy Superintendent, or Deputy Superintendent, Instruction in a lead status in specific area(s) of responsibilities shall, upon approval of the Deputy Superintendent or Deputy Superintendent, Instruction, receive a salary differential of 11 percent above the incumbent's regular rate of pay.
- C. An incumbent of ~~a clerical or administrative assistant~~ in a non-management support position assigned to the Office of the Board of Education may, upon request of the Board Member, receive a salary differential of 11% above the incumbent's regular pay.

DVG/RGK

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

Date: October 23, 2025

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE FIRST
QUARTER OF 2025-2026 SCHOOL YEAR**

Fill Rates for Classified Positions				
Classification	Budgeted Positions	Filled Positions	Vacant Positions	% Filled
Building and Grounds Worker	1,980	1,858	122	94%
Food Service Manager (1-7)	2,218	2,104	114	95%
Health Care Assistant	686	671	15	98%
Instructional Aide (Literacy)	303	271	32	89%
Instructional Aide (Math)	251	234	17	93%
Instructional Aide (TK)	104	101	3	97%
Library Technician	962	906	56	94%
Licensed Vocational Nurse	483	453	30	94%
Plant Manager (1-4)	170	170		100%
School Administrative Assistant	711	702	9	99%
School Climate Advocate	751	744	7	99%
Special Education Assistant	321	308	13	96%
Grand Total	6,785	6,589	196	97%

Classification, Compensation and Rules and Appeals Branch (CCRB)			
<u>Topics</u>			<u>Number Of</u>
New/Reestablished Classifications			1
Reclassification Studies	No Changes	3	24
	Reclassifications	21	
CD Revisions			13
Position Reviews and Actions/Non-Routines			393
Disciplinary Appeals			22
Examination Appeals			23

Talent Acquisition and Selection Branch (TASB)	
Number of Lists Produced	83
Number of Eligibles on Eligibility Lists	2,803
Number of Applications Received	10,217
Number of Candidates Tested	5,451

Organizational Excellence Branch (CLASSIFIED TRAINING)	
Number of Live Training Sessions Conducted	24
Number of Live Training Session Participants	1,646
Number of Self-Paced Online Training Modules Completed	2,265
Number of Tuition Reimbursement Requests	115