

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

Council Meeting

WEDNESDAY, NOVEMBER 12, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, NOVEMBER 20, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of October 23, 2025.
3. Receipt of minutes of the meeting of November 6, 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 (5-8)

5. Approval of Class Descriptions recommended, effective November 20, 2025: **APPROVED**

Senior Police Officer

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

Class Title

Senior Police Officer
(\$32.49665 - \$39.66105/hr.)

Recommendation

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

Class Descriptions dated November 20, 2025.

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

Senior Inventory Control Analyst to Buyer (Case 12766)

8. a. Establishment of New Classes for the Information Technology Services Division. (Case 12756)

APPROVED

- b. Approval of Class Descriptions recommended, effective November 20, 2025: **APPROVED**

Senior IT Director, Operations
Senior IT Director, Technical Systems

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

<u>Class Title</u>	<u>Recommendation</u>
Senior IT Director, Operations (\$15,913.04-\$19,828.49/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.
Senior IT Director, Technical Systems (\$15,913.04-\$19,828.49/mo.)	

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

A. Employee Discipline/Dismissal/Appeals

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

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

Licensed Vocational Nurse (L.J., Case 0289)
Supervising Special Education Assistant (K.J., Case 0152)

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

Campus Aide (F.R., Case 0388)
Plant Manager I (F.C., Case 0002)
Special Education Trainee (S.P., Case 0958)

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.

SENIOR POLICE OFFICER

DEFINITION

Performs journey-level police work while engaged in community-based policing, the maintenance of law and order at District facilities, and oversees Police Officers during the Field Training Officer (FTO) program.

TYPICAL DUTIES

Assists a supervisor by participating in community-based policing, collaborative problem solving, FTO training, completing Daily Observation Reports for probationary Police Officers.
Maintaining law and order at District facilities; contacting and cooperating with local law-enforcement agencies in the prevention, control, and investigation of criminal acts; conducting a thorough analysis of problems to identify root causes of crime and applying problem-solving principles.
Collecting and recording physical and oral evidence of crimes; locating and interviewing witnesses; maintaining positive relations with community members; attending and participating in hearings and trials of suspects; and preparing written reports about crimes against District property and offenses against District personnel or students.
Assists in planning and executing special surveillance activities.
Assists in research projects concerning law enforcement activities.
Trains new Police Officers and provides work direction.
May be assigned to a support unit.
May perform all lower-level duties.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Police Officer performs journey-level police work while engaged in community-based policing, collaborative problem solving, the maintenance of law and order at District facilities, and oversees Police Officer Trainees during the FTO program.

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

A Police Officer performs police work in the prevention, control, and investigation of crimes against students, District personnel, and the protection of District property to ensure that essential police functions and community-based policing are carried out.

SUPERVISION

General supervision is received from a Sergeant or higher-ranking personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Collaborative problem solving-techniques
- Community-based policing
- Relationship building as an essential part to building a successful school community
- LAUSD School Climate Bill of Rights and Restorative Justice practices in all schools
- Growth, development, and problems associated with various stages of youth and adolescence
- Sections of the Education Code that pertain to school related safety and laws
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Geographical layout of the District
- Local law-enforcement, service, and emergency agencies
- Threat assessment processes
- Security measures and devices
- School Police Department alarm systems
- Effective teaching techniques

Ability to:

- Apply collaborative problem-solving techniques with school personnel, law enforcement officers, and the public in order to develop solutions to problems and increase trust in police
- Deemphasize the paramilitary aspects of the job
- Keep complete and accurate records and prepare clear and concise reports
- Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations
- Operate two-way radio equipment and enunciate clearly when broadcasting
- Communicate effectively orally and in writing
- Effectively identify, address, and resolve workplace disputes, issues, and problems

Special Physical Requirements:

- Visual field and depth, and color and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. The completion of college-level courses is preferable.

Experience:

Two years of full-time experience as a Police Officer after ~~obtaining completion of a~~ the Basic California Peace Officer Standards and Training (CA P.O.S.T.) certificate ~~certified field training program.~~

Special:

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

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

SPECIAL NOTES

Appointment is subject to fingerprinting, a review of conviction records, and a comprehensive background investigation.

~~An appointee must have successfully completed a California Peace Officer Standards and Training (CA P.O.S.T.) accredited academy.~~

~~Possession of a Basic CA P.O.S.T. Certificate.~~

Ability to speak and understand Spanish is preferable.

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

Subject to rotation in assignment, work shift, and location.

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.

Revised
11-20-25
BM

District Notification Date: 10/24/2025
Union Notification Date: 10/29/2025

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

From:	Senior Inventory Control Analyst (5190) (\$39.47970- \$48.42766/hourly)	To:	Buyer (5121) (\$39.47970- \$48.42766/hourly)
POS:	(30401626) A Basis	POS:	(30401626) A Basis
Location:	Contract Administration and Procurement Services Branch, Procurement Services Division	Incumbent:	D. Tapia (PN 30401626) Cost Center (1050901)

Reason for Reclassification: The subject position meets the class concept of Buyer (5121) in that the position is responsible for making purchases and administering contracts for food items and supplies by issuing purchase orders and processing contract amendments as needed; determining vendors from whom purchases will be made; conferring with the Food Services Menu Team regarding the timing and quantity of purchases; conferring with suppliers anytime there are issues with the quality or quantity of an order; and using SAP and computer databases to compile, retrieve, and analyze various reports related to food orders and inventory management. The position is no longer performing duties aligned with Senior Inventory Control Analyst such as supervising staff performing duties related to distribution and warehouse inventory monitoring, specification updating, stock replenishment analysis, and training of subordinate staff.

Status of Incumbent: Incumbent D. Tapia (EN 775150) must compete in the examination for Buyer, be reachable on the resultant eligibility list, and be appointed to the reclassified position, or be otherwise assigned.

Effective Date: October 31, 2025

RGK/BM

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **ESTABLISHMENT OF THE SENIOR IT DIRECTOR, TECHNICAL SYSTEMS AND
SENIOR IT DIRECTOR, OPERATIONS CLASSIFICATIONS**

RECOMMENDATIONS:

It is recommended that effective November 20, 2025:

- I. A. The following new classes be established in the Executive/Administrative, Business Administrative Services.

Senior IT Director, Operations
Senior IT Director, Technical Systems

- B. The established classes be allocated to the following salary range and that future salary movement be based on that of related classes in the Executive/Administrative, Business Administrative Services

Monthly Rates

Senior IT Director, Operations	\$15,913.04	\$16,812.95	\$17,763.81	\$18,767.29	\$19,828.49
Senior IT Director, Technical Systems	\$15,913.04	\$16,812.95	\$17,763.81	\$18,767.29	\$19,828.49

- II. Final approval be given to the amendment of Rule 596, Overtime to include the Senior IT Director, Operations and Senior IT Director, Technical Systems in the list of classes exempt from the overtime payment provisions of the Rule

BACKGROUND:

Information Technology Services (ITS) requests the establishment of the Senior IT Director, Technical Systems and Senior IT Director, Operations classifications to improve operational efficiency, optimize resource allocation and recruitment, and align executive level IT roles more closely with industry standards. The new classifications will streamline the management structure and career advancement pathways, while providing focused leadership in critical technical and operational areas.

BASES OF RECOMMENDATIONS:

I. Senior IT Director, Operations

The proposed Senior IT Director, Operations is a consolidation of two class concepts; IT Senior ERP Director, Business Systems (1166) and Senior ERP Project Director, School Management Systems (1167) and will be responsible for directing and leading the planning, execution, and governance of District-wide IT operations, strategies and initiatives, and the full application development lifecycle; directing and guiding the modernization, deployment, administration and integration of enterprise systems and operational platforms to support system interoperability; establishing, monitoring, and enforcing service-level agreements, standardized release management processes, project plans and progress, operational KPIs, and system availability metrics across platform services; overseeing the implementation of change management and operational risk management processes across IT operations and functional areas, and collaborating with business process owners, senior leadership, and technical teams to define and deliver solutions that meet operational and instructional requirements.

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

A survey of external public agencies did not yield a sufficient number of comparable classifications. Therefore, the recommended salary for the proposed classification is based on internal alignment considerations. The salary is aligned with classifications of similar level of scope and which have responsibility for programs, functions and activities performed by an organizational unit including direct or indirect supervision of all personnel. Therefore, allocation of the proposed classification to a salary range of \$15,913.04 - \$19,828.49 monthly (\$190,957 - \$237,942 annually) is appropriate.

As part of this consolidation, the classes of Senior ERP Director, Business Systems (1166) and Senior ERP Project Director, School Management Systems (1167) will be frozen and will be abolished through attrition.

II. Senior IT Director, Technical Systems

The proposed Senior IT Director, Technical Systems is a consolidation of two class concepts; IT Administrator, Shared Technical Services (4801), and Senior Director, System Data Analytics (1163) and will be responsible for directing and leading enterprise-wide business intelligence and analytics strategy; overseeing the integration and convergence of legacy and modern systems to unify various types of systems data; directing the design, implementation, deployment, migration, optimization, and support of the District's enterprise architecture and application integration; guiding the integration of AI and advanced analytics into operational processes and service delivery models and the use of large language models (LLMs) to enhance user support, workflow automation and knowledge management; overseeing the architecture, deployment, performance, and maintenance of wired and wireless networks; and overseeing the development and implementation of data governance structures.

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

A survey of external public agencies did not yield a sufficient number of comparable classifications. Therefore, the recommended salary for the proposed classification is based on internal alignment considerations. The salary is aligned with classifications of similar level of scope and which have responsibility for programs, functions and activities performed by an organizational unit including direct or indirect supervision of all personnel. Therefore, allocation of the proposed classification to a salary range of \$15,913.04 - \$19,828.49 monthly (\$190,957 - \$237,942 annually) is appropriate.

As part of this consolidation, the classes of IT Administrator, Shared Technical Services and Senior Director, Systems Data Analytics will be frozen and will be abolished through attrition.

AMENDMENT OF RULE(S)

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

Senior Facilities Project Manager
Senior IT Director, Operations
Senior IT Director, Technical Systems
Senior IT Infrastructure Project/Program Manager

Case 12756
LKD/JAP/CC

SENIOR IT DIRECTOR, OPERATIONS

DEFINITION

Directs, plans, and organizes, the activities in one or more major operational and enterprise software functional areas to ensure efficiency, and operational and technical effectiveness.

TYPICAL DUTIES

Directs and leads the planning, execution, and governance of District-wide IT operations strategies and initiatives and the full application development lifecycle.

Directs and guides the modernization, deployment, administration, and integration of enterprise systems and operational platforms to support system interoperability.

Establishes, monitors, and enforces service-level agreements, standardized release management processes, project plans and progress, operational KPIs, and system availability metrics across platform services, and ERP systems.

Oversees the implementation of change management and operational risk management processes across IT operations and functional areas.

Collaborates with business process owners, senior leadership, and technical teams to define and deliver solutions that meet operational and instructional requirements.

Implements automation strategies to improve operational efficiency and reduce manual interventions.

Leads the development of short- and long-range plans for operational support of District applications including system upgrades, lifecycle planning, and resource optimization.

Ensures compliance with applicable legal, regulatory, and security standards related to IT operations and enterprise systems.

Oversees the development and maintenance of operational documentation, procedural standards, and disaster recovery protocols.

Prepares project budgets and develops appropriate fiscal controls.

Directs and oversees the continuous operation, performance, and reliability of the District's core enterprise systems such as financial, human resources, payroll, and procurement.

Assists in software implementation services evaluation and selection.

Manages enterprise-level vendor relationships, negotiations, and third-party support contracts.

Participates in executive steering committees and strategic planning sessions

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior IT Director, Operations directs, plans, organizes, the activities of staff in one or more major operational and enterprise software functional areas to ensure operational and technical effectiveness and efficiency to support the District's mission and objectives.

A Senior IT Administrator strategizes and ensures that their respective area of responsibility operates in support and alignment with District and Board initiatives and goals and advises the Chief Information Officer on strategic direction for the division.

A Senior IT Operations Manager oversees staff in a defined IT department and determines appropriate departmental policies, procedures, and courses of action that align with the respective Branch strategy.

SUPERVISION

Administrative direction is received from the Chief Information Officer, Senior IT Administrator or designee. General supervision is exercised over lower-level management and supervisory personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Strategic IT operations and enterprise systems management
- ERP platforms and business process design
- IT infrastructure, cloud operations, and system architecture
- IT governance, compliance, and risk management
- Change control, incident, and problem management frameworks
- Automation and operational efficiency techniques (e.g., DevOps, SRE)
- Vendor management and contract negotiation
- Budget planning and fiscal oversight
- Staff supervision, development, and team leadership

Ability to:

- Ensure enterprise systems and operational platforms are scalable, efficient, and aligned with industry best practices
- Develop and implement continuous improvement practices
- Provide leadership to ensure that business systems and operations are responsive to evolving organizational and regulatory needs
- Lead enterprise-scale IT operations with a focus on stability, scalability, and performance
- Align technology services with business and instructional priorities
- Build and maintain relationships with executive leadership and stakeholders
- Interpret and apply complex policies, regulations, and technology standards
- Manage cross-functional teams, prioritize initiatives, and deliver measurable outcomes
- Communicate effectively, both orally and in writing, with technical and non-technical audiences

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science, engineering, business administration, or a related field. A master's degree in the aforementioned areas is preferred. 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:

Five years of management level experience with oversight of complex information technology functions in one or more of the following areas: enterprise systems management or integration; IT Operations; IT Customer Support; or applications development.

A valid Information Technology Infrastructure Library (ITIL) Managing Professional, ITIL Strategic Leader, or ITIL Practice Manager certification may be substituted for one year of the required experience.

Special:

A valid Information Technology Infrastructure Library (ITIL) Foundation certification is required.

A valid ITIL Master certification is preferred.

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

SPECIAL NOTES:

Employees in this class may be subject to call at any hour.

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.

New Class
11-03-25
LKD/JAP/CC

SENIOR IT DIRECTOR, TECHNICAL SYSTEMS

DEFINITION

Directs, plans, and ensures the implementation and governance of the District's enterprise technical infrastructure, platforms, and/or data analytics systems in complex IT environments.

TYPICAL DUTIES

Directs and leads enterprise-wide business intelligence and analytics strategy, ensuring integrated reporting environments.

Oversees the integration and convergence of legacy and modern systems to unify various forms/types of systems data.

Directs the design, planning, implementation, deployment, migration, optimization, and support of the District's enterprise architecture and application integration, including on premises and cloud hosted servers, data centers, databases, reporting and database platforms, cloud infrastructure, storage environments, and scalable middleware systems and system interoperability.

Guides the integration of AI and advanced analytics into operational processes and service delivery models and the use of large language models (LLMs) to enhance user support, workflow automation, and knowledge management.

Oversees the architecture, deployment, performance and maintenance of wired and wireless networks.

Oversees the development and implementation of data governance structures, including data integration policies, master data management, metadata standards, best practices, disaster recovery readiness, business continuity, analytics and Software Development Life Cycle (SDLC) management.

Directs the installation, configuration, maintenance, and optimization of enterprise operating systems (Windows, Linux, macOS) and server infrastructure.

Partners with Division leadership and school site stakeholders to identify, plan, and deliver District wide technology that includes data, infrastructure, and platform needs.

Directs the development of performance metrics, KPIs, and analytics dashboards.

Oversees vendor and contract management.

Leads governance committees to align strategic technology initiatives with LAUSD's mission and goals.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior IT Director, Technical Systems directs, plans, and ensures the implementation and governance of the District's enterprise technical infrastructure, platforms, and/or data analytics systems.

A Senior IT Administrator strategizes and ensures that their respective area of responsibility operates in support and alignment with District and Board initiatives and goals and advises the Chief Information Officer on strategic direction for the division.

A Senior IT Operations Manager oversees staff in a defined IT department and determines appropriate departmental policies, procedures, and courses of action that align with the

respective Branch strategy.

SUPERVISION

Administrative direction is received from the Chief Information Officer, Senior IT Administrator or designee. General supervision is exercised over lower-level management and supervisory personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Enterprise infrastructure systems, including servers, data centers, cloud services, and middleware
- Enterprise reporting and analytics platforms (e.g., Power BI, Tableau, SSRS)
- Principles of business intelligence, data warehousing, and predictive analytics
- Data integration, governance, and quality frameworks
- Service-oriented architecture (SOA) and enterprise integration patterns
- ITIL service management principles and project lifecycle methodologies
- Federal and state data security, privacy, and reporting regulations
- Budget development, procurement, and resource planning
- Best practices in change management, user adoption, and digital literacy
- Software Development Life Cycle (SDLC), including requirements gathering, design, coding, testing, deployment, and documentation of custom-built and third-party applications

Ability to:

- Translate business needs into technical requirements for robust systems delivery
- Lead strategic initiatives involving cross-functional technology and data projects.
- Direct technical and analytics professionals across multiple domains.
- Build scalable, secure, and cost-effective enterprise systems and reporting environments.
- Communicate technical concepts clearly to non-technical stakeholders.
- Establish clear priorities, manage competing demands, and deliver measurable results.
- Foster collaboration across departments and create a culture of innovation and accountability.
- Lead the monitoring and enhancement of network performance and reliability using appropriate tools and metrics.
- Manage cross-functional technology teams, ensuring alignment of reporting tools, dashboard functionality, middleware services, and system administration practices
- Supervise and mentor subordinate management and technical staff
- Establish, enforce, and monitor a standardized release management processes, including planning, testing, deployment, and rollback procedures

ENTRANCE QUALIFICATIONS:

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science, information systems, data analytics, engineering, or a related field. A master's degree in a related field is preferred. 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:

Five years of management level experience over IT infrastructure, applications, data analytics, and/or systems integration. Three years of concurrent or three additional years of experience designing and engineering IT systems is required.

A valid AWS Certified Solutions Architect – Professional, MS Certified Azure Solutions Architect Expert, Cisco Certified Internetwork Expert (CCIE), or equivalent may be substituted for one year of the required experience.

Special:

A valid Project Management Professional (PMPs preferable.

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

SPECIAL NOTES:

Employees in this class may be subject to call at any hour.

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.

New Class
11-20-25
LKD/JAP/CC