

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

*Council Meeting*

TUESDAY, DECEMBER 10, 2024  
10:00 A.M., VIA ZOOM

*Personnel Commission Meeting*

THURSDAY, DECEMBER 19, 2024  
3:00 P.M., BOARDROOM  
BEAUDRY BUILDING, 1<sup>ST</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of November 21, 2024.
3. Receipt of minutes of the meeting of December 5, 2024.
4. Reappointment of Personnel Commissioner.
5. Recognition of the Retirement of Robyn Warren, Deputy Personnel Director.
6. 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 (7-12)**

7. Ratification of Reclassification by Director's Approval: **APPROVED**
  - a. Position in the Office of Employee Relations, from Human Resources Specialist III (\$49.17330-\$60.51953/hr.) to Human Resources Specialist II (\$39.36885-\$48.25636/hr.), effective December 17, 2024. (RDA 435. Human Resources Series)
  - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective December 5, 2024. (RDA 1865, Instructional Assistance Series)
8. Approval of Class Descriptions recommended, effective December 19, 2024: **APPROVED**

OCIP Coordinator  
Senior Energy Specialist  
Testing Operations Manager

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

<u>Class Title</u>	<u>Recommendation</u>
OCIP Coordinator (\$9,331.90-\$11,613.88/mo.)	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 Energy Specialist (\$48.93958-\$60.18191/hr.)	
Class Descriptions dated December 19, 2024.	

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

Principal Human Resources Specialist to Senior Human Resources Specialist (Case 12662)

11. Abolishment of unused classifications. (Case 12664) **APPROVED**

12. Revision of Multiple Class Descriptions based on California Senate Bill 1100 Driver's License. (Case 12665) **APPROVED**

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

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

- A. Employee Discipline/Dismissal/Appeals
- B. Exam Appeals

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

16. Consideration of Writ of Mandate for C.R. (Case 0104)

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

Building & Grounds Worker (K.S., Case 0095)  
Heavy Bus Driver (C.H., Case 0103)

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

Building & Grounds Worker (R.P., Case 0232)

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

Complex Project Manager (J.A., Case 0321)  
Complex Project Manager (F.G., Case 0322)  
Complex Project Manager (R.J., Case 0323)  
Complex Project Manager (J.R., Case 0324)  
Complex Project Manager (D.T., Case 0325)

*Please send an email to Suzanne Morrow ([suzanne.morrow@lausd.net](mailto:suzanne.morrow@lausd.net)) if you intend to address the Commissioners at this meeting including the item that you wish to discuss.*

*The Los Angeles Unified School District Personnel Commission, in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access and/or participate in Personnel Commission meetings to please contact the Personnel Commission ([suzanne.morrow@lausd.net](mailto:suzanne.morrow@lausd.net)) or District office at (213) 241-7800. Please contact the District as soon as possible before the scheduled Personnel Commission meeting to ensure that the Commission or District may assist you.*

*If you will require translation services at this meeting, please contact Suzanne Morrow 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.*

## OCIP COORDINATOR

### DEFINITION

Manages, coordinates, and Oversees the day-to-day operations of the Owner Controlled Insurance Program (OCIP) functions, including contractor enrollment, workers' compensation, general liability, contractors pollution liability, pollution legal liability, builders risk, marketing, safety, claims management, and insurance coverage assessment. construction values, contractors payroll, and personnel issues.

### TYPICAL DUTIES

~~Directs~~ Manages the daily activities of the Owner Controlled Insurance Program (OCIP), including ~~processing contractors enrollment applications; providing underwriting information to insurance carriers; managing staff, and assisting providing technical support for District employees and contractors regarding the OCIP, with insurance questions and resolution of problems.~~

Oversees the OCIP insurance broker services and compliance with contractual contract requirements.

Oversees the third-party claims administrator/carrier in the cost effective, timely resolution of claims.

Assesses the applicability of available insurance coverage at the time of ~~an injury or a~~ loss.

Reviews and interprets OCIP related provisions of insurance policy coverage.

Analyzes State and federal legislation and property and casualty trends and practices to assess the impact on the District's OCIP and recommends policy or procedural changes.

Reviews OCIP activities such as the transmittal of data to insurance carriers to ensure compliance with policies and procedures and proper claim payment for covered property and casualty losses.

~~Determines which contractors should be enrolled in OCIP based on the risk of loss to the District.~~

~~Verifies insurance carriers' broker compliance and performance guarantees with contract requirements.~~

~~Provides information regarding various plan designs and costs to the Bond Oversight Committee representative and recommends insurance coverage changes as necessary.~~

~~Makes recommendations regarding the selection of insurance carriers to the Bond Oversight Committee.~~

Compiles and analyzes claims data and makes recommendations for procedural changes.

Attends site inspections, claim reviews, and other meetings as the OCIP representative.

Makes presentations to various groups regarding property and casualty insurance in OCIP.

Writes correspondence regarding OCIP related matters.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The OCIP Coordinator acts as a liaison amongst insurance carriers, contractors, and District employees regarding Owner Controlled Insurance Program related activities.

~~The Director of Insurance directs, plans, implements, and administers a wide range of insurance and claims activities for the District.~~

The Insurance Manager manages the day-to-day operations of the Insurance Branch, including insurance, self-insurance, and claims programs.

A Workers' Compensation Claims Processing Supervisor supervises and participates in the claims

processing activities of the Workers' Compensation Branch.

## SUPERVISION

General direction supervision is received from the Insurance Manager ~~Director of Insurance~~. General supervision is exercised over ~~technical~~ lower-level staff in the Risk Finance and Insurance Branch.

## CLASS QUALIFICATIONS

### Knowledge of:

~~Principals,~~ Principles and practices, legal statutes, civil procedures, administrative regulations, evaluation techniques, insurance policies, and terminology related to risk insurance management  
Provisions of the California Education, Government, Insurance, and Labor Code pertaining to property and casualty insurance  
~~Provisions of e~~Construction contracts' terms and conditions related to property and casualty insurance coverage  
~~Eligibility, enrollment, and change requirements applicable to the OCIP and related policies~~  
Legal terminology related to contracts  
~~Contract forms, legal entities, signatures, and bonds~~  
Operations and functions of a public agency and construction programs  
Insurance industry staff functions  
Principles of supervision and office management  
~~Basic principles of systems and procedures analysis for data processing~~  
Research and analysis techniques  
Principles of supervision, training, employee evaluation, and employee relations

### Ability to:

Analyze, interpret, and apply pertinent laws, rules, regulations, policies and procedures pertaining to insurance.  
Research, interpret, and apply specific rules, laws, and policies  
Facilitate and negotiate the resolution of complex problems or claims  
Analyze contractual insurance problems and devise solutions  
Prepare and present clear and concise reports and correspondence  
Maintain relationships with District employees and representatives of other agencies  
Exercise initiative and independent judgment  
Manage, supervise and train employees ~~coordinate the work of others~~  
Use Operate a computer and ~~associated~~ related peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in risk management, insurance administration, business administration, public administration, finance, or law. Additional qualifying experience 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.

~~Designation as a Chartered Property and Casualty Underwriter (CPCU), and Associate in Risk Management (ARM) is preferred. Additional qualifying experience may substitute for the required education on a year for year basis.~~

Experience:

Five years of experience in property and casualty insurance with responsibilities that include or risk management analysis, claims oversight and review, contract oversight, and oversight of vendors and brokers, of which two years have been in Experience managing or coordinating an OCIP or Contractor Controlled Insurance Program (CCIP) is preferable. project management.

Special:

Possession of certification as a Chartered Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM), Associate in Risk Management-Public Entities (ARM-P), Construction Risk and Insurance Specialist (CRIS), or Associate in Claims is preferable.

A valid California Driver License.

Use of an automobile.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle or the ability to utilize an alternative method of transportation.

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. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.~~

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
12-19-24  
BM

District Notification Date: 11/27/24

SENIOR ENERGY SPECIALIST

DEFINITION

Supervises and participates in the compilation, analysis, and evaluation of cost and usage data and reports relative to energy and water conservation programs, renewable energy programs, greenhouse gas emissions accounting, and coordinates the installation and operation of computer based environmental control systems.

TYPICAL DUTIES

Supervises and participates in the analysis and evaluation of District energy, greenhouse gas emission patterns, and water usage patterns.

Projects the District's annual utility expenditures and analyzes cost impact of rate increases.

Monitors and evaluates computer based environmental control systems for optimal operation of building systems equipment, including heating, ventilating, and air conditioning equipment, domestic and irrigation water, and renewable energy.

Coordinates federal and State energy conservation, renewable energy, and carbon emissions reduction grant applications and programs.

Coordinates feasibility studies for the design of energy efficient and low carbon buildings and purchase of energy, low carbon, and renewable energy efficient equipment, and analyzes financial benefits.

Prepares and submits reports for District participation in public and private utilities rebate programs.

Reviews and evaluates consultants' feasibility studies for carbon reduction, conservation and cost effectiveness.

Evaluates the feasibility of implementing projects, such as thermal energy storage, cogeneration, and waste heat recovery systems.

Consults with public and private agencies and District personnel in planning, designing, and implementing energy and water conservation and carbon reduction measures.

Plans and presents energy and water conservation and carbon reduction programs to students and District staff.

Evaluates and recommends products for energy and water efficiency and carbon reduction.

Analyzes energy and water usage and carbon emissions at sites with environmental control systems for conformance with District energy and water conservation and carbon reduction standards.

Revises equipment specifications for conformance with conservation and carbon reduction requirements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Energy Specialist supervises and participates in the planning, development, analysis, and evaluation of energy and water conservation programs, renewable energy programs, and greenhouse gas emissions reduction programs.

~~The Energy Program Manager administers the District's utility budget and supervises staff involved in analyzing and monitoring energy and water consumption and carbon emissions, and in recommending energy and water conservation and cost saving programs and carbon emission reduction measures.~~

The Energy and Sustainability Program Manager develops and executes District-wide energy and sustainability programs and initiatives to address construction and operational issues in energy use, resource conservation, pollution, waste reduction, and reliance on landfills.

An Energy Specialist assists administrators in the management of energy and water retrofit projects and analyzes District energy and water consumption, monitors conservation projects, and arranges and presents energy conservation programs.

## SUPERVISION

General direction is received from higher-level administrators within the Eco-Sustainability Office. Supervision is exercised over Energy Specialists and program support staff. Functional supervision is exercised over the standards, methods, and materials used by personnel in implementing the District's energy conservation program.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and methodologies of greenhouse gas emissions accounting and carbon footprint reduction.

Principles of renewable energy generation calculations and optimization

Expertise in energy modeling and building simulations, including familiarity with the leading building simulation software and graphic presentation of results

Principles related to all building systems that consume or generate energy or water, including heating, ventilation, and air-conditioning systems, as well as factors affecting energy and water consumption.

Principles of heating, ventilation, and air-conditioning systems

Principles of electricity, natural gas, and water distribution

Principles of determining various types of energy usage and factors that affect consumption

Utility rate schedules and billing procedures

Principles of budgeting and cost benefit analysis

Computer systems and procedures design, analysis, and application

Sources of data on varieties of energy conservation projects

Laws, ordinances, and safety regulations relative to electrical, heating, ventilation, air conditioning, and plumbing systems and related equipment

Statistics and research methodology

Principles of supervision

### Ability to:

Analyze and optimize energy usage, implement cost-saving measures, and project utility expenditures effectively.

Prepare life cycle cost assessments.

Plan and implement greenhouse gas emissions accounting programs.

Oversee multiple initiatives, prioritize tasks, and manage budgets.

Read plans, specifications, and other technical materials relating to electrical and mechanical design

Make effective presentations and recommendations using tables, charts, and graphs

Express difficult and complex concepts clearly and concisely in oral and written form

Conduct and participate in meetings involving technical subjects



Analyze data on energy, consumption, and costs and identify present and potential problems and other possible areas for conservation and savings  
Work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers, and District administrators and other school personnel  
Plan and implement voluntary conservation incentive programs  
Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, energy management, or building science, preferably supplemented by ~~courses~~ coursework in statistics, energy management, energy auditing, building systems engineering, ~~report writing, urban planning, data processing,~~ or cost analysis. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, ~~preferably supplemented by courses~~ coursework in statistics, energy management, energy auditing, building systems engineering, ~~report writing, urban planning, data processing,~~ or cost analysis.

### Experience:

~~Three years of technical experience, evaluating of the efficiency of electrical or mechanical systems and equipment, or in the design of heating, lighting, or ventilation systems and equipment, preferably as a part of an energy conservation program.~~

or

Three years of experience coordinating a program or project relating to energy conservation, or related areas, preferably in a school district environment. This experience must include responsibility for data analysis, cost estimation, monitoring building systems or the preparation of reports, ~~and oral presentations to various groups.~~

or

~~Three years of any combination of the experience described above.~~

### Special:

Professional designation as a Certified Energy Manager (CEM) is preferable.

~~A valid California Driver License.~~

~~Use of an automobile.~~

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, Management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

CC/YG

## TESTING OPERATIONS MANAGER

### DEFINITION

Plans and coordinates the District's processing and operational aspects of the student testing program.

### TYPICAL DUTIES

Oversees State Assessments distribution, inventory, ordering and test control procedures.  
Serves as administrative liaison with State and federal vendors and representatives on matters relating to student testing.  
Prepares and distributes information on District student testing procedures using current technology, State student testing requirements, and quality control procedures.  
Develops, documents, and implements procedures for processing test booklets tests and capturing student demographic information.  
Trains and supervises staff on quality control issues to ensure security and confidentiality of student testing documents and information.  
Schedules receipt and delivery of student testing materials.  
Collects, records, organizes, and analyzes data such as student demographic data and test score data.  
Creates, monitors, and maintains operational data files.  
Prepares testing or other student demographic information on answer books for optical and digital scanning.  
Provides information to District personnel, educational agencies, and the public concerning District and State student testing procedures and programs.  
Travels to the regional Testing Centers to deliver test materials and monitors and evaluates the safety, security, and technology conditions of the testing facility.  
Transports test materials from the Testing Warehouse to shipping site.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Testing Operations Manager plans and coordinates the District's processing and operational aspects of the student State testing program.

A Senior Human Resources Specialist performs the more responsible and complex technical personnel work related to position classification, recruitment and selection, compensation, employee relations, appeals, training, and the formulation, development and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees.

A Test Services Coordinator assists an administrator by assuming responsibility for administrative details related to clerical operations and procedures regarding the employee selection process.

### SUPERVISION

General direction is received from a certificated supervisor. General supervision is exercised over lower-level clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

District student testing procedures and State student testing requirements  
Procedures for administering individual and group tests  
Principles of organization, management, and supervision  
Data processing techniques  
Statistical analysis techniques  
Principles and techniques for training staff  
Software options to conduct virtual meetings  
Optical mark readers/scanners  
Warehousing practices  
Microsoft Office

### Ability to:

Plan, organize, direct, delegate, and review the work of clerical staff and attend to details related to student test processing  
Work effectively and cooperatively with District personnel and the public  
Schedule and oversee test arrangements  
Conduct virtual meetings and trainings  
Compile and maintain records and files  
Conduct effective training sessions for individual and groups of employees  
Write and edit effectively

## ENTRANCE QUALIFICATIONS

### Education:

Sixty semester units or equivalent quarter units from a recognized college or university, preferably including courses in supervision, statistics, teaching/training methods, and data analysis. Additional qualifying experience 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.

### Experience:

Two years of program management experience working with State of California student testing programs, including one year working with data analysis procedures.

Experience in supervising staff and implementing large scale educational testing programs, and test development are preferable.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of private transportation, ~~or the ability to utilize an alternative method of transportation.~~

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by 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.

Revised  
12-19-2024  
SH

District Notification Date: 11-21-24  
Union Notification Date: 11-25-24

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 action be approved:

<b>From:</b>	Principal Human Resources Specialist (5047) \$10,074.34-\$12,391.80/mo	<b>To:</b>	Senior Human Resources Specialist (4998) \$54.88012-\$67.50447/hr
<b>POS:</b>	30433658 (A Basis)		30433658 (A Basis)
<b>Location:</b>	Talent Acquisition and Selection Branch, Personnel Commission	<b>Incumbent:</b>	Vacant (Cost Center 1060701)

**Reason for Reclassification:** The subject position meets the class concept of a Senior Human Resources Specialist (4998) in that the position will be responsible for supervising, training and evaluating a small team of professionals and support personnel assigned to conduct selection and recruitment projects and will coordinate team assignments. The incumbent in this position will approve final assessment material and design, including correspondence created by professional staff; and will plan, supervise, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods. The scope and scale of the responsibilities are smaller than those administered by a Principal Human Resources Specialist, and the position will no longer be assigned to do executive recruiting. Therefore, the reclassification to Senior Human Resources Specialist is appropriate.

**Status of Incumbent:** The position is vacant.

**Effective Date:** January 1, 2025

RGK/SH

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: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective December 19, 2024:

- I. The following classes be abolished:

Unit B:

Early Childhood Associate and (Restricted) (4704)  
Liaison Aide & (Restricted) (4519)  
Senior Liaison Aide (4650)

- II. The Personnel Director be authorized to reactivate the abolished classes as needed, subject to ratification by the Personnel Commission.

BASIS OF RECOMMENDATION:

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

RGK: JAP

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: REVISION OF MULTIPLE CLASS DESCRIPTIONS BASED ON CALIFORNIA SENATE BILL 1100  
DRIVER'S LICENSE

EXPLANATION:

Effective January 1, 2025, Senate Bill 1100 (amending the California Fair Employment and Housing Act) will make it an unlawful employment practice for an employer to include a statement in various employment materials that an applicant must have a driver's license unless the employer reasonably expects the duties of the position to require driving and the employer reasonably believes that satisfying that job function using an alternative form of transportation would not be comparable in travel time or cost to the employer, as specified.

RECOMMENDATION:

It is recommended that the Personnel Commission staff be given approval to review and administratively amend the transportation language to the approximately 1,200 classification descriptions, as appropriate, in consultation with the District departments and stakeholders. Revised transportation language will be replaced by one of the following statements, as applicable:

- 1) A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.
- 2) 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.
- 3) A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle may be required for some positions.
- 4) 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 may be required for some positions.

Should there be changes to the class descriptions in addition to the transportation language amendment, the Personnel Commission staff will go through the same review and approval process of classification description revisions before they are agendized.

DVG/RGK