

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

*Council Meeting*

TUESDAY, OCTOBER 8, 2024

10:00 A.M., VIA ZOOM

<https://lausd.zoom.us/j/82616421796>

Meeting ID: 826 1642 1796

*Personnel Commission Meeting*

THURSDAY OCTOBER 17, 2024

3:00 P.M., BEAUDRY BUILDING,

1<sup>st</sup> FLOOR BOARDROOM



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of September 5, 2024.
3. Receipt of minutes of the meeting of September 19, 2024.

**CONSENT ITEMS (4-16)**

4. Ratification of Reclassification by Director's Approval: **APPROVED**
  - a. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective September 11, 2024. (RDA 1854, Instructional Assistance Series)
  - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective September 18, 2024. (RDA 1855, Instructional Assistance Series)
  - c. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective September 24, 2024. (RDA 1856, Instructional Assistance Series)
  - d. Position in the Public Service Community School, from Senior Office Technician (\$24.35477-32.63323/hr.) to Office Technician (\$22.52000-30.70002/hr.), effective September 9, 2024. (RDA 3111, Clerical Series)
5. Approval of Revised Class Descriptions recommended, effective October 17, 2024: **APPROVED**

Deputy Director of Facilities Maintenance and Operations

Director of Facilities Maintenance and Operations

Early Education Center Aide I **PULLED**

Heating and Air Conditioning Technical Supervisor

HVAC Technical Supervisor (High-Rise)

Supervising Building/Construction Inspector

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

<u>Class Title</u>	<u>Recommendation</u>
Heating and Air Conditioning Technical Supervisor (\$9,912.40-12,163.72/mo.) HVAC Technical Supervisor (High-Rise) (\$56.93947-69.87988/hr.) Supervising Building/Construction Inspector (\$11,195.99-13,811.42/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.
<hr/> Class Descriptions dated October 17, 2024.	
Deputy Director of Facilities Maintenance and Operations (\$15,303.12-19,066.00/mo.) Director of Facilities Maintenance and Operations (\$17,842.46-22,037.92/mo.)	Open.
<hr/> Class Descriptions dated October 17, 2024.	

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

Food Service Manager II to Food Service Manager I (Case 12619)  
Principal Administrative Assistant to Administrative Assistant (Case 12620)  
Office Technician to Office Technician (Korean Language) (Case 12623)  
Public Information Officer I to Public Information Officer II (Case 12625)  
Administrative Assistant to Senior Secretary (Case 12626)

8. a. Establishment of the Network Systems Technician Series. (Case 12577) **PULLED**  
b. Approval of Class Descriptions recommended, effective October 17, 2024: **PULLED**

Network Systems Technician I  
Network Systems Technician II

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

<u>Class Title</u>	<u>Recommendation</u>
Network Systems Technician I (\$47-00232-57.75235/hr.) Network Systems Technician II (\$52.15176-64.97510/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.
<hr/> Class Descriptions dated October 17, 2024.	

9. a. Title Change for the Classes of Parent Resource Assistant and Counterpart classes. (Case 12606) **APPROVED**
- b. Approval of Class Description recommended, effective October 17, 2024: **APPROVED**

Parent and Family Resource Assistant  
Parent and Family Resource Assistant (Armenian Language)  
Parent and Family Resource Assistant (Korean Language)  
Parent and Family Resource Assistant (Spanish Language)

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

<u>Class Title</u>	<u>Recommendation</u>
Parent and Family Resource Assistant (\$22.52000-30.70002/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.
Parent and Family Resource Assistant (Armenian Language)	
Parent and Family Resource Assistant (Korean Language)	
Parent and Family Resource Assistant (Spanish Language) (\$22.80750-30.98752/hr.)	

Class Descriptions dated October 17, 2024.

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10. a. Title Change for the Class of Parent Resource Liaison. (Case 12607) **APPROVED**
- b. Approval of Class Description recommended, effective October 17, 2024: **APPROVED**

Parent and Family Resource Liaison

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

<u>Class Title</u>	<u>Recommendation</u>
Parent and Family Resource Liaison (\$23.71993-31.71068/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.
Class Description dated October 17, 2024	

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11. a. Establishment of the Class of Director of Emergency Management. (Case 12611) [APPROVED](#)
- b. Approval of Class Descriptions recommended, effective October 17, 2024: [APPROVED](#)

Director of Emergency Management

- c. Authorization of Field of Competition in forthcoming examination: [APPROVED](#)

<u>Class Title</u>	<u>Recommendation</u>
Director of Emergency Management (\$13,315.59-16,648.87/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.
Class Description dated October 17, 2024.	

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12. a. Reestablishment of the Class of GIS Specialist II and Retitle of the Class of GIS Specialist. (Case 12615) [APPROVED](#)

- b. Approval of Class Descriptions recommended, effective October 17, 2024: [APPROVED](#)

GIS Specialist I  
GIS Specialist II

- c. Authorization of Field of Competition in forthcoming examination: [APPROVED](#)

<u>Class Title</u>	<u>Recommendation</u>
GIS Specialist I (\$46.36195-56.96250/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.
Class Description dated October 17, 2024.	

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13. a. Title Change for the Class of Special Assistant to the Chief Business Officer. (Case 12622) [APPROVED](#)

- b. Approval of Class Description recommended, effective October 17, 2024: [APPROVED](#)

Special Assistant to the Chief Financial Officer

14. a. Reestablishment of the Class of Pest Management Supervisor. (Case 12628) **APPROVED**

b. Approval of Class Description recommended, effective October 17, 2024: **APPROVED**

Pest Management Supervisor

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

<u>Class Title</u>	<u>Recommendation</u>
Pest Management Supervisor (\$39.49717-48.40509/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.
Class Descriptions dated October 17, 2024.	

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15. Receipt of Correspondence and Recommended Disposition. (See Addendum) **APPROVED**

16. Public Comment

- a. Public employee discipline
- b. Examination Appeals

**NOTE:** Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 -1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

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

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

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

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

Senior Police Officer (M.C., Case 0304)  
Senior Police Officer (F.H., Case 0305)  
Senior Police Officer (J.V., Case 0306)

20. Receipt of the Personnel Commission Activity Report for the First Quarter of the 2024-2025 School Year.

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.*

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
~~Class Code 1938~~  
Senior Management  
Class Codes

DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS	<u>1938</u>
<u>DEPUTY DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS</u>	<u>3113</u>

DEFINITION

Plans, organizes, directs, and coordinates the activities of the Maintenance and Operations Branch in the maintenance, repair, and improvement of District facilities and equipment. The Deputy Director of Facilities Maintenance and Operations assists in the management of the branch and acts for the Director as required.

TYPICAL DUTIES

~~Directs a large, decentralized staff of craftsmen and custodial and grounds personnel~~  
Provides general direction for the Maintenance and Operations branch in the District-wide maintenance, repair, and operations services, including improvement of buildings, equipment, and paved areas grounds.  
Directs, coordinates, and reviews studies to research, forecast, and evaluate materials, needs, and services; replacement requirements; manpower needs; and the cost effectiveness of programs, equipment, and procedures.  
Develops, implements, and/or recommends policies for maintenance and operations programs and monitors progress.  
Directs and coordinates the preparation of plans and specifications for contract work.  
~~Oversees the Energy Management Unit~~ Coordinates with the eco-sustainability office responsible for the development of energy conservation programs created to analyze and monitor energy consumption and cost savings initiatives.  
Directs and participates in the preparation of the Branch budget and the planning and control of expenditures.  
Directs and participates in personnel management activities, including training, safety, employee evaluation, and discipline.  
Represents the Facilities Services Division before the Board of Education and in inter-divisional meetings and participates in the development of District plans for a wide variety of subjects.  
Coordinates Branch plans, activities, and data with those of other branches and divisions.  
Directs the establishment and maintenance of records and the preparation of reports.  
Assures that supervisory personnel carry out their responsibilities in accordance with law, rules, policies, and the provisions of labor contracts.  
Meets with or addresses a variety of groups, including employees, school administrators, Local District Superintendents, advisory councils, and officials of public agencies in regard to Branch plans and activities.  
Contacts or responds to representatives of public agencies, contractors, vendors, employee organizations, and others.  
Directs Branch responses to civil emergencies, such as fires and floods.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Maintenance and Operations manages the maintenance and operations activities of the District. The Deputy Director of Facilities Maintenance and Operations directs the activities of central maintenance and operation services and assists with the District-wide administration and coordination of special projects, long-range planning, operational planning, and control of standards for facilities, equipment, tools, and materials.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

A Regional Facilities Director provides managerial oversight to an assigned geographic region and, in conjunction with higher management, coordinates maintenance, operations, and construction-related activities.

## SUPERVISION

The Director of Facilities Maintenance and Operations receives Administrative direction is received from the Chief Facilities Executive and the Deputy Chief Facilities Executive, and exercises Administrative direction is exercised over lower-level management personnel. The Deputy Director of Facilities Maintenance and Operations receives administrative direction from the Director of Facilities Maintenance and Operations and exercises administrative direction over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Current practices, processes, and materials utilized in the maintenance and repair field, including the construction, installation, and maintenance of school buildings and grounds facilities  
Building trades and building materials ordinarily used in repair, maintenance, and capital outlay work  
~~Current p~~Practices, processes, and materials utilized in the custodial, pest management, gardening, and tree maintenance fields  
~~Current practices utilized in assessing energy usage and the factors affecting consumption.~~  
Sustainability practices, including assessing energy usage and conservation measures  
District standards and legal provisions governing school building construction, maintenance, budgeting, and finance  
Local and State building codes and safety regulations  
Basic District personnel rules, regulations, practices, and policies  
Principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit system personnel administration  
Procedures and techniques of operations analysis and records management  
Principles of public relations  
Pertinent sections of District collective bargaining agreements  
Characteristics of school, shop, and office equipment and the specialized crafts required for their maintenance

### Ability to:

Plan, direct, and coordinate maintenance, repair, and capital outlay programs for school buildings, grounds, and equipment  
Work effectively with school and business officials  
Direct the supervision of a large number of personnel in a variety of ~~crafts~~ functions  
Express policies, regulations and other matters clearly and concisely in writing and orally  
Analyze and interpret computerized management information reports, and evaluate the effectiveness of programs, procedures, and plans  
Estimate materials and labor costs



## ENTRANCE QUALIFICATIONS

### Education:

~~Graduation with a bachelor's degree~~ from a recognized college or university with a bachelor's degree, preferably ~~with a major in architecture, engineering, facilities management, planning, construction management, business or public administration or an advanced degree in any subject.~~ Courses in business administration, public relations, maintenance planning, accounting, school finance, personnel management, and communications are preferable. A graduate degree in any subject is preferred.

### Experience:

#### Director of Facilities Maintenance and Operations:

Ten years of ~~administrative or executive~~ management experience overseeing facilities management experience activities, including ~~experience in responsibility for planning, coordinating, and executing capital maintenance and repair projects, and/or facilities maintenance, and/or facilities operations, or any combination of these areas.~~ The following work experience is preferable:

- Experience with LEED certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with MAXIMO or an equivalent maintenance management system

#### Deputy Director of Facilities Maintenance and Operations:

Eight years of management experience overseeing facilities management activities, including responsibility for planning, coordinating, and executing capital maintenance and repair projects, or facilities maintenance, or facilities operations, or any combination of these areas. The following work experience is preferable:

- Experience with LEED certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with MAXIMO or an equivalent maintenance management system

### Special:

- A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Professional Engineers and Land Surveyors is preferable.
- A valid California Driver's License, to legally operate a motor vehicle in the State of California and the use of a motor vehicle.
- ~~Use of an automobile.~~

## SPECIAL NOTE

- ~~1. LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is required within one year of employment.~~
- ~~2. Senior Management Class~~
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 responsibly related to existing duties.

Revised  
10-17-24  
CP

District Notification Date: 09-10-24

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION

	Class Codes	Unit
EARLY EDUCATION CENTER AIDE I (Restricted)	4520	B
EARLY EDUCATION CENTER AIDE (CANTONESE LANGUAGE) (Restricted)	4522	B
EARLY EDUCATION CENTER AIDE (SPANISH LANGUAGE) (Restricted)	4521	B

DEFINITION

Assists a teacher or other certificated employee in an Early Education Center by assisting in preparing and conducting instructional activities, working with children, managing and redirecting behavior, and performs related manual and clerical tasks.

TYPICAL DUTIES

Assists a teacher in the supervision and implementation of developmental instructional activities for preschool and/or school-age children.  
Assists in providing experiences to promote the physical, intellectual, emotional, social, and language development of children.  
Organizes and implements small group activities according to a teacher's lesson plan.  
Sets up indoor/outdoor instructional materials and equipment according to a teacher's lesson plans.  
Monitors and enforces safety rules and appropriate standards of behavior.  
Prepares instructional displays, and materials under the direction of a teacher.  
Accompanies children on curricular trips.  
Conducts daily health screening of children.  
Attends to, as needed, to students' hygienic needs by diapering, changing soiled clothes, and supporting toilet training.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children. Employees in restricted classes are employed in accordance with Personnel Commission Rule 518. Incumbents of bilingual classes communicate in the designated non-English language in performing the same duties as an Early Education Center Aide I.

An Infant Care Aide assists a School Nurse or a teacher in attending to the needs of infants and young children and performs housekeeping and related duties.

SUPERVISION

Immediate supervision is received from a certificated employee, usually a teacher. No supervision is exercised over District employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Safety rules, hygiene habits, and conditions which affect children  
Standards of courtesy and behavior expected of children  
Correct English grammatical usage  
Appropriate appearance and cleanliness  
Appropriate manner including good judgment and tact  
Universal Precautions provisions

### Ability to:

Speak English with fluency  
Read English aloud with ease and expression  
Write legibly  
Enforce safety rules and standards of behavior  
Practice Universal Precautions including the use of gloves, masks, protective eyewear when necessary  
Learn to operate audio-visual and instructional equipment  
Work effectively as a member of an instructional team  
Select developmentally appropriate materials

### Special Physical Requirements:

Set up and lift equipment weighing 10 to 15 pounds  
Safely lift preschool children

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, or proof of completion of 45 hours of work experience in an Early Education Center classroom as part of the District Career and Transition Center.

### Special:

- 1.) Ability to speak a designated foreign language is required for those classes so designated. In addition, ability to read and write a designated foreign language may be required for some positions in such classes.
- 2.) The field of competition for restricted classes is limited to persons who meet the criteria under Education Code Section 45108 and Education Code Section 45259. At the time of recruitment, the specific criteria will be indicated.
- 3.) Appointment to positions in this classification is subject to fingerprinting, a review of conviction record, and a background investigation.

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

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

Revised  
10-17-2024  
SD/MJM

District Notification Date: 09/17/2024  
Union Notification Date: 09/17/2024

HEATING AND AIR CONDITIONING TECHNICAL SUPERVISOR	3137
HVAC TECHNICAL SUPERVISOR (HIGH-RISE)	3132

## DEFINITION

The Heating and Air Conditioning Technical Supervisor provides technical direction over heating, ventilating, and air conditioning operations of the District, including control of specifications, procedures, scheduling, and expenditures for refurbishment projects. The HVAC Technical Supervisor (High-Rise) performs similar duties for heating, ventilating, and air conditioning operations specializing in high-rise buildings such as the LAUSD administrative headquarters.

## TYPICAL DUTIES

Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers, regarding installation and maintenance of heating, ventilating, and air conditioning systems, including boilers, pressure vessels, and steam distribution.

Establishes, directs, and participates in the development and maintenance of standards for tools, materials, and equipment used for heating, ventilating, and air conditioning.

Supervises and participates in the development of task standards, job specifications, working drawings, and guides for work methods and procedures.

Ensures adherence to established standards by inspections and meeting with craft supervisors and seniors to inform them of deviations from standards and corrective action required.

Devises and conducts appropriate tests of materials, tools, and equipment to measure durability and assure conformance with building codes, fire regulations, and District specifications.

Confers with governmental and District personnel in matters relating to fire safety, environmental, structural, and other design requirements.

Coordinates ~~and assists in~~ the planning, scheduling, and equipment selection for installation or renovation projects with ~~school~~ District personnel, salesmen, utility representatives, and government officials.

Prepares cost estimates for projects.

Approves requisitions for stock and non-stock materials and reviews low-value purchase orders for compliance with established standards.

Reviews contracts and District designs for heating and air conditioning installations for conformance with approved standards and specifications.

Determines the need for and prepares specifications for annual service and material contracts for heating and air conditioning maintenance.

Analyzes problem situations and develops methods for adapting techniques and materials.

Reviews periodicals for information on new products and evaluates new products for efficiency and practicality.

Provides information concerning District standards and specifications for heating and air conditioning to contractors and potential contractors.

May assist in the preparation of the annual maintenance budget for regular and deferred maintenance projects.

May arrange and conduct in-service training programs relating to heating, air conditioning, and ventilating systems for craft supervisors, craftsmen, and inspectors.

The following duties will be performed by the HVAC Technical Supervisor (High-Rise):

Provides technical direction to District personnel and contractors regarding the Building Management System, emergency backup systems, and the fire life safety system.

Establishes standards for the installation and maintenance of the data center's chillers, generators, moisture sensors, and backup HVAC units to ensure proper temperature and level of humidity at all times, including emergencies.

Responds to emergency calls related to critical HVAC systems such as chilled water, boiler, and fan coil units or duct work by contacting and coordinating activities with District staff, contracted employees, and various City public works departments.

Investigates heating, ventilating, and air conditioning problems and acts as technical expert in cases and hearings.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Heating and Air Conditioning Technical Supervisor is responsible for the technical direction of heating and air conditioning personnel and determines and controls standards and specifications of equipment, material, and workmanship for heating and air conditioning work performed by contractors and District personnel.

The HVAC Technical Supervisor (High-Rise) provides technical direction to contractors and District personnel regarding specifications, procedures, schedules, and expenditures for heating, ventilating, and air conditioning operations for the LAUSD administrative headquarters.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a designated Maintenance and Operations area.

An Area Craft Supervisor oversees the overall craft operations in a designated Maintenance and Operations Area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

## SUPERVISION

General direction is received from an Area Facilities Services Director or a designated supervisor or manager. General supervision is exercised over lower-level employees. Technical supervision is exercised over District procedures, methods, and materials related to heating and air conditioning systems.

## CLASS QUALIFICATIONS

### Knowledge of:

Current practices, materials, tools, and equipment used in heating and air conditioning, including design, construction, and maintenance of heating and air conditioning systems

Testing and inspection methods for heating and air conditioning systems

Vendors, materials, and services provided in the heating and air conditioning field

Terminology and conditions used in contracts and specifications.

Government building codes, orders, and ordinances

Fire and safety regulations pertinent to the construction industry

Methods and procedures used in planning and estimating job projects

Use of solar energy in heating and air conditioning systems

Principles of supervision and training

Project management

Microsoft Word, Excel, Outlook, and PowerPoint

Ability to:

Plan and organize installation and maintenance programs  
Develop techniques for defining job and project costs  
Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings  
Write clear and concise instructions and reports  
Compile and analyze data from surveys, studies, and inventories  
Apply engineering principles to the solution of heating and air conditioning problems of considerable difficulty  
Work effectively with school, business, and government administrators and other employees  
Supervise effectively  
Track project schedules and provide progress updates to site administrators  
Communicate effectively, both orally and in writing  
Enter and retrieve data using computers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency including two college-level courses in supervision, communication, ~~school business management, personnel management, construction project management~~, or craft-related courses subjects. Successful completion of the LAUSD Supervisory Training Program offered by Organizational Excellence may be substituted for the required courses in supervision and communication.

Experience:

Heating and Air Conditioning Technical Supervisor:

Five years of journey-level experience in installing, maintaining, and repairing heating, air conditioning, and ventilating systems, including ~~two years of supervisory experience or two years of job planning at or above the senior craft level as a Los Angeles Unified School District Senior HVAC Test Technician, Senior Heating and Air Conditioning Fitter or Senior Refrigeration Fitter.~~

HVAC Technical Supervisor (High-Rise):

Five years of journey-level experience in installing, maintaining, and repairing heating, air conditioning, and ventilating systems in a high-rise building, as defined by "~~Emergency Power Load~~" Section of the California Building Standards Code including ~~two years of supervisory experience or two years of job planning at or above the senior craft level.~~

Special (Both classes):

Possession of a certificate of competence of chlorofluorocarbon License type Universal in accordance with EPA Rule 608, Clean Air Act.

~~Employment is subject to medical clearance.~~

~~Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.~~

Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

A Facilities Planner Program certificate is required by completion of the probationary period.

~~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.

#### SPECIAL NOTE

Employees in the class of HVAC Technical Supervisor (High-Rise) are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Rrequirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, Mmanagement 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  
10-07-2024  
HV/YG

District Notification Date: 6/11/2024  
Union Notification Date: 9/9/2024

## SUPERVISING BUILDING/CONSTRUCTION INSPECTOR

### DEFINITION

Coordinates and supervises the work of Building/Construction Inspectors, special inspectors, and other support staff.

### TYPICAL DUTIES

Supervises and coordinates the work of subordinate personnel, including providing regular ~~daily~~ field observation, performance evaluation, guidance and inspection team resource assessments.  
~~Resolves issues related to service charges and corresponding funding sources.~~  
Reports deviations from approved contract documents and minimum code requirements to project stakeholders and coordinates with them for resolution of such issues.  
Consults with the Division of the State Architect on California Building Code Inspection assignment requirements.  
Resolves issues that cannot be resolved at the field level by subordinate staff.  
Obtains decisions and interpretations from architects and engineers on issues impacting multiple projects.  
Reviews the project inspection team documentation during construction and through the DSA certification process.  
Ensures that the project inspector fulfills the requirement to monitor and oversee the special inspection, material sampling and testing requirements.  
Assists in the orientation and professional development of staff.  
Reviews logs, ~~diaries~~, daily reports, job files, and any written correspondence for compliance with applicable State, municipal, and District policies, procedures, and requirements.  
Advises construction project management staff and inspectors on code matters and DSA procedures.  
Coordinates responses to legal issues and requests for information.  
Interfaces with Regional Construction Directors on matters relating to the inspection of District construction projects.  
Uploads documentation, such as field observation reports and other project-related work onto internal cloud-based storage system for use by internal and external stakeholders.  
May act as Inspector of Record on specific projects.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Building/Construction Inspector supervises and coordinates the work of Building/Construction Inspectors and special inspectors on school construction projects and reviews and verifies approved project completion/closeout documents for compliance with DSA requirements.

A Deputy Chief Building/Construction Inspector assists in the overall administration and daily planning of the Inspection Department activities, and acts for the Chief Building/Construction Inspector in case of absence.

A Building/Construction Inspector represents the District at construction sites, performs continuous inspection of construction materials, methods, and work quality, and monitors construction work for compliance with approved contract documents and applicable codes. Incumbents in this class perform work consistent with the Division of the State Architect regulations. A Building/Construction Inspector must possess and maintain minimum certification as a Class 3 General Inspector by the Division of the State Architect.

## SUPERVISION

General direction is received from a Deputy Chief Building/Construction Inspector. General supervision is exercised over Building/Construction Inspectors, special inspectors, and other support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Education Code, and California Administrative and Building Code requirements and applications
- Principles and practices of engineering as they pertain to the construction of all types of buildings
- Inspection methods and their application to school construction
- Stress analysis, strength, properties, and uses of various materials in the construction and finishing of wood, steel frame, masonry, and reinforced concrete buildings
- Methods of mixing, placing, and curing plain and reinforced concrete
- Methods of estimating materials and labor costs and the current prices of building materials State, County, and local construction ordinances, regulations, policies, and practices and building, labor, and safety codes; and public contracts codes
- Safety practices and regulations pertaining to the construction trade
- Principles of employee supervision, training, and performance evaluation
- Equal Employment Opportunity requirements for hiring construction personnel
- Microsoft Office

### Ability to:

- Direct and coordinate a complex inspection program
- Read and comprehend approved contract documents and applicable building standards
- Recognize, analyze, and deal effectively with problems and issues
- Detect faulty and improper materials and poor work quality
- Detect errors and discrepancies in plans and specifications
- Work effectively with architects, engineers, District employees, contractors, and representatives of regulatory agencies
- Plan and organize work to meet deadlines
- Communicate effectively, both orally and in writing
- Operate a personal computer and associated peripheral equipment
- Utilize various computer applications such as word processing, spreadsheet, database, email and video conferencing

### Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, and pull, and safely lift and carry items weighing up to 50 pounds
- Ability to work safely in confined spaces and uneven surfaces and at heights
- Ability to work in extreme temperatures and adverse weather conditions

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in a field related to construction; structural, civil, electrical, or mechanical engineering; or architecture. Qualifying experience, in addition to that listed below, may be substituted for the required education on a year-for-year basis.

### Experience:

Three years of experience as a the Division of State Architect-approved Project Inspector on ~~Division of the State Architect certified construction inspector on California~~ public school construction projects as the ~~Inspector of Record for such projects,~~

or

Two years of experience as a the Division of State Architect-approved Project Inspector on ~~Division of the State Architect certified construction inspector on~~ major construction projects valued at least \$20 \$30 million,

AND or

~~One year of experience in the supervision of maintenance, construction, operations, environmental, or other related facilities activities.~~ Three years of experience as the approved Class A HCAi (OSHDP) Inspector of Record on hospital projects valued at least \$30 million.

### 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 the use of a motor vehicle.

Must possess and maintain certification as a Class 1 or Class 2 Project Inspector by the Division of the State Architect (D.S.A.).

Additional certification(s) as a specialty inspector by the Division of the State Architect (D.S.A.) as identified by Title 24, Part I, California Code of Regulations (C.C.R.) is preferred.

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  
10-17-2024  
JPK2

District Notification Date: 8-15-2024  
Union Notification Date: 9-20-2024

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:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
West Vernon El. (1765401)	850	Food Service Manager II (4292)	Food Service Manager I (4291)	30078991(C)

**Reason for Reclassification:** The revised duties and responsibilities of the position are consistent with the recommended classification.

The Food Services Division has requested to reclassify this vacant position based on the current average daily meals served (ADMS) and Teamster's has agreed.

The subject position has been assigned duties that meet the class concept of the respective Food Service Manager classification as the level of a position within this series is dependent on the Average Daily Meals Served (ADMS).

Primary School	ADMS
FSM I	800-949
FSM II	950-1499
FSM III	1500 and above

Secondary School	ADMS
FSM IV	799 and below
FSM V	800-1599
FSM VI	1600-2499
FSM VII	2500 and above

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

**Effective Date:** September 23, 2024

**Approved:** RGK/SD

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

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: 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 Administrative Assistant (2054) (\$8,170.70-\$10,173.64/mo.)	<b>To:</b>	Administrative Assistant (2071) (\$39.47970-\$48.42766/hr.)
<b>POS:</b>	30089962 (A Basis)		30089962 (A Basis)
<b>Location:</b>	Classified Employment Services Branch, Personnel Commission	<b>Incumbent:</b>	Vacant (P30089962) (Cost Center 1060601)

**Reason for Reclassification:** The subject position meets the class concept of Administrative Assistant (2071) in that the position will no longer supervise clerical staff, but will instead provide functional supervision, as well as, be responsible for supporting all administrative and assignment activities, including space planning, reduction-in-force, management of substitute management system, and classification conversions. Additionally, the incumbent in this position will coordinate and act as a liaison to technical personnel staff regarding the functions of the branch and supervise the maintenance of assignments personnel and branch records and files; research records and obtain information from other offices and agencies or forward information to other offices such as Office of General Counsel, Student Safety Investigations Team, and Operations; and supervise the implementation and maintenance of complex clerical tasks and procedures..

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

**Effective Date:** September 12, 2024

**Case:** 12620

RGK/SH

c: Talent Acquisition and Selection Branch  
Classified Employment Services Branch

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>	Office Technician (cc2828) (\$22.52000-30.70002/Hr.)	<b>To:</b>	Office Technician (Korean Language) (cc2830) (\$22.80750-\$30.98752/Hr.)
<b>POS:</b>	30368735 (E Basis)	<b>POS:</b>	30368735 (E Basis)
<b>Location:</b>	Hancock Park Elementary	<b>Incumbent:</b>	Billy Kim (EN 01199815) Cost Center (1439701)

**Reason for Reclassification:** The revised duties and responsibilities of the position are consistent with the recommended classification.

The subject position meets the class concept of Office Technician (Korean Language) in that an incumbent in the position will be responsible for performing a variety of clerical duties of a routine and recurring nature while demonstrating fluency in the Korean Language. Duties include typing and translating letters, memorandums, forms, and other materials; responding to and assisting employees, parents, and students by phone and in person; and maintaining files, records, and other information.

**Status of Incumbent:** Incumbent B. Kim (EN 1199815) is reachable on the Office Technician - Korean eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

**Effective Date:** September 24, 2024

**Approved:** RGK/SD

c: Talent Acquisition & 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: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification action be approved:

<b>From:</b>	Public Information Officer I (2104) (\$40.60629 - \$50.57762/hr.)	<b>To:</b>	Public Information Officer II (2412) (\$53.03477 - \$66.01091/hr.)
<b>POS:</b>	30069819 (A Basis)	<b>POS:</b>	30069819 (A Basis)
<b>Location:</b>	Communications & Media Relations, Division of Communication, Engagement, and Collaboration	<b>Incumbent:</b>	J. Valdivia (EN 1149352) (PN 30069819) (Cost Center 1086101)

**Reason for Reclassification:** The subject position meets the class concept of Public Information Officer II in that the incumbent is responsible for managing complex communications and public relations issues for Region East. This includes supporting crisis communication efforts by serving as the region's spokesperson with the media and community, securing statement approvals from District operations and the Office of General Counsel, and preparing information to be communicated to the school community. The subject position also strategizes public relations campaigns for the region to highlight school events and activities; advises region administrators, personnel, and staff on the development and support for region programs; and staffs and briefs the Superintendent at press conferences, school site visits, community meetings, and other public appearances by managing and venue and preparing talking points and pertinent information.

**Status of Incumbent:** Incumbent J. Valdivia (EN 1149352) must compete in the examination for Public Information Officer II, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned. In the absence of an eligibility list, the incumbent may be provisionally assigned to the position pending the results of the examination.

**Effective Date:** September 27, 2024

**Case:** 12625

RGK/LKD

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



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>	Administrative Assistant (cc2071) (\$39.47970-48.42766/Hr)	<b>To:</b>	Senior Secretary (cc2865) (\$29.55425-\$35.95287/Hr)
<b>POS:</b>	30445194 (A Basis)	<b>POS:</b>	30445194 (A Basis)
<b>Location:</b>	Early Childhood Education Division	<b>Incumbent:</b>	vacant Cost Center (115501)

**Reason for Reclassification:** The revised duties and responsibilities of the position are consistent with the recommended classification.

The subject position meets the class concept of Senior Secretary in that the position will be responsible for communicating enrollment requirements to families and explaining the various programs within the Early Childhood Education Division; maintaining the executive director's calendar; scheduling meetings for professional development, division meetings and collaborative trainings with other district groups; preparing and distributing official correspondence, reports and other documentation; maintaining and organization Division records, files and databases; reconciling and balancing the division's budget as well as the imprest account as directed by the Executive Director; creating purchase and p-card orders; compiles and tabulates statistical data for special projects; and provides work direction over lower-level clerical staff. Duties regarding the recommendation and initiation of budget adjustments have been reassigned to the Fiscal Services Manager, and this position will no longer attend meetings in lieu of, nor speak on behalf of Early Childhood Division administrators.

**Status of Incumbent:** This position is vacant

**Effective Date:** September 26, 2024

**Approved:** RGK/SD

c: Talent Acquisition & 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 NETWORK SYSTEMS TECHNICIAN SERIES**

RECOMMENDATIONS:

It is recommended that effective October 17, 2024:

- A. The following new classes be established in the Construction/Maintenance and Repair Series.

Network Systems Technician I  
Network Systems Technician II

- 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 Construction/Maintenance and Repair Series, Office and General Equipment Repair Group.

Hourly Rates

Network Systems Technician I	\$47.00232	\$49.47561	\$52.07547	\$54.84089	\$57.75235
Network Systems Technician II	\$52.15176	\$55.09833	\$58.21139	\$61.50033	\$64.97510

BACKGROUND:

Information Technology Services (ITS) requests the establishment of the new Network Systems Technician series to align with industry standards as information technology network professionals handle the monitoring, servicing and maintenance of both local and wide area network responsibilities. The new series will also help to improve the District's customer service and networking capabilities as the Network Systems Technicians can respond to both types of troubleshooting calls/requests and reduce time delays and redundancies in service. In addition, the new series will also boost recruitment efforts as the new classes will be more in line with the current labor pool/market.

## BASES OF RECOMMENDATIONS:

### 1. Network Systems Technician I

The proposed Network Systems Technician I will be responsible for troubleshooting and correcting inter and intranet connectivity issues utilizing network and communication management systems and tools; assisting staff and service providers in diagnosing and resolving issues; configuring, diagnosing, and repairing network and telecommunication services, on wired and wireless systems and IP-based transitions; interacting with various groups and outside vendors to resolve problems; and performing repairs, maintenance, configurations, modifications, and replacements of network and IP related Telecommunication Systems or defective parts

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

The recommended salary for the proposed classification is based on internal alignment with classifications with similar technology-related responsibilities and is approximately two steps below the salary of the proposed Network Systems Technician II classification to maintain series alignment. Therefore, allocation of the proposed classification to a salary range of \$47,002.32 - \$57,752.35 per hour (\$98,140.84 - \$120,586.9 annually) is appropriate.

### 2. Network Systems Technician II

The proposed Network Systems Technician II will be responsible for leading and performing complex installation, configuration, modification, programming, assembly, maintenance, and repair of network and telecommunication systems and equipment, including analog, digital, and Internet Protocol (IP) communications, enterprise routers, cache engines, and core switches; planning and executing network and telecommunications system maintenance; independently conducting site surveys and assessments and making recommendations for network and telecommunication system improvements; analyzing reports on network and telecommunication systems problems, including digital connection circuits and equipment failures; assisting in on-premises and cloud Voice over IP (VoIP) solutions, including multiservice infrastructure, Call Manager, and call center services; assisting in updating and supporting headend systems; and performing regular system administration, such as installing software patches, reviewing logs, and addressing data and/or security events and/or escalating to the appropriate IT security personnel.

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

The recommended salary for the proposed classification is based on external market data. Staff surveyed several public agencies and found comparable classifications such as Riverside County's IT Network Administrator (\$137,666/yr. – geo adjusted top step); Los Angeles Community College District's Network Engineer (\$135,668/yr. - geo adjusted top step); Los Angeles County Office of Education's Network Engineer (\$126,348/yr. - geo adjusted top step); Los Angeles County Metropolitan Transportation Authority's Network Engineer (\$124,280/yr. - geo adjusted top step); and Los Angeles County's Network Systems Administrator II (\$117,941/yr. - geo adjusted top step) . The geographically adjusted 75th percentile of the

surveyed data is approximately \$135,668/yr. Therefore, allocation of the proposed classification to a salary range of \$52.15176 - \$64.97510 per hour (\$108,893- \$135,668 annually) is appropriate.

NETWORK SYSTEMS TECHNICIAN I  
NETWORK SYSTEMS TECHNICIAN II

DEFINITION

Performs technical duties such as the replacing, repairing, installing, programming, configuring, monitoring, analyzing, and maintaining of network and telecommunications systems, and related equipment.

TYPICAL DUTIES

Performs repairs, maintenance, configurations, modifications, and replacements of network and IP related Telecommunication Systems or defective parts.  
Configures, diagnoses, and repairs network and telecommunication services, on wired and wireless systems and IP-based transitions  
Troubleshoots and corrects inter and intranet connectivity issues utilizing network and communication management systems and tools.  
Provides support of Cisco or other Voice over IP system or cloud solutions, such as Cisco Call Manager or Amazon call center.  
Provides remote support or travels to various worksite locations to provide on-site technical assistance and support including transportation of equipment as needed.  
Conduct site surveys and onsite assessments of networks and IT systems.  
Repairs and maintains network and converged system cabling.  
Maintains records and ensures accuracy of equipment changes, inventory, and reports.  
Interacts with other groups and outside vendors to resolve problems.  
Assists staff and service providers in diagnosing and resolving issues.  
Monitors activities and performance of networked devices and telecommunications systems components and produces relevant reports as needed.  
Reviews reports, configuration templates, and circuit diagrams to facilitate system installations and repairs.

In addition to the duties of a Network Systems Technician I, the Network Systems Technician II:

Leads and performs installation, configuration, modification, programming, assembly, maintenance, and repair of network and telecommunication systems and equipment, including analog, digital, and Internet Protocol (IP) communications, enterprise routers, cache engines, and core switches.  
Plans and executes network and telecommunications system maintenance.  
Makes recommendations for network and telecommunication system improvements.  
Reviews reports on network and telecommunication systems problems, including digital connection circuits and equipment failures.  
Performs regular system administration and escalates security and other issues to the appropriate personnel as necessary.  
Provides guidance and training to lower level network or technical staff.

Analyzes and diagnoses internal and external data and/or network issues utilizing network management systems.  
Assists in on-premises and cloud Voice over IP (VoIP) solutions, including multiservice infrastructure, Call Manager, and call center services.  
Assists in updating and supporting headend systems.  
May read and interpret reports, configuration templates, service orders, circuit diagrams, and blueprints for backend systems.  
May assist in the application of security patches, operating system updates, and backup configurations to ensure compliance with security standards.  
Performs other related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Network Systems Technician I performs basic installation, troubleshooting, configuration, and repair of networks and telecommunication systems, including analog, digital, and Internet Protocol (IP) technologies.

A Network Systems Technician II functions as a lead and performs advanced/complex modifications, programming, and improvements on network and telecommunications systems and equipment.

A Network Systems Engineer audits, modifies, remedies, and maintains configuration for core District network systems and analyzes capacity usage to make projections and provide escalation support for network service issues.

## SUPERVISION

General Supervision is received from an information technology director, manager, or designee. A Network Systems Technician II may provide work direction over lower-level technical personnel. A Network Systems Technician I may provide technical guidance to lower level-technical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Various wireless protocols, including Satellite and LTE  
Unified messaging systems, such as Unity or other related systems  
Cisco Call Manager, SIP services or other related systems  
Analog and digital telecommunications solutions  
Network infrastructure management and monitoring software and procedures  
Common desktop software such as Microsoft Office, Visio or other related software  
Incident tracking software  
Safety regulations and practices for electronic and network equipment  
Physical infrastructure components, including fiber optics CAT 5, 5e, 6 and other low voltage telecommunication cabling technologies.  
Installation and configuration of network components such as LAN/WAN switches, routers, and Wireless controllers.  
Installation and configuration of converged services components  
Design principles of local area and wide area networks  
Standard network and systems monitoring procedures and configuration tools

Basic data security on TCP/IP networks or other related systems  
Basic digital electronics and IP addressing and subnet schemes  
Basic Wi-Fi and streaming video Technologies  
Analog and digital telecommunications solutions, including, Stablenet InfoSim,  
Netscout TruView, BMC BNA, Genetec or equivalent network management and  
monitoring software  
Enterprise level incident tracking software

Ability to:

Install, troubleshoot, repair, monitor and configure telecommunication and network  
systems, including wireless setups/systems  
Analyze and diagnose malfunctions in wired and wireless network and  
telecommunication systems  
Use a variety of electronic equipment  
Assess hardware and software issues independently, employing problem-solving  
skills  
Exercise independent thinking and problem solving related to technical assessment  
of hardware and software problems  
Read and understand basic blueprints and layouts of network and  
telecommunication systems  
Utilize a network and protocol analyzer  
Be customer focused  
Communicate effectively, both verbally and in writing  
Work effectively without constant supervision  
Maintain effective working relationships  
Provide on-site or remote services and support  
Manage multiple timelines/deadlines

Special Physical Requirement:

Safely lift and carry tools and materials weighing up to 50 pounds

ENTRANCE QUALIFICATIONS

NETWORK SYSTEMS TECHNICIAN I

Education:

Graduation from high school or evidence of equivalent educational proficiency,  
preferably supplemented by college level courses in network engineering, computer  
science, telecommunications management or a related field.

Experience:

Two years of experience in the monitoring or maintenance and repair in any one of  
the following areas: local and wide area networks; modern telecommunication  
systems and related equipment; or computer hardware and software. A bachelor's  
degree in network engineering, computer science, telecommunications management,  
or a related field may be substituted for one year of the required experience.



Special:

Cisco Certified Network Associate (CCNA) certification or equivalent or higher is required and must be kept valid during the term of employment.

NETWORK SYSTEMS TECHNICIAN II

Education:

12 college-level semester or equivalent units in computer science, information systems, network engineering or a related field. Six months of qualifying experience in addition to that listed below, may be substituted for the required education provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience in the monitoring or maintenance and repair in any one of the following areas: local and wide area networks; modern telecommunication systems and related equipment; or computer hardware and software. A bachelor's degree in network engineering, computer science, telecommunications management, or a related field may be substituted for one year of the required experience.

Special:

A Cisco Certified Network Professional (CCNP) certification or equivalent or higher certification is required and must be kept valid during the term of employment.

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  
10-17-2024  
JAP/LKD

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 THE CLASSES OF THE PARENT RESOURCE ASSISTANT**

**RECOMMENDATIONS:**

It is recommended that, effective October 17, 2024, the following classes, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From Current Title</u>	<u>To Proposed Title</u>
Parent Resource Assistant (5552)	Parent and Family Resource Assistant (5552)
Parent Resource Assistant (Armenian Language) (5553)	Parent and Family Resource Assistant (Armenian Language) (5553)
Parent Resource Assistant (Korean Language) (5554)	Parent and Family Resource Assistant (Korean Language) (5554)
Parent Resource Assistant (Spanish Language) (5555)	Parent and Family Resource Assistant (Spanish Language) (5555)

**BASES OF RECOMMENDATION:**

The Office of Parent and Community Services was retitled to the Office of Student, Family, and Community Engagement. The proposed changes to the class titles will better align the classifications with the office's rebranding and better reflect the concept of the job function. The class description with moderate changes is submitted for approval in conjunction with this report.

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

Case: 12606

RGK/BM



Class Codes

PARENT <u>AND FAMILY</u> RESOURCE ASSISTANT	5552
PARENT <u>AND FAMILY</u> RESOURCE ASSISTANT (ARMENIAN LANGUAGE)	5553
PARENT <u>AND FAMILY</u> RESOURCE ASSISTANT (KOREAN LANGUAGE)	5554
PARENT <u>AND FAMILY</u> RESOURCE ASSISTANT (SPANISH LANGUAGE)	5555

DEFINITION

Assists with ~~Pproviding~~ direct support to parents and families of a school by relaying information, maintaining parent-school communication, and assisting in programs and outreach activities for parents and families.

TYPICAL DUTIES

Assists in scheduling, reserving facilities, making copies of meeting materials, ~~and~~ contacting instructors and guest speakers, and presenting or coordinating for parent and family education classes and workshops on topics that support student success such as, but not limited to, the school volunteer program, Parent Portal, and the School Experience survey. ~~effective home-school communications, proactive involvement in children's education, and effective parenting skills.~~

Assists in liaising with parents, families, and District staff regarding advisory committee meetings.

Assists in planning outreach activities for parents, families, and advisory committee meetings housed in a parent and family center of a school.

Updates records of volunteer hours.

Assists in creating and distributing surveys and flyers for a parent and family recognition program.

Assists in organizing and maintaining an inventory of forms, office supplies, and equipment of a ~~family resource/parent and family~~ center in a school.

Conducts and collects parent and family satisfaction surveys.

Assists in proofreading materials.

Maintains a parent and family database.

Participates in training and workshops with Regional Parent and Family Engagement staff.

May accompany and assist certificated staff in home visits to welcome and establish rapport with and outreach to new families in the school community.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent and Family Resource Assistant assists in maintaining a parent/family-school program of a local school or office. A Parent Resource Assistant (Armenian Language), (Korean Language), or (Spanish Language) performs the same duties as a Parent Resource Assistant in a position that requires fluency in Armenian, Korean, or Spanish.

A Parent and Family Resource Liaison ~~assists in maintaining~~ a program or a parent or ~~and f~~Family ~~community c~~Center of a local school ~~or office~~ by providing various resources and information to parents through workshops, orientations, and trainings.

SUPERVISION

General supervision is received from a site administrator. Work direction may be exercised over parent or family volunteers. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Pertinent issues affecting local schools  
District and Community resources and services based on students' needs, such as vision screening  
Organizations that provide assistance to homeless families and wraparound services  
Basic English composition and arithmetic  
Office practices and procedures  
Operation of various office machines  
Apple or Microsoft Windows operating systems and Office Suite programs Word  
Web browsing techniques

### Ability to:

Work effectively with employees, students, and the public  
Communicate effectively orally and in writing  
Organize files and keep accurate records  
Operate and use a computer and software programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

80 hours of paid experience or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program.

### Special:

~~A valid California Driver License.~~  
~~Use of an automobile may be required for some positions.~~  
A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

Willingness to work irregular hours.

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

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 OF PARENT RESOURCE LIAISON**

**RECOMMENDATIONS:**

It is recommended that, effective October 17, 2024, the following class, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From</u> <u>Current Title</u>	<u>To</u> <u>Proposed Title</u>
Parent Resource Liaison (5515)	Parent and Family Resource Liaison (5515)

**BASES OF RECOMMENDATION:**

The Office of Parent and Community Services has been renamed to the Office of Student, Family, and Community Engagement. The proposed change in the class title will better align the classification with the office's rebranding and better reflect the concept of the job function. The class description with moderate changes is submitted for approval in conjunction with this report.

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

Case: 12607

RGK/BM

## PARENT AND FAMILY RESOURCE LIAISON

### DEFINITION

~~Assists in providing s~~Supports to a program or a ~~p~~Parent and Family ~~or community c~~Center of a school ~~or office~~ by providing information to parents and families ~~the public and~~ scheduling, coordinating, organizing, presenting, and participating in various parent and family workshops, orientations, and training programs.

### TYPICAL DUTIES

Organizes, coordinates, ~~and schedules~~, and presents parent and family education classes, trainings, and workshops in topics that support student success such as, but not limited to, the school volunteer program, Parent Portal, and the School Experience survey.

Participates in training and workshops with Regional Parent and Family Engagement staff, ~~and/or presents approved information in topics such as effective home-school communications, effective parenting, basic computer skills, nutrition, physical health, testing, high school graduation requirements, and other LAUSD programs.~~

Assists in preparing and organizing workshop and training materials.

~~Liaises with parents and District staff regarding individual student transportation program needs.~~

Assists in planning school activities and transportation needs for activities such as field trips to colleges and universities, parent conferences, open houses, Back-to-School Nights, recognition activities, and community meetings.

Assists in arranging for volunteers, speakers, subject matter experts, discussion leaders, or masters of ceremonies for parent and family engagement activities.

Answers telephones, types memos, and creates forms, flyers, and brochures.

Keeps track of inventory of forms, office supplies, and equipment.

Maintains various records and files.

May assist parents and families with issues such as health coverage for children, social services, ~~immigration~~, and basic needs such as food, clothing, and transportation.

May maintain routine bookkeeping records.

May assist in securing childcare services for parents and guardians attending the parent and family education classes.

May attend community meetings, recruit parent and family volunteers, and develop and conduct parent and family satisfaction surveys.

May transport ~~parents, staff, and~~ meeting materials.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent and Family Resource Liaison ~~assists in maintaining~~ a program or a ~~p~~Parent and ~~or community~~ Family cCenter of a local school ~~or office~~ by providing various resources and information to parents through workshops, orientations, and trainings.

A Parent Community Facilitator assists the certificated administrator in the organization of meetings and acts as a resource to parents and District staff regarding the Court-ordered Integration Program and categorical programs.

~~A Parent Network Liaison Coordinator provides training and acts as a resource to parents and District staff, including Parent Community Facilitators, regarding the Chanda Smith Consent Decree.~~

A Parent and Family Resource Assistant assists in maintaining a parent/family-school program of a local school or office. A Parent Resource Assistant (Armenian Language), (Korean Language), or (Spanish Language) performs the same duties as a Parent Resource Assistant in a position that requires fluency in Armenian, Korean, or Spanish.

## SUPERVISION

General supervision is received from a certificated employee or an administrator. Work direction may be exercised over lower-level clerical staff and parent volunteers. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Los Angeles Unified School Districts academic and parent and family assistance programs
- Pertinent issues affecting local schools
- Basic training methods and techniques
- Basic English composition and arithmetic
- Office practices and procedures
- Operation of various office machines
- Apple or Microsoft Windows operating systems and Office Suite programs or
- Macintosh/Apple operating system

### Ability to:

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Organize files and keep accurate records
- Work effectively with employees, students, and the public
- Address large groups of students, parents, community members, and administrators
- Operate and use a computer and software programs
- Communicate effectively orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

160 hours of paid experience or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program.

### Special:

~~A valid California Driver License.~~

~~Use of an automobile may be required for some positions.~~

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

Willingness to work irregular hours.

Ability to speak, read, and write in a language other than English may be required for some positions.



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

Revised  
10-17-24  
BM

District Notification Date: 08/20/24  
Union Notification Date: 09/24/24

**PERSONNEL COMMISSION  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
ESTABLISHMENT OF CLASS**

**CASE No. 12611**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Director of Emergency Management

**EFFECTIVE DATE:**

October 17, 2024

**GROUP, SERIES:**

Business Administrative Series, Executive/Administrative Group

**MONTHLY RATE:**

\$13,315.59 \$14,091.53 \$14,912.47 \$15,781.41 \$16,648.87

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Business Administrative Series, Executive/Administrative Group

**BACKGROUND:**

A certificated Administrator of Emergency Management previously directed and oversaw the activities of the Office of Emergency Management. The District has requested the establishment of a new classification to convert the vacated certificated position of Administrator of Emergency Management to classified.

**BASES OF RECOMMENDATION:**

The incumbent in the proposed classification will direct and oversee the planning, development, and implementation of District-wide plans that address comprehensive emergency management and business continuity for the Office of Emergency Management. Duties and responsibilities include:

- Directing the planning, development, and implementation of District-wide emergency management and business continuity policies and procedures.
- Leading and coordinating all phases of emergency management before, during, and after large emergencies and disasters.
- Developing, administering, approving, and monitoring emergency and business continuity procedure templates and planning documents for school sites and District offices.
- Advising Senior Staff and Regional District leadership on emergency management related matters.

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

The proposed salary is based on external market data and internal alignment considerations. Comparable external classifications were found, such as the City of Sacramento's Director of Emergency Management (\$206,850.00/year geo-adjusted top step), City of Irvine's Manager, Emergency Services (\$201,599.00/year geo-adjusted top step), and City of Inglewood's Emergency Services Manager (\$191,961.00/year geo-adjusted top step). Internally, the proposed classification is aligned with other District classifications that have a similar scope and level of responsibility in terms of directing the work of a unit involved in planning and implementing District-wide operations. Therefore, allocation of the proposed class to a salary range of \$10,159.83/mo. - \$16,648.87/mo. (\$199,786.44/yr.) is appropriate.

**RULE AMENDMENT(S):**

Final approval is to be given to the amendment of Rule 596, Overtime to include the Director of Emergency Management in the list of classes exempt from the overtime payment provisions of the rule.

## DIRECTOR OF EMERGENCY MANAGEMENT

### DEFINITION

Directs, plans, implements, and coordinates the activities of the Office of Emergency Management.

### TYPICAL DUTIES

Directs the planning, development, and implementation of District-wide emergency management and business continuity policies and procedures.  
Leads and coordinates all phases of emergency management before, during, and after large emergencies and disasters.  
Develops, administers, approves, and monitors emergency and business continuity procedure templates and planning documents for school sites and District offices.  
Advises Senior Staff and Regional District leadership on emergency management related matters.  
Oversees and provides direction for emergency training and exercises District-wide.  
Conducts site visits and collaborates with site administrators and District divisions on emergency mitigation, preparedness, response, and recovery actions specific to their sites and divisions.  
Collaborates with the Office of Environmental Health and Safety on matters that span both offices.  
Trains and advises the District's Emergency Management Committee (EMC) and conducts regular drills with the EMC in the District's Emergency Operations Center (EOC).  
Directs the EOC and responder staff during activation and maintains updated reference and contact information.  
Serves as the District representative for matters related to emergency management and response with city, county, and statewide public and private agencies.  
Plans and administers the office budget and controls expenditures.  
Supervises and advises emergency services staff regarding emergency service projects and tasks.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Emergency Management leads and oversees the activities of the Office of Emergency Management.

The Chief of School Culture, Climate, and Safety directs and oversees the district-wide student and school culture, climate, and safety program.

The Emergency Management and Business Continuity Manager develops, implements, and coordinates District-wide plans that address comprehensive emergency management and/or business continuity.

### SUPERVISION

Administrative direction is received from the Chief of School Culture, Climate, and Safety or designee. General supervision is exercised over lower-level staff of the Office of Emergency Management.

## CLASS QUALIFICATIONS

### Knowledge of:

Local, state, and federal laws and regulations regarding emergency management, disaster response, mitigation, preparedness, recovery, and business continuity  
Emergency Operations Center (EOC) operations, procedures, and organization; operational characteristics of two-way radio and other disaster communication methods  
Incident Command System (ICS), National Incident Management System (NIMS), and California's Standardized Emergency Management System (SEMS)  
Operations, services, and activities of comprehensive emergency management and business continuity programs  
Current trends, best practices, and developments related to safety, emergency management, and business continuity  
Effective writing and communication strategies  
District and school policies and procedures, goals and objectives, organizational structure and functions  
Basic principles of budgeting  
Principles of training, employee evaluations, employee relations, and progressive discipline  
Microsoft Word, Excel, Outlook, Access, and PowerPoint or similar office productivity tools

### Ability to:

Develop and implement rules, policies, and procedures  
Oversee multiple projects and issues while working effectively under pressure  
Analyze complex technical and administrative emergency management problems, evaluate alternative solutions, and recommend or adopt effective courses of action  
Plan, organize, and prioritize work to meet deadlines  
Plan, direct, and implement activities and operations  
Write, format, and edit reports and other written materials  
Analyze data, draw logical conclusions, and make recommendations  
Analyze and evaluate the effectiveness of plans and programs  
Analyze problems, make decisions, and be responsible for those decisions  
Design and conduct training for groups of employees using live and/or web-based formats  
Make effective oral presentations to a variety of groups  
Establish and maintain cooperative and effective working relationships with others  
Exercise independent judgment and initiative

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in emergency management, public safety, business or public administration, public health or a related field. A graduate degree in one of the aforementioned areas is preferable.

### Experience:

Five years of experience managing an emergency management unit or program. The required experience must include developing and implementing organization-wide emergency management plans and trainings.

Special:

Evidence of successful completion of the following Federal Emergency Management FEMA Independent Study program courses: IS-100.c, IS-200.c, IS-700.b, and IS-800.d  
Certified Emergency Manager (CEM) certification issued by the International Association of Emergency Managers (IAEM) or Certified Business Continuity Professional (CBCP) certification issued by the Disaster Recovery Institute International (DRI) is 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

Travel to locations throughout Los Angeles County is required.  
Required to respond to the Emergency Operations Center during off-hours and/or work extended periods of time during an emergency.

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  
10-17-24  
RGK/BM

District Notification Date: 09/17/24

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: REESTABLISHMENT OF GIS SPECIALIST II AND TITLE CHANGE OF THE CLASS OF GIS SPECIALIST

RECOMMENDATIONS:

It is recommended that effective October 17, 2024:

- I. The following class be reestablished in the Boundary Coordinating, Architectural and Engineering Series.

<u>Reestablished Class</u>	<u>Hourly Range</u>				
GIS Specialist II	\$51.94439	\$54.68520	\$57.56709	\$60.69081	\$63.96569/hr.

- II. Future salary movement is to be based on that of related classes in the Boundary Coordinating, Architectural and Engineering Series.
- III. The following class, positions, and all employment lists be reclassified, for the purpose of title change only:

<u>From</u>	<u>To</u>
<u>Current Title</u>	<u>Proposed Title</u>
GIS Specialist	GIS Specialist I

BACKGROUND:

The classification of GIS Specialist II was abolished on July 17, 2013 as there was no need for the class within the organizational structure at that time. The Director of Master Planning and Demographics has requested the reestablishment of the classification to support the unit's increasing number of projects and to perform the more complex geographic information system functions.

BASES OF RECOMMENDATIONS:

1. The incumbent in the reestablished class will perform professional-level and advanced technical Geographic Information Systems (GIS) duties. Specifically, an incumbent in the reestablished class will:
- Participate in the design, development, maintenance, and deployment of complex geographical spatial datasets, databases, special map exhibits, software applications, and associated technical documentation.
  - Represent the department at meetings with District administrators and public agencies
  - Assist higher-level personnel in performing the more complex GIS related assignments by applying knowledge and skills of Geographic Information Systems (GIS) data development, data management, and cartographic mapping.

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

2. The recommended salary for the reestablished class is based on internal alignment. The class, had it not been abolished, would have remained internally aligned with the Demographic Research and Planning Analyst II with a salary range of \$51.94439 to \$63.96569 per hour. Therefore, it is recommended that the salary for the reestablished class be \$51.94439 to \$63.96569 per hour.
3. The title change of the classification will better align with the establishment of the new classification of GIS Specialist II.

A class description with minor changes is submitted for approval in conjunction with this report.

**Approved:**

RGK / YG

c: Classified Employment Services Branch  
Files Unit

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION

Unit D  
Class Codes

GIS SPECIALIST I  
GIS SPECIALIST II

1508  
1509

DEFINITION

A GIS Specialist II performs advanced Geographic Information Systems (GIS) related duties and participates in the design, development, maintenance, and deployment of complex geographical spatial datasets, databases, special map exhibits, software applications, and associated technical documentation. A GIS Specialist I performs similar but less complex duties and responsibilities.

TYPICAL DUTIES

Develops, verifies, administers, and modifies complex geographic-spatial datasets, databases, and map exhibits using current ESRI Geographic Information Systems software (ArcGIS Desktop & ArcGIS Pro), related ArcGIS desktop applications, and SQL Server and Oracle database platforms.

Conducts geographic data development, verification, management, and quality assurance.

Maintains GIS datasets and databases provided by third-party vendors and outside agencies.

Provides technical support to personnel in other governmental agencies in the exchange of shared GIS data.

Interacts with appropriate City, County, State and federal agencies to obtain GIS spatial datasets and databases.

Responds to inquiries related to District GIS datasets and GIS issues from District personnel.

Prints, mounts, and laminates PDF, JPEG, and other digital formats.

Attends seminars, workshops, and conferences to identify and evaluate developments and trends related to GIS.

Develops documentation related to GIS processes and procedures.

May represent the department at meetings with District administrators and public agencies as required (II level only).

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A GIS Specialist I applies knowledge and skills of Geographic Information Systems (GIS) data development, data management, and cartographic mapping in the progression of duties and responsibilities leading to qualification as a GIS Specialist II and receives on-the-job training related to the Master Planning and Demographic Unit's processes and procedures.

A GIS Specialist II performs professional-level and advanced technical Geographic Information Systems (GIS) duties and may assist higher-level personnel in performing the more complex GIS related assignments by applying knowledge and skills of Geographic Information Systems (GIS) data development, data management, and cartographic mapping.



The Chief Boundary Coordinator plans, directs, and supervises the activities of the Demographics and Boundary Unit, develops and presents recommendations, and represents the District to administrators and groups concerned with student demographics.

~~A Masterplan Coordinator has responsibility for the analysis of projected need for school facilities and equipment and supervising the gathering and analysis of data on school utilization and operating capacities.~~

~~A Demographic Research and Planning Analyst I applies basic knowledge and skills of demographic research and planning in the progression of duties and responsibilities leading to qualification as a Demographic Research and Planning Analyst II and receives on-the-job training.~~

## SUPERVISION

General supervision is received from a supervisory or administrative employee. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Current versions of Geographic Information Systems (GIS) and related computer software such as ArcGISPro, Arcinfo, ArcEditor, ArcMap, ArcReader, ArcGIS Spatial Analysis, Maplex, ArcGIS Explorer, Geostatistical Analyst, ArcIMS, and ArcServer, ArcGIS Online and ArcGIS Enterprise

Advanced mapping concepts and technology trends in GIS cartographic mapping  
Principles of research, data development, and geoprocessing techniques and procedures

Microsoft Word, Excel, Access, Visio, Adobe Acrobat, Adobe Photoshop, and Illustrator, Oracle, SQL server, VB, and VB.NET

Sources of geographic spatial datasets and coordinate systems

Advance techniques for labeling and creating feature link annotation layers

Terminology, best practices, and technology in the field of Geographic Information Systems (GIS) and cartographic mapping

Development and maintenance of a geodatabase

### Ability to:

Use current ArcGIS and related GIS software to develop complex datasets, map exhibits, and solve problems associated with symbol conflicts, generalization, and scales

Perform technical geoprocessing techniques

Create and edit data stored in a multi-user geodatabase

Import, export, and query data tables within current versions of ArcGIS

Document technical procedures and workflow processes

Create maps and data sets to supplement analysis

Communicate effectively, both orally and in writing  
Establish and maintain rapport with District personnel and the public  
Plan and organize work to meet deadlines and accuracy  
Work effectively under pressure in a fast-paced environment and multi-task  
Work effectively as a member of a team  
Convert data stored in varying formats into a geodatabase format (II level only)  
Develop desktop, client-server, and web-enabled applications and portals and participate in joint agency applications (II level only)

## ENTRANCE QUALIFICATIONS

### GIS SPECIALIST I

Graduation from a recognized college or university with a bachelor's degree in Geography, Computer Science, Mathematics or a related field AND at least six months of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field.

OR

An associate's degree from a recognized college or university in Geography, Computer Science, Mathematics or a related field AND three years of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field.

### GIS SPECIALIST II

Graduation from a recognized college or university with a bachelor's degree in Geography, Computer Science, Mathematics or a related field AND at least three years of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field.

OR

An associate's degree from a recognized college or university in Geography, Computer Science, Mathematics or a related field AND six years of experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning.

Education:

~~Graduation from a recognized college or university with a bachelor's degree in Geography, Computer Science, Mathematics, or a related field. Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education, if proof of graduation from high school or evidence of equivalent educational proficiency is provided.~~

Experience:

~~Three years of professional work experience using current versions of ArcGIS in a GIS or cartographic setting in geography, education, engineering, or urban planning field which included developing and maintaining a geodatabase platform.~~

Special:

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance Rrequirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, Mmanagement 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 and Title Change from  
GIS Specialist  
10-17-2024  
YG

District Notification Date: 9/4/2024  
Union Notification Date: 9/9/2024

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 THE CLASS OF SPECIAL ASSISTANT TO THE CHIEF BUSINESS OFFICER**

**RECOMMENDATIONS:**

It is recommended that effective October 17, 2024 the class, positions, and all employment lists be reclassified for the purpose of title change only to Special Assistant to the Chief Financial Officer.

**BASIS OF RECOMMENDATION:**

The change in class title reflects alignment with the recent change, for the position to which this reports, from Chief Business Officer (CBO) to Chief Financial Officer (CFO).

A class description with minor changes is submitted for approval in conjunction with this report.

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

RGK/SD

SPECIAL ASSISTANT TO THE CHIEF FINANCIAL ~~BUSINESS~~ OFFICER

DEFINITION

Assists the Chief Financial ~~Business~~ Officer by coordinating, monitoring, and directing a variety of high-level administrative and analytical activities related budgeting, accounting, finance policy, payroll, treasury, and business operations for the Office of the Chief Financial ~~Business~~ Officer.

TYPICAL DUTIES

Directs, oversees, and coordinates special projects at the discretion of the Chief Financial ~~Business~~ Officer.

Coordinates activities and projects among the branches that report under the Chief Financial ~~Business~~ Officer such as Accounting, Budget, Finance, Treasury, Capital, and Business Operations.

Plans, coordinates, and supervises studies in the areas of organization, workload distribution, cost analysis, facilities and equipment obsolescence, computer utilization, and financial management.

Directs the preparation and publishing of reports, bulletins, and presentations, policy manuals, and responses to operational and strategic issues.

Assists in the development, revision, and monitoring of strategic plans, policies and procedures.

Plans and develops key performance indicators to measure performance of operational objectives.

Conducts meetings and makes oral presentations regarding financial initiatives.

Reviews proposed legislation and analyzes effects on selected District programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Chief Financial ~~Business~~ Officer, performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's business programs.

The Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Special Assistant to the Chief Financial ~~Business~~ Officer is a single-position classification and receives administrative direction from the Chief Financial ~~Business~~ Officer. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of business and public administration related to business and office systems, procedures and policies

Research techniques, including statistical analysis and graphic presentations  
Administrative organization of the Los Angeles Unified School District  
Financial and project management computer software  
Collaborative problem-solving methods  
Effective administrative and managerial practices

Ability to:

Represents the Chief ~~Financial Business~~-Officer in meetings with senior management, representatives from other agencies, consultants, and members of the community  
Presents information regarding District programs in a proactive, complete and media- sensitive manner  
Analyze written materials and oral communications  
Analyze laws, systems, and procedures  
Prepare clear, concise reports and make recommendations  
Communicate effectively orally and in writing  
Supervise effectively  
Operate computers with Microsoft operating systems and word processing, database, and spreadsheet software.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a degree in business administration, public administration, accounting, or a related field.

A graduate degree in business administration, public administration, or accounting is preferable.

Experience:

Four years of professional-level experience in administrative analysis, data systems analysis, report writing, financial analysis, and/or project management.

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.

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

Revised  
10-17-24  
SD

**PERSONNEL COMMISSION  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
REESTABLISHMENT OF CLASS**

**CASE No.**

**RECOMMENDATION(s):**

**CLASS TITLE:**

Pest Management Supervisor (4137)

**EFFECTIVE DATE:**

October 17, 2024

**GROUP, SERIES:**

Purchasing and Storekeeping Series, Purchasing and Storekeeping Group

**HOURLY SALARY RANGE:**

\$39.49717 \$41.54696 \$43.75956 \$46.02965 \$48.40509/Hourly

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Custodial and Ground Operation Series, Gardening Group.

**BACKGROUND:**

The Pest Management Supervisor classification was abolished in 2016 due to the absence of a foreseeable need at the time. However, the District's Pest Management program has since expanded from a small, centralized team in the Maintenance and Operations Central Region to multiple decentralized teams across various regions. Consequently, the need for a classification to oversee and supervise Pest Management staff has reemerged. The Integrated Pest Management (IPM) program now provides District-wide services, operating from three regions, to deliver pest control solutions that align with the District's goal of utilizing the safest and lowest-risk methods. The IPM program is responsible for ensuring compliance with federal and State laws, regulations, and county ordinances. A Pest Management Supervisor would play a key role in supporting the IPM program by standardizing Pest Management supervision across regions, while ensuring consistent adherence to legal and regulatory requirements.

Based on the review of the assigned responsibilities, the classification of Pest Management Supervisor meets the concept. This classification was abolished in 2016; however, with Maintenance and Operations recent need, it is recommended that it be reestablished.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed classification will be responsible for the following:

- Supervises pest management staff in resolving structural, landscape tree and shrub, and turf pest management problems through the use of IPM techniques.
- Plans, schedules, and assigns work to Pest Management staff.
- Supervises pest management staff in the application of pesticides and on structural, landscape tree and shrub, turf, and general pest management problems, including the use of pesticides as a last resort.
- Maintains records on pesticide usage and submits required reports to the District's management, the State Department of Food and Agriculture, the Department of Pesticide Regulation, the Los Angeles County Agriculture Commissioner, and the Los Angeles County Health Department.

A class description detailing the duties and responsibilities of the reestablished class is presented for approval in conjunction with this report.

This class, had it not been abolished, would have maintained a salary range of \$39.49717- \$48.40509 per hour. Therefore, it is recommended that the salary for the reestablished class be \$39.49717- \$48.40509 per hour.

**RULE AMENDMENT(s):**

None.

## PEST MANAGEMENT SUPERVISOR

### DEFINITION

In accordance with the District's Integrated Pest Management (IPM) policy, provides ~~staff~~ supervision, guidance, and training to pest management staff in the management of pests, and develops standards for materials, methods, procedures, and techniques for the control of structural, landscape tree and shrub, and turf pests and diseases.

### TYPICAL DUTIES

Supervises pest management staff ~~and participates~~ in resolving structural, landscape tree and shrub, and turf pest management problems through the use of IPM techniques.  
Plans, schedules, and assigns work to Pest Management ~~Technicians staff~~.  
~~Provides technical advice on the~~ Supervises pest management staff in the application of pesticides and on structural, landscape tree and shrub, turf, and general pest management problems, including the use of pesticides as a last resort.  
Maintains records on pesticide usage and submits required reports to the District's management, ~~IPM Team~~, the State Department of Food and Agriculture, the Department of Pesticide Regulation, the Los Angeles County Agriculture Commissioner, and the Los Angeles County Health Department.  
Prepares specifications for pest management work to be performed by private contractors.  
Reviews staff reports on periodic and emergency pest management inspections.  
Reviews inspection reports on contract work and approves payments to contractors when work is completed as per specifications.  
Investigates complaints regarding the presence of pests and/or pest management techniques proposed or utilized, and recommends further corrective action.  
Inspects District property for weeds, disease, insects, rodents, or other pests or the need for plant growth regulators, and recommends and implements treatment.  
Investigates safety methods and procedures in collaboration with District Office of Environmental Health and Safety personnel.  
Tests and evaluates new mechanical, exclusionary, and pesticide products, methods, techniques, and equipment and recommends those determined to be safe, effective, and appropriate for District use.  
Prepares the budget and initiates requisitions for materials, supplies, equipment, and tools.  
Reviews relevant laws, regulations, ordinances, and related materials to stay current with existing requirements and proposed changes.  
Prepares training materials and conducts training on IPM methods and procedures consistent with the District's IPM policies, procedures, and guidelines.  
Drives District vehicles and tows pest management equipment.  
Performs site inspections for Healthy Schools Act compliance.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Pest Management Supervisor supervises pest management staff ~~and participates~~ in structural, landscape, and turf pest management ~~programs~~, and participates as needed. ~~serves as a liaison with District personnel, the District's IPM team, private contractors, and governmental agencies.~~

The Integrated Pest Management Program Coordinator is responsible for overseeing the District-wide implementation of policies and procedures relating to IPM and providing technical guidance



and training to District staff, including the Pest Management Supervisor, and other stakeholders.

A Senior Pest Management Technician assists in the planning, and scheduling, and execution of pest management activities and may provide work direction ~~supervision~~ to Pest Management Technicians.

A Pest Management Technician performs pest management work on District properties to manage pests and weeds in accordance with the District's IPM policy.

## SUPERVISION

General supervision is received from an ~~Operations Program Coordinator~~ Area Facilities Services Director, or other higher-level administrator and the District's IPM Program Coordinator. Technical Supervision is received from the Integrated Pest Management Program Coordinator. General and ~~technical~~ supervision is exercised over Senior Pest Management Technicians and Pest Management Technicians and other personnel as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

Methods, processes, equipment, devices, tools, ~~equipment~~, materials, and supplies, and ~~materials~~ used in structural, landscape, ornamental, and turf and wildlife integrated pest management

District IPM policy, local ordinances and State and federal laws and regulations governing pest management work in California

Federal, State, and local laws and regulations governing IPM and pesticide use

Biology, ~~behavior~~, and ecology, ~~behavior~~, and characteristics of arthropods, insects, termites, weeds, vertebrates, rodents, birds, ~~termites~~, wildlife, and other pests common to the Southern California area found locally

Characteristics, and care, and maintenance of common plants found locally grown in the Southern California area

Structural materials used in building construction and the basics of building construction as it pertains to structural pest management

Fundamental understanding of the chemistry and toxicology of pesticides and their components

Commercially available pesticides, their forms, functions, classifications, mode of actions, environmental concerns, and their components, including toxicity level

Safety precautions ~~which should be followed~~ required when using pesticides and toxic chemicals, and including the proper care, maintenance, and usage of all the necessary personal protective equipment ~~needed in pest management operations~~

Microsoft Word, Excel, and Outlook

Work Management Systems (such as Maximo)

### Ability to:

~~Communicate effectively, orally and in writing~~

Supervise, motivate, train, evaluate, and discipline employees

Plan, organize, schedule, and coordinate a variety of activities

Identify, evaluate, and eradicate pest-infested areas in building structures and landscapes

Work effectively with District personnel, private contractors and personnel of other governmental agencies

Apply and direct applications of various pest management methodologies including mechanical, exclusionary, habitat modification, environmental sanitation, and pesticides

Communicate effectively, orally and in writing  
Estimate material and labor costs

Special Physical Requirements:

~~Work in confined spaces such as attics, basements, and crawl spaces of buildings~~  
~~Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 70 pounds when needed~~  
~~Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment~~  
Ability to stand, walk, bend, crawl, climb to a height of 40 feet, reach overhead, crouch, kneel, balance, push, pull, and safely lift up and carry items weighing up to 70 pounds  
Ability to work safely in confined spaces and at heights including the use of aerial lifts, ladders, scaffolds, and other related equipment  
Normal color vision  
Normal hearing  
Normal visual acuity  
Normal sense of smell

ENTRANCE QUALIFICATIONS

Education:

~~Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by twelve semester units of college level courses related to structural pest management and/or ornamental and turf pest management, or the equivalent. Completion of college-level courses in agriculture, biology, botany, entomology, environmental science, horticulture, organic chemistry, pest management or a related field is preferable.~~

Experience:

~~Four years of experience in pest management experience, work including controlling Branch 2 (General Pests) and Branch 3 (Termite/Wood Destroying Organisms), applying pesticides, evaluating pest management materials, and techniques, structural pest management and termite work, the application of pesticides, and exercising responsibility for establishing operating standards.~~

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 the use of a motor vehicle.

~~A current Structural Pest Control Field Representative or Operator's License in Branch 2 (General Pest) issued by the California Department of Consumer Affairs, Structural Pest Control Board is required.~~

A Field Representative or Operator's license in Branch 3 (Termite/Wood Destroying Organisms) issued by the California Structural Pest Control Board is required.

~~A Qualified Applicator Certificate license in Category B (Landscape Maintenance) issued by the California Department of Pesticide Regulation is required. and a Branch 3 (Wood Destroying Organisms) Field Representative License issued by the California Department of Consumer Affairs, Structural Pest Control Board shall be obtained within one year of employment as~~

~~the Pest Management Supervisor.~~

SPECIAL NOTE

1. Requires wearing a negative pressure respirator.
2. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

This class description is not a complete statement of essential functions, responsibilities, or requirements. ~~R~~E~~n~~t~~r~~a~~n~~c~~e requirements are representative of the minimum level of knowledge, skill and/or abilities. ~~M~~T~~o the extent permitted by law, management retains the discretion to add or to~~ change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.~~

Revised  
Reestablished  
10-17-24  
CP

District Notification Date: 09-26-24

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

Date: October 17, 2024

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE FIRST  
QUARTER OF 2024-2025 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
<u>TOPICS</u>			<u>NUMBER OF</u>
New Hire & Rehire Actions (not from Reemployment Lists)			1711
Rehire Actions (from Reemployment Lists)			5
Promotion Actions			303
Leave Actions			1121
Substitute Calls - Filled			40,468 (74%)
Substitute Calls - Unfilled			14,201 (26%)
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
New Classifications			2
Abolished Classifications			0
Reclassification Studies	No Changes	1	19
	Reclassifications	2	
Title Changes			5
CD Revisions			21
Duty Statement Reviews/Non-Routine			1742
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced			92
Number of Eligibles on Eligibility Lists			3370
Number of Applications Received			7030
Number of Candidates Tested			5867

<b>ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)</b>	
Number of Live Training Sessions Conducted	<b>31</b>
Number of Live Training Participants	<b>1280</b>
Number of Self-Paced Online Training Modules Completed	<b>2770</b>
Number of Tuition Reimbursement Requests	<b>122</b>