

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

Council Meeting

TUESDAY, AUGUST 6, 2024
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, AUGUST 15, 2024
3:00 P.M., BOARD ROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of June 20, 2024.
3. Receipt of minutes of the meeting of August 2, 2024.
4. Public Comment

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

CONSENT ITEMS (5-8)

5. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in the Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist II (\$39.36885-\$48.25636/hr.) to Human Resources Specialist I (\$33.37330-\$40.80979/hr.), effective July 25, 2024. (RDA 432, Human Resources Series)
 - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective July 17, 2024. (RDA 1847, 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 July 23, 2024. (RDA 1848, Instructional Assistance Series)
 - d. 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 July 30, 2024. (RDA 1849, Instructional Assistance Series)
 - e. Position at Columbus Elementary School, Region North, from Senior Office Technician (\$24.35477-\$32.63323/hr.) to Office Technician (\$22.52000-\$30.70002/hr.), effective July 29, 2024. (RDA 3109, Clerical Series)

5. Continued - Ratification of Reclassification by Director's Approval:

- f. Position at Hale Middle School, Region North, from Senior Office Technician (\$24.35477-\$32.63323/hr.) to Office Technician (\$22.52000-\$30.70002/hr.), effective July 31, 2024. (RDA 3110, Clerical Series)

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Records and Archive Technician (\$26.80338-\$32.61755/hr.) Class Description dated September 7, 2023.	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.

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

Case 12594

8. a. Reestablishment of the Class of Musical Instrument Repair Assistant. (Case 12592) **APPROVED**
b. Approval of Class Descriptions recommended, effective August 15, 2024: **APPROVED**

Musical Instrument Repair Assistant

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

<u>Class Title</u>	<u>Recommendation</u>
Musical Instrument Repair Assistant (\$29.75619-\$36.29631/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.

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

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

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

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

Food Service Worker (S.R., Case 0495)

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

Special Education Assistant (M.I., Case 0269)

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

Associate IT Solutions Architect (A.G., Case 0295)
Human Resources Specialist III (H.G., Case 0291)
Out-of-School Regional Director (A.C., Case 0297)
Senior Technical Project Manager (M.T., Case 0293)
Special Education Trainee (K.V., Case 0296)

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

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

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.

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)
Rowan EL (1642501)	985	Food Service Manager III (4293)	Food Service Manager II (4292)	30071873 (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: July 18, 2024

Approved: RGK/SD

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

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

CASE NO. 12592

RECOMMENDATION(S):

CLASS TITLE:

Musical Instrument Repair Assistant

EFFECTIVE DATE:

August 15, 2024

GROUP, SERIES:

General Semiskilled Group, Construction/Maintenance and Repair Series

SALARY RANGE OR FLAT RATE/HOURLY:

\$ 29.75619 \$31.26613 \$32.82159 \$34.53167 \$36.29631

SALARY SETTING BASIS:

Future salary movement to be based on related classes in the General Semiskilled Group, Construction/Maintenance and Repair Series.

BACKGROUND:

The Facilities Services Division requested the reestablishment of the Musical Instrument Repair Assistant classification to support ongoing demands of the District's Musical Instrument Repair Shop. The classification was abolished in 2018 as there was no longer a foreseen need for the class at the time. However, recently, the District expressed the need for the classification to continue to support the services of the Instrument Repair Shop and address recruitment challenges in filling positions in the classifications of Piano Technician, Brass and Percussion Instrument Technician, Stringed Instrument Technician and Woodwind Instrument Technician. Therefore, it is recommended that the Musical Instrument Repair Assistant be reestablished.

BASES OF RECOMMENDATION:

Incumbents in the classification will be responsible for assisting specialized musical instrument technicians in the repair, overhaul, and adjustment of musical instruments, and repairing carrying cases and related equipment. The duties of the class include, but are not limited to:

- Assisting in the disassembly, cleaning, repair, and reassembly of reed, string, brass, and percussion instruments, including pianos.
- Repairing carrying cases and related equipment.
- Receiving and storing musical instruments.

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

The salary level of the reestablished class maintains the hourly range it would have had if it had not been abolished (\$29.75619 - 36.29631/hour).

RULE AMENDMENT(S):

None

MUSICAL INSTRUMENT REPAIR ASSISTANT

DEFINITION

Assists specialized musical instrument technicians in the repair, overhaul, and adjustment of musical instruments, and repairs carrying cases and related equipment.

TYPICAL DUTIES

Assists in the disassembly, cleaning, ~~sterilizing~~, repair, and reassembly of reed, string, brass, and percussion instruments, including pianos. ~~and autoharps.~~
Repairs carrying cases and related equipment.
Receives and stores musical instruments.
Keeps storage facilities and shop area in a neat and clean condition.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Musical Instrument Repair Assistant assists in the repair, overhaul, and adjustment of musical instruments, and repairs carrying cases, music stands, and related equipment.

A Musical Instrument Repair Supervisor plans, organizes, and is responsible for the operation of the Musical Instrument Repair Shop and supervises personnel in the repair of musical instruments, including pianos. ~~and organs.~~

A Senior Musical Instrument Technician assists the Musical Instrument Repair Supervisor in planning, directing, and coordinating musical instrument repair activities, and repairs, overhauls, and adjusts musical instruments.

SUPERVISION

Immediate supervision is received from the Musical Instrument Repair Supervisor. Work direction may be received from a Senior Musical Instrument Technician or a specialized musical instrument technician. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Musical instruments in general and tools used in their repair or overhaul
Basic categories of musical instruments
Pertinent safety orders issued by the California Division of Industrial Safety and safety practices related to musical instrument repair

Ability to:

Relay information clearly and effectively
Follow oral and written instructions
Learn and understand the mechanical aspects of musical instruments

Special Physical Requirements:

Auditory acuity as required to test instruments

Manual dexterity as required to make repairs of small items and operate machines

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry items weighing up to 100 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of paid experience ~~selling musical instruments in a music store or in the repair, overhaul, or adjustment of musical instruments. or any combination thereof~~ Completion of a music instrument repair certificate, diploma, or equivalent credits from an educational institution may substitute for one year of the required experience.

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.

~~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 the position at any time.~~

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

Reestablished

08-15-24

KM/MT²