

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

*Council Meeting*

TUESDAY, AUGUST 27, 2024

10:00 A.M., VIA ZOOM

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

Meeting ID: 826 1642 1796

*Personnel Commission Meeting*

THURSDAY, SEPTEMBER 5, 2024

3:00 P.M., 12-192

BEAUDRY BUILDING, 12<sup>TH</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meetings of August 02, 2024.
3. Receipt of minutes of the meeting of August 15, 2024.

**CONSENT ITEMS (4-13)**

4. Ratification of Reclassification by Director's Approval: **APPROVED**
  - a. Position in Food Services Division, from Human Resources Representative (\$45.66205-\$56.93490/hr.) to Senior Human Resources Representative (\$46.93633-\$58.44147/hr.), effective August 5, 2024. (RDA 433, Human Resources Series)
  - b. Position in Various Locations, Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective August 7, 2024. (RDA 1850, Instructional Assistance Series)
  - c. Position in Various Locations, Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective August 14, 2024. (RDA 1851, Instructional Assistance Series)
  - d. Position in Various Locations, Division of Special Education, from Special Education Trainee (\$24.85827-\$30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective August 21, 2024. (RDA 1852, Instructional Assistance Series)
5. Approval of Revised Class Descriptions recommended effective September 5, 2024: **APPROVED**

Assistant Contract Administration Manager

Athletic Trainer

Contract Administration Manager

Deputy Director of Facilities Project Execution

Director of Facilities Project Execution

Naturalist

Outdoor-Education Center Manager

Outdoor-Education Programs Coordinator

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

<u>Class Title</u>	<u>Recommendation</u>
Assistant Contract Administration Manager (\$10,123.77-\$12,556.86/mo.)  Class Description dated September 5, 2024.	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.
Athletic Trainer (\$37,852.68-\$46,374.24/hr.) Contract Administration Manager (\$10,258.12-\$12,704.55/mo.) Naturalist (\$30,876.86-\$37,711.54/hr.) Outdoor-Education Center Manager (\$6,819.73-\$8,350.73/mo.) Outdoor-Education Programs Coordinator (32.045185-\$39.18112/hr.)  Class Descriptions dated September 5, 2024.	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.
Deputy Director of Facilities Project Execution (\$15,935.61-\$19,854.00/mo.) Director of Facilities Project Execution (\$17,842.46-\$22,037.92/mo.)  Class Descriptions dated September 5, 2024.	Open.

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

Case 12609

8. a. Title Change for Various Classes. (Case 12610) **APPROVED**

b. Approval of Class Description recommended, effective September 5, 2024: **APPROVED**

Chief Financial Officer  
Deputy Chief Financial Officer  
Deputy Chief Business Officer

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

<u>Class Title</u>	<u>Recommendation</u>
Chief Financial Officer (\$23,320.93-\$27,963.99/mo.)	Open.
Deputy Chief Financial Officer (\$20,956.43-\$22,037.92/mo.)	
Deputy Chief Business Officer (\$17,842.46-\$22,037.92/mo.)	

Class Description dated September 5, 2024.

9. a. Title Change for the Class of Display and Graphics Designer. (Case 12576) **APPROVED**

- b. Approval of Class Description recommended, effective September 5, 2024: **APPROVED**

Senior Graphic Designer

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Graphic Designer (\$41.41288-\$50.81887/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 September 5, 2024.

10. a. Title Change for the Class of Assistant Outdoor-Education Center Manager. (Case 12571) **APPROVED**

- b. Approval of Class Description recommended, effective September 5, 2024: **APPROVED**

Outdoor-Education Center Assistant Manager

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

<u>Class Title</u>	<u>Recommendation</u>
Outdoor-Education Center Assistant Manager (\$35.37845-\$43.30940/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 September 5, 2024.

11. a. Establishment of the Class of Outdoor-Education Assistant. (Case 12605) **APPROVED**

b. Approval of Class Descriptions recommended, effective September 5, 2024: **APPROVED**

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

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

<u>Class Title</u>	<u>Recommendation</u>
Outdoor-Education Assistant (\$24.30213/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.
Outdoor-Education Assistant (Female) (\$24.30213/hr.)	
Outdoor-Education Assistant (Male) (\$24.30213/hr.)	

Class Descriptions dated September 5, 2024.

12. Salary Reallocation Recommendation for the Classes of Outdoor-Education Assistant, Outdoor-Education Assistant (Female) and Outdoor-Education Assistant (Male). (Case 12584) **APPROVED**

13. Amendment to Rule 594, Scarcity Differential. Tentative approval recommended, effective September 5, 2024. (Case 12602) **APPROVED**

Purpose: Personnel Commission Rule 594, Scarcity Differential, was created on December 7, 2005, to permit the District to offer scarcity differentials for certain classifications approved by the Commission due to actual or anticipated recruitment and retention problems. In recent years, the Rule was utilized to keep a record of the negotiated scarcity differentials. Once a scarcity differential is bargained for through a collective bargaining agreement or side letter, the Personnel Commission does not have authority over it as the terms are set forth in the agreements.

14. 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 -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.

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

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

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

17. Consideration of the recommendation of Hearing Officer on the Disciplinary Appeals for:

Building and Grounds Worker (S.A., Case 0033)  
Office Technician (L.N., Case 0954)  
Safety Officer Sergeant (A.S., Case 0123)

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

Area Operations Supervisor (K.L., Case 0298)  
Senior Police Officer (F.I.M-G., Case 0299)  
Senior Police Officer (B.S., Case 0300)

*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 Codes	Unit
CONTRACT ADMINISTRATION MANAGER	2359	Mgmt.-District
ASSISTANT CONTRACT ADMINISTRATION MANAGER	2360	Mgmt.-Unit J

DEFINITION

~~The A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, construction, goods, general services, and/or professional services contracts. The An Assistant Contract Administration Manager assists the Contract Administration Manager in the performance of duties.~~

TYPICAL DUTIES

~~Manages, directs, and supervises subordinate staff with the in the negotiation, daily administration, and review long term planning of contracts for the District prequalification, procurement, professional services, architectural and engineering, goods and general services, and/or construction related activities to ensure compliance that comply with federal, State, local, California Education Code, California Public Contract Code, District procedures, contract provisions, and applicable codes and regulations.~~

Develops, and implements, and monitors goals, objectives, policies, procedures, work standards, and internal controls.

Prioritizes and oversees the development and completion of Requests for Proposal (RFP), Invitations for Bids (IFB), and/or Requests for Qualification (RFQ) documents.

Oversees the advertising, pre-qualification, pre-award, recommendation to award, and post-award functions for IFB contracts.

Oversees the selection process and due diligence requirements, reviewing and forwarding the work of the selection panel and the panel chairperson to the contracting officer for approval.

Reviews bid specifications and/or scopes of work prior to advertising.

Reviews and analyzes contracts, advises on contract provisions, and recommends approval of contracts for submission to the Board of Education.

Analyzes and interprets provisions of federal and State regulations and California Education Code sections pertinent to contracts and agreements.

Analyzes issues and prepares reports and recommendations regarding technical and project specific contractual matters to the Board of Education and various committees.

Acts as a liaison between managers, contractors, vendors, and District personnel regarding prequalification, bid and contract administration processes.

Compiles and reviews requests for similar products and services from departments and divisions.

Consults with District administrators and legal counsel regarding the legal interpretation of procurement and/or contract terms and conditions and issues such as protests, claims, and law revisions.

Trains staff and conducts in-service training and orientation programs related to contract administration activities.

Evaluates staff performance and conducts progressive disciplinary procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements related to staff.

Coordinates with departments in the District to manage business outreach efforts to encourage business participation in contracts with the District.

Collects and reviews data and metrics to establish and measure achievement of key performance metrics for the team.

May act in place of a higher-level manager in case of absence.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Administration Manager manages a team that conducts pre and post award contract administration and procurement activities associated with the prequalification, development and/or negotiation of architectural and engineering, procurement, construction, goods, general services, and/or professional services contracts.

A Senior Contract Administration Manager manages contract administration activities associated with the prequalification, development and negotiation of procurement, construction, architectural and engineering, professional services, and goods and general services contracts.

An Assistant Contract Administration Manager ~~assists~~ supports the Contract Administration Manager by providing direct oversight of staff in the execution, review, and approval of contract administration duties in the performance of duties.

~~A Senior Contract Administration Manager manages contract administration activities associated with the prequalification, development and negotiation of procurement, construction, goods, general services, and/or professional services contracts.~~

## SUPERVISION

### Contract Administration Manager

General supervision is received from a Senior Contract Administration Manager, branch director, or higher-level designee, ~~or deputy branch director~~. General supervision is exercised over Assistant Contract Administration Managers and/or other lower-level personnel.

### Assistant Contract Administration Manager

General supervision is received from a Contract Administration Manager, Senior Contract Administration Manager, branch director, or higher-level designee ~~deputy branch director~~. General supervision is exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal terminology related to procurement, construction, and architectural and engineering contract administration
- Principles and practices of public procurement, contract administration, and expenditure control
- Provisions of federal and State regulations and applicable codes pertaining to contracts, surety bonds, and insurance
- Regulations governing contractor licensing requirements
- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Cost and price analysis
- Acquisition life cycle and planning
- Microsoft Office Suite

### Ability to:

- Exercise good judgment in making decisions
- Develop and implement goals, objectives, policies, procedures, and internal controls
  - Recognize, analyze, and deal effectively with problems and issues
- Analyze acquisition data to develop strategic acquisitions
- Utilize database system tools to effectively manage workload

Communicate effectively, both orally and in writing  
Work effectively with administrators, District personnel, and the public  
Work well under pressure of multiple priorities and short deadlines  
Work with a wide variety of financial, contract, and construction computer systems  
Supervise, train, and evaluate the work of direct and nondirect reporting personnel  
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment  
Understand, interpret, and apply laws, rules, regulations, policies, and procedures  
Maintain confidentiality

## ENTRANCE QUALIFICATIONS

### Contract Administration Manager

#### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in engineering, business or public administration, finance, school business administration, law, or a related field.

#### Experience:

Five years of professional contract administration experience comprised of any one or more of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting—
- Formal ~~Competitive Bidding (IFB)~~ and contract administration for one or more contracting methods: Request for Proposal (RFP), Invitation for Bid (IFB), Best Value, Design Build, professional services, and/or architectural and engineering in construction contracting.
- ~~Formal Competitive Bidding Invitation for Bid (IFB) in Goods and General Services contracting.~~
- ~~Professional Services and/or Architectural and Engineering contract administration,~~
- Amendments/change orders, cure remedies for deficiencies, cost and price analysis, and contract/project close out activities

The above experience must have included three years of supervisory experience ~~that involved overseeing the development and administration of contracts.~~

#### 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, or the ability to utilize an alternative method of transportation.

### Assistant Contract Administration Manager

#### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, finance, school business administration, law, or a related field. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis for up to two years.



Experience:

Four years of professional contract administration experience comprised of ~~any one or more~~ of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting.
- Formal ~~Competitive Bidding (IFB)~~ and contract administration for one or more contracting methods: Request for Proposal (RFP), Invitation for Bid (IFB), Best Value, Design Build, professional services, and/or architectural and engineering in construction contracting.
- ~~Formal Competitive Bidding Invitation for Bid (IFB) in Goods and General Services contracting.~~
- ~~Professional Services and/or Architectural and Engineering contract administration,~~
- Amendments/change orders, cure remedies for deficiencies, cost and price analysis, and contract/project close out activities

The above experience must have included two years of providing technical work direction or supervisory experience ~~that involved overseeing the development and administration of contracts.~~

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, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

~~This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/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 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  
09-05-2024  
JPK

District Notification Date: 7-24-2024  
Union Notification Date: 7-31-2024

## ATHLETIC TRAINER

### DEFINITION

An Athletic Trainer works with a consulting physician ~~the Athletics Director~~ in the development and implementation of programs at a school site that address for the injury prevention, recognition, assessment and evaluation; and assists with the organization and administration, education, and counseling of student-athlete ~~care, and rehabilitation of student athletic injuries~~ and medical conditions.

### TYPICAL DUTIES

Advises students and coaches on flexibility, strengthening, lifestyle wellness, and conditioning programs to help prevent injuries and optimize performance.

Acts as a liaison, as needed, between family physicians and specialists, the District, and athletes and their parents, in the evaluation of student-athlete treatment plans to ensure student safety and compliance with treatment plan.

Conducts systematic evidence-based assessments to evaluate athletic injuries and plan of care, provides immediate care for athletic injuries, and refers athletes to appropriate medical facilities when necessary.

Communicates with coaches, parents, and physicians regarding student athletic injuries, treatment, and rehabilitation, and assists in determining if rehabilitated students are ready to return to athletic activities by informing the coach through written or oral communication.

Provides athletic training coverage services during school varsity and non-varsity sports practice, ~~and home, and select away~~ contests, based on the risk of injury of the sport.

Develops and implements concussion-management, ~~and return-to-play, and return-to-learn~~ plans based on knowledge of best practices.

Rehabilitates and reconditions athletic injuries, illnesses, and general medical conditions in order to achieve optimal activity level through the application of therapeutic exercise, modality devices, and manual techniques, under the direction of a referring physician.

Assists students with the prevention of athletic injuries through the application of protective tapings, wraps, and braces.

Maintains accurate medical records on all student injuries and treatments administered, as well as physician referrals and rehabilitation procedures.

Collaborates with the School Health Office/School Nurse on the sharing of documentation related to all student-athletes, including weekly injury reports.

Develops comprehensive emergency action plans for each on-campus athletic venue or facility and assists Athletic Director in annual rehearsal with necessary staff.

Oversees and maintains an orderly, sanitary, and safe high school athletic training facility.

Recommends and orders program athletic training supplies and equipment, and also inventories.

May ~~Conducts~~ sports medicine workshops for District coaches covering topics such as: injury prevention, recognition, treatment, and rehabilitation, basic first aid and CPR, blood borne pathogens, District sports medicine protocols, and other health-related topics.

May provide enrichment activities for an athletic training student aide program in accordance with the schools clubs and activities guidelines.

May promote athletic training programs within the school district and the medical community through newsletters, brochures, media, etc.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Athletic Trainer works with ~~a certified Athletics Director and/or~~ a consulting physician in sports medicine in the physical conditioning and instruction of student athletes by providing assistance in the prevention, recognition, evaluation, care, and rehabilitation of athletic injuries. An Athletic Trainer serves as a liaison between physicians, coaches, athletes, and parents.

An Athletics Assistant assists a coach in a seasonal sport's activity in the conditioning of athletes and coaching in the sport's fundamentals. An Athletics Assistant usually is employed less than 80 hours a pay period and may not be employed more than 799 hours a year.

## SUPERVISION

General supervision is received from ~~the a school site principal administrator~~. Technical supervision is received from ~~the consulting physician, the Athletics Director, or a medical expert or consulting physician in sports medicine~~. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basic principles of athletic training, kinesiology, physiology, nutrition, and diet
- Standard of care delivery policies and regulations consistent with the National Athletic Trainers' Association and Board of Certification (BOC) Domains I-V
- Preventive safety rules and applicable techniques
- Maintaining records in compliance with Health Insurance Portability and Accountability Act (HIPAA) Family Educational Rights and Privacy Act (FERPA)
- Safety standards for the use of athletic equipment
- Training and physical development activities of the sport for which employed
- Standard first-aid techniques
- Symptoms and treatment of athletic injuries
- Blood Borne Pathogens Exposure Control Plan training and regulations
- Techniques and devices utilized to achieve optimal activity level
- Healthy lifestyle wellness

### Ability to:

- Communicate effectively both orally and in writing
- Provide emergency care as needed
- Establish and maintain open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation
- Establish and maintain professional working relationships with the designated team physician, Medical Director, School Athletic Director, Coaches, and other designated school staff
- Advise student athletes on health-related issues, including nutrition and substance abuse
- Understand and follow directions
- Use good judgment in problem situations
- Recognize growth and development problems of individual students
- Speak clearly and loudly enough to be heard by groups and at a distance
- Work cooperatively with others and work within the scope of authority

### Special Physical Requirements:

Ability to stand, sit, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely shift up to 50 pounds when needed.

## ENTRANCE QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university in athletic training, health, physical education, kinesiology, or a related field.

Experience:

One year of experience in athletic training, physical therapy, or a related field is preferable.

Special:

A valid certification as a Certified Athletic Trainer from the National Athletic Trainers' Association, Board of Certification (NATA BOC).

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

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

Revised  
09-05-2024  
MJM

District Notification Date: 08/13/2024  
Union Notification Date: 08/13/2024

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Senior Management  
Class Codes

DIRECTOR OF FACILITIES PROJECT EXECUTION	1633
DEPUTY DIRECTOR OF FACILITIES PROJECT EXECUTION	1637

## DEFINITION

Directs the Facilities Services Division's Central Execution Branch in planning, budgeting, scheduling, funding applications, project cost controls, project reporting, and interdepartmental and interagency coordination of all new construction and existing facility modernization activities. The Deputy Director of Facilities Project Execution assists in the management of the branch and acts for the Director as required.

## TYPICAL DUTIES

Provides general direction for project execution management staff in the Facilities Services Division. Advises and makes recommendations to the Chief Facilities Executive and other administrators regarding difficult technical administrative problems associated with building construction. Develops overall procedures and methods to ensure the best value for the District and deliver school construction projects on schedule and within budget. Directs and reviews construction claims and liaises with legal counsel on claims resolution. Reviews and revises estimation procedures for the development of project budgets. Coordinates the development of project budgets with the actual funding provided by State and local funds. Integrates uniform land acquisition and environmental procedures into project budgets and project schedules. Coordinates the procurement and delivery of school furniture and equipment. Ensures that construction project documentation, establishment of records, and preparations of required reports are in compliance with the law, government regulations, and district policies and rules. Develops and manages plans for the use or removal of relocatable housing. Responsible for the low voltage communications and alarm system installation. Participates in the development of meaningful management reports for District managers, Board of Education Committees, Bond Oversight Committees and other governmental entities. Represents the Facilities Services Division before the Board of Education and in interdivisional meetings and participates in the development of District plans for a wide variety of subjects. Plans and directs the training of project management staff. May act as the District's representative in negotiations with contractors. Interacts with outside private and governmental agencies on issues related to construction. Implements appropriate personnel procedures for both consultant and District project management staff that includes assigning staff, supervising staff activities, and evaluating staff performance. Makes presentations to governmental agencies to clarify and justify projects and methods relating to construction. Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Project Execution provides administrative direction and oversees the activities of all of the staff in the Project Execution Branch. The Deputy Director of Facilities Project Execution assists in the daily administration of the branch, participates in planning, organizing, and directing branch functions, carries out particularly complex or sensitive projects, and acts for the Director as required.

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 Construction Director provides managerial oversight to an assigned regional area and in conjunction with higher management, coordinates and implements new construction program related activities.

## SUPERVISION

The Director of Facilities Project Execution receives administrative direction from the Chief Facilities Executive and the Deputy Chief Facilities Executive, and exercises administrative direction over lower level management personnel. The Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization, management and supervision
- Engineering theory and practices as related to the construction of major building structures
  - Project/program planning and design process and management
  - Alternative project delivery methods
- District standards and legal provisions governing school building construction
- Local and State building codes and safety regulations
- General characteristics and relative costs of methods of construction, architectural features, and building and room designs suitable for school uses
- Construction contract administration
- Principles of school facilities planning as related to classroom instruction, traffic flow, and economy of maintenance, growth and adaptability of multi-functional usage
- Principles of construction estimating and budget planning
- Principles of project management, project costs controls and related software applications
- Principles of contract law, mediation research, cost analysis, and accounting
- Principles of project scheduling
- Basic District personnel rules, regulations, practices and policies

### Ability to:

- Plan, coordinate and provide leadership in complex activities related to new construction and existing facilities construction
- Maintain good relations with a variety of individuals and groups
- Make objective decisions
- Read architectural plans
- Estimate material and labor costs related to project budgets and construction methods
- Prepare clear concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Allocate staff appropriately
- Work effectively and with flexibility to accommodate shifting priorities
- Manage multiple priorities simultaneously
- Supervise and train staff in uniform policies and procedures
- Manage budgets within parameters established
- Analyze and interpret technical materials accurately and effectively in written and oral

communication

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

#### Director of Facilities Project Execution:

~~Ten years of management experience with responsibility for commercial, public, or educational facilities construction programs or projects in construction value of \$500 million and above. Ten years of administrative experience managing large programs or projects in construction value excess of \$200 million involving construction of new facilities, or the planning and coordinating of capital projects and/or facilities maintenance and/or operations. The following work experience is preferable:~~

~~Experience with Design Build and/or Progressive Design Build Delivery Methods~~

~~Experience with public agency construction and Public Contracting Code~~

~~Experience with DSA construction/design processes~~

~~Experience utilizing Building Information Modeling (BIM)~~

~~Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative For High Performing Schools (CHPS)~~

~~Experience in Formal Construction Partnering~~

~~Experience with public/private ventures in the construction industry~~

~~Experience with DSA construction/design processes~~

#### Deputy Director of Facilities Project Execution

~~Eight years of management experience with responsibility for commercial, and/or public, and/or educational facilities construction programs or projects in construction value of \$500 million and above. Eight years of executive or administrative experience managing large programs or projects in construction value excess of \$200 million involving construction of new facilities, or the planning and coordinating of capital projects and/or facilities maintenance and/or operations. The following work experience is preferable:~~

~~Experience with Design Build and/or Progressive Design Build Delivery Methods~~

~~Experience with public agency construction and Public Contracting Code~~

~~Experience with DSA construction/design processes~~

~~Experience utilizing Building Information Modeling (BIM)~~

~~Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative For High Performing Schools (CHPS)~~

~~Experience in Formal Construction Partnering~~

~~Experience with public/private ventures in the construction industry~~

~~Experience with DSA construction/design processes~~

### Special:

Any of the following is preferable:

A valid Certificate of Registration as a Professional Engineer by the California State Board for

Professional Engineers and Land Surveyors, or;  
A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI), or;  
A valid Certification of Project Management Professionals (PMPs) or Program Management Professionals (PgMPs) by the Project Management Institute, or;  
A valid Certificate of Registration as a licensed architect by the California ~~State~~ Architects Board.

AND

~~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 NOTES:

- ~~1. Management class, exempt from bargaining units.~~
- ~~2. Exempt from FLSA.~~
- ~~3. Pending Senior management classifications.~~
4. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
5. ~~LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is required within one year of employment.~~

~~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.~~

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

Revised  
09-05-24  
MHO



## NATURALIST

### DEFINITION

Conducts educational programs in environmental education, natural science, and human relations for students; conducts hikes and campfire programs; and performs various manual duties related to center facilities, animals, trails, and supplies at an outdoor-education center.

### TYPICAL DUTIES

Presents instructional programs to students regarding environmental education, natural science, human relations, and STEM (science, technology, engineering, and mathematics) curriculum by demonstration and instruction in a natural setting.

Obtains data and prepares training aids for courses in astronomy, botany, ecology, geology, hydrology, ~~meteorology, mythology, and zoology~~, field studies, and engineering design process.

Conducts hikes, tours, campfire programs, and craft classes.

Orients teachers, parents, and students to the outdoor-education facility.

Coordinates instructional presentations with teachers and administrators.

Prepares and maintains exhibits.

Clears and develops new trails and maintains existing trails in safe condition, including clearing chaparral, removing weeds and bushes, and cutting tree branches.

Feeds and cares for animals.

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

Assists in maintaining the center in a safe, clean condition and in opening and closing the center.

May assist in ordering, unloading, or organizing center supplies and equipment.

May drive an Eco-Van to school sites to present instructional programs to students.

May supervise students.

May supervise the center in the absence of an administrator.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Outdoor-Education Center Manager directs and coordinates the operations of an outdoor-education center.

An Outdoor-Education Assistant (Male) supervises male students during play periods, meals, and at night in the dormitories.

An Outdoor-Education Assistant (Female) performs the same functions for female students.

### SUPERVISION

General supervision is received from the Outdoor-Education Center Manager or the ~~Assistant~~ Outdoor-Education Center Assistant Manager and a certificated Coordinator, Outdoor Education. No supervision is exercised over District employees.

## CLASS QUALIFICATIONS

### Knowledge of:

A variety of outdoor-education subjects that may include astronomy, botany, ecology, geology, hydrology, ~~meteorology, mythology, and zoology~~, field studies, and engineering design process

Acceptable behavior required of students

First-aid procedures

### Ability to:

Enforce safety and disciplinary rules

Establish and maintain effective relationships with students and adults

Develop and present instructional materials to students

Lead hikes, recreational activities, and conduct craft classes

Identify and repair trail hazards

### Special Physical Requirements:

Strength, endurance, and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches

Safely lift and carry objects weighing up to 50 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, and successful completion of 9 semester units or equivalent quarter units of coursework, at a recognized college or university, in one of the natural or physical sciences, or education. Graduation from a recognized college or university with a bachelor's or associate's degree in the above areas is preferable.

### Education and Experience:

Six months of paid experience or verifiable volunteer experience in developing or conducting ~~nature study~~ outdoor or environmental education programs, or youth group activities. An additional 3 semester units or equivalent quarter units of coursework, at a recognized college or university, in one of the natural or physical sciences, or education may be substituted for the aforementioned required experience.

### Special:

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and kept valid during the term of employment.

Water Safety Instructor, and Lifeguarding, and CPR Certificates issued by an accredited organization are preferable.

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

## SPECIAL NOTE

~~Duties involve variable daily hours. Sleeping facilities are provided at the Center. A Naturalist will be provided overnight accommodations to reside at the outdoor-education center during their assigned work schedule, may be required to work variable hours, and supervise students during meal periods.~~

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  
09-05-24  
SD/MJM

District Notification Date: 07/25/24  
Union Notification Date: 07/26/24

## OUTDOOR-EDUCATION PROGRAMS COORDINATOR

### DEFINITION

Plans, coordinates, and conducts the day-trip and ~~weekend~~ outdoor-education programs for elementary and secondary school students at an outdoor-education center or related venue and ~~manages the operation of a center on weekends.~~

### TYPICAL DUTIES

Plans and coordinates specialized instructional, natural science, and outdoor activities for elementary and secondary school students ~~in~~ by conducting the day-trip and ~~weekend~~ outdoor-education programs at an outdoor-education center or related venue.  
Conducts group nature hikes, tours, ~~and~~ campfire programs, and presents ecological, environmental, and nature ~~instruction~~ activities to students.  
~~Manages~~ Supports the operation of an outdoor-education center ~~on weekends~~, including responsibility for ~~the maintenance of facilities~~, care and safety of students and staff, security of grounds and buildings, problem resolution and guidance during emergency situations.  
Develops and presents in-service training programs for staff, ~~subordinates~~ and assists in conducting orientation programs for students, new employees, and school sponsors.  
Provides informational meetings for school site administrators, teachers, and parents about the outdoor-education, ~~and~~ day-trip, ~~and weekend~~ programs. ~~to teachers and administrators.~~  
Assists the Outdoor Education Center Manager/Assistant Manager with completing ~~Completes~~ required forms and reports, including time reports, program evaluation forms, food service reports, ~~and accidents, incidents, and illness reports.~~  
Assists in conducting ~~fire~~ emergency drills and inspecting cabins and grounds for hazardous conditions.  
Coordinates food service programs ~~for day-trips, with food service personnel.~~  
~~Obtains~~ Provides basic first aid, and seeks medical aid for students, when necessary.  
~~May~~ Assists in the care and feeding of animals.  
Acts as a lifeguard during recreational swimming periods.  
Drives a truck to transport luggage, food, supplies, and other items.  
~~Performs~~ Supports various maintenance activities, including minor repair of instructional tools and ~~machinery~~, brush clearing, inventory, and other related activities ~~tree trimming.~~  
May manage the operations of an outdoor-education center on weekends, as needed.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor-Education Programs Coordinator plans and coordinates instructional and outdoor-education activities ~~in conducting the~~ related to day-trip and outdoor-education ~~weekend~~ programs ~~at an outdoor-education center~~, and may manages the operation of a center on weekends.

The ~~Assistant~~ Outdoor-Education Center Assistant Manager assists in coordinating the operations of an outdoor-education center.

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

## SUPERVISION

General supervision is received from the Outdoor-Education Center Manager/Assistant Manager ~~and the Assistant Outdoor Education Center Manager~~. General supervision is exercised over Outdoor-Education Assistants.

## CLASS QUALIFICATIONS

### Knowledge of:

Fundamentals of organizing and conducting outdoor-education activities  
A variety of outdoor-education subjects that may include astronomy, botany, ecology, geology, hydrology, ~~metrology, mythology, and zoology~~, field studies, and engineering design process  
Safety rules and practices governing outdoor-education activities and the use of equipment and supplies  
First-aid procedures

### Ability to:

Establish and maintain harmonious relationships with children and adults  
Train and supervise personnel effectively  
Enforce safety and disciplinary rules  
Make minor repairs to hand tools and machinery  
Operate a two-axle truck weighing approximately 20,000 pounds gross  
Express oneself clearly in oral and written communication  
Speak and write clearly and effectively

### Special Physical Requirements:

Stamina to perform duties out of doors under all weather conditions  
Ability to speak clearly and loud enough to be heard by groups

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree preferably with a major in the natural sciences that included courses in the natural resources and environment. Additional experience conducting outdoor-education programs may be substituted for the required education on a year-for-year basis ~~for up to two years of the required education~~, provided that the requirement of a high school diploma or equivalent is met.

### Experience:

One year of experience developing or conducting ~~nature study~~ outdoor or environmental education programs.

### Special:

Eligible candidates must be a minimum of twenty-five (25) years of age by date of appointment. (California Administrative Code, Title 17, Section 30751)  
A First-Aid Certificate issued by the American Heart Association or American Red Cross, must be obtained within 60 days after appointment and must be kept valid during the term of employment.  
A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of

employment.

A Lifeguarding Certificate issued by the American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

~~A valid California Driver License.~~

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

#### SPECIAL NOTE

The Outdoor-Education Programs Coordinator ~~is required to live~~ will be provided overnight accommodations to reside at ~~an~~ the outdoor-education center during their assigned work schedule for five days a week, including weekends; may be required to work variable hours, supervise students during meal periods, provide ongoing updates during emergencies or extreme weather conditions, and remain subject to 24-hour call in case of emergency.

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

Revised  
09-05-24  
SD/MJM

District Notification Date: 08/07/2024  
Union Notification Date: 08/08/2024

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)
Dorsey HS (1860001)	728	Food Service Manager I (4291)	Food Service Manager IV (4296)	30075828 (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:** August 13, 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: TITLE CHANGE FOR VARIOUS CLASSES**

**RECOMMENDATIONS:**

It is recommended that effective September 5, 2024 the following classes, positions, and all employment lists be reclassified for the purpose of title change only:

- |      |  |  |
|------|--|--|
| I.   | From<br><u>Current Title</u><br>Chief Business Officer (1008)                    | To<br><u>Proposed Title</u><br>Chief Financial Officer (1008)        |
| II.  | From<br><u>Current Title</u><br>Deputy Chief Business Officer, Finance (1009)    | To<br><u>Proposed Title</u><br>Deputy Chief Financial Officer (1009) |
| III. | From<br><u>Current Title</u><br>Deputy Chief Business Officer, Operations (2006) | To<br><u>Proposed Title</u><br>Deputy Chief Business Officer (2006)  |

**BASES OF RECOMMENDATION:**

The Superintendent requested the titles be changed as part of a reorganization. The proposed change in class titles will reflect the current concept of the job function. The class descriptions with moderate changes are submitted for approval in conjunction with this report.

**Status of Incumbent(s):** None.

**AMENDMENT OF RULE 596 OVERTIME:**

\*\*\*

Chief Building/Construction Inspector  
~~Chief Business Officer (1008)~~  
Chief Compliance Officer (1237)



\*\*\*

Chief Facilities Executive  
Chief Financial Officer (1008)  
Chief Human Resources Officer

\*\*\*

Deputy Budget Director  
Deputy Chief Business Officer (2006)  
~~Deputy Chief Business Officer, Finance (1009)~~  
~~Deputy Chief Business Officer, Operations (2006)~~  
Deputy Chief Building/Construction Inspector  
Deputy Chief Facilities Executive  
Deputy Chief Financial Officer (1009)  
Deputy Chief Human Resources Officer

\*\*\*

DVG/RG/SD

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

~~CHIEF BUSINESS OFFICER~~  
CHIEF FINANCIAL OFFICER

DEFINITION

Plans, organizes, assigns, directs and reviews the financial services functions and activities of several major business divisions of the District and participates in the planning and implementation of policies and programs.

TYPICAL DUTIES

Directs and reviews the administration of financial activities and the activities of several major business divisions through lower-level administrators and staff engaged in:

- The preparation, administration, and control of the annual General Fund budget and all special fund budgets and preparation of all student enrollment and attendance reports required by the State

- Assistance of school and local district staffs in budget development and administration, including maintenance of financial and position records and controls, and functional supervision over financial management of student-body activities in all schools

- Centralized accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions

- Maintenance of job-cost and stores inventory records, payment of non-salary obligations, and related functions

- Payment of and accounting for salary disbursements

- Administration of ~~food services, procurement, risk management, transportation, and unemployment services~~ Procurement, Risk Management, Unemployment, and Workers Compensation.

Participates with other administrators in the formulation of District policies and plans and advises District administrators and others of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies, and procedures.

Participates in collective bargaining negotiations and advises Board Members and administrative staff regarding financially related issues.

Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions that affect the financial activities of the District.

Directs lower-level managers in the efficient and effective execution of District internal control processes and advises on process improvement.

Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to matters affecting financial services.

Confers with and serves as liaison with internal and external stakeholders in District financial activities, including principals: local district superintendents: bond analysts; state, county, and municipal representatives: legal authorities: the business community and the public.

Chief architect of the debt management and treasury function for the District's capital program, the related debt portfolio and all short term debt issuance, maintains appropriate records and detailed databases on the District's debt, and handles processing of debt service payments,

establishes debt management practices, post-issuance compliance, continuing disclosure and other necessary actions in order to fulfill the issuer's responsibilities at all levels.  
Serves as the Chief Executive Officer of the Annuity Reserve Fund Board which has responsibility for managing and evaluating a portfolio of investments in stocks and bonds for certain certificated employees.  
Performs related duties as assigned

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief ~~Business~~ Financial Officer is the executive responsible for the direction of the financial activities of several major business divisions of the District.

The ~~Deputy Chief Business Officer, Finance~~ Deputy Chief Financial Officer assists in managing the financial services of the District and participates in the planning and implementation of policies and programs and acts as the Chief, as required.

The ~~Deputy Chief Business Officer, Operations~~ Deputy Chief Business Officer is the administrator in charge of the business services activities of the District in the areas of ~~food services,~~  
~~p~~Procurement, ~~r~~Risk mManagement, ~~transportation,~~ and ~~u~~Unemployment services, and Workers Compensation.

## SUPERVISION

The Chief ~~Business~~ Financial Officer receives administrative direction from the Deputy Superintendent, Business Services and Operations and provides general direction to lower-level administrators.

## CLASS QUALIFICATIONS

### Knowledge of:

Legal bases and sources of finances of California public education  
Theory and practice of accounting, business administration, budgeting, auditing, and fiscal management, with emphasis on governmental operations  
State laws, the California School Accounting Manual, and Government Accounting Standards Board and other regulations affecting school district financial affairs  
Principles of organization, management, systems analysis, budgeting, staff development, communications, and personnel administration  
Concepts and applications of electronic data processing  
Principles of training, employee evaluation, employee relations, progressive discipline, and merit system employment  
Principles of public relations

### Ability to:

Plan and administer complex technical operations involving coordination of efforts of multiple specialized units  
Analyze present problems, identify potential problems, and develop and evaluate possible solutions  
Communicate effectively in writing and orally with persons at various levels of understanding  
Analyze financial and statistical data, make appropriate projections, and make or recommend

decisions as indicated  
Coordinate personnel management activities and resolve immediate and long-range problems  
Maintain, through subordinates, the accuracy and currency of records and reports, while meeting regular and special demands for data  
Make effective public presentations of complex data and plans

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a major in business, accounting, or a related field. An advanced degree in business administration, accounting, public administration, or a related field is highly desirable.

### Experience:

Eight years of executive or administrative experience with financial management responsibilities in a public or private organization that includes multiple business functions. Significant experience with public sector financial issues is required.

Experience in presenting reports in public meetings of a governing board, such as a board of education, commission or board of directors is desirable.

### Special:

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

## SPECIAL NOTES

~~1. Senior Management classification.~~

~~2. Exempt from FLSA.~~

3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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

Revised  
9-5-24  
RGK/SD

~~DEPUTY CHIEF BUSINESS OFFICER, FINANCE~~  
DEPUTY CHIEF FINANCIAL OFFICER

DEFINITION

Assists the Chief ~~Business~~ Financial Officer by planning, organizing, assigning, directing, and reviewing the financial services functions of the District.

TYPICAL DUTIES

Directs and reviews the administration of financial activities through lower-level administrators and staff engaged in:

- The preparation, administration, and control of the annual General Fund budget and all special fund budgets and preparation of all student enrollment and attendance reports required by the State

- Assistance of school and local district staffs in budget development and administration, including maintenance of financial and position records and controls, and functional supervision over financial management of student-body activities in all schools

- Centralized accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions

- Maintenance of job-cost and stores inventory records, payment of non-salary obligations, and related functions

- Payment of and accounting for salary disbursements

Participates with other administrators in the formulation of District policies and plans and advises District administrators and others of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies, and procedures.

Participates in collective bargaining negotiations and advises Board Members and administrative staff regarding financially related issues.

Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions that affect the financial activities of the District.

Directs lower-level managers in the efficient and effective execution of District internal control processes and advises on process improvement.

Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to matters affecting financial services.

Confers with and serves as liaison with internal and external stakeholders in District financial activities, including principals: local district superintendents: bond analysts; state, county, and municipal representatives: legal authorities: the business community and the public.

Chief architect of the debt management and treasury function for the District's capital program, the related debt portfolio and all short term debt issuance, maintains appropriate records and detailed databases on the District's debt, and handles processing of debt service payments, establishes debt management practices, post-issuance compliance, continuing disclosure and other necessary actions in order to fulfill the issuer's responsibilities at all levels.

~~Serves as the Chief Executive Officer of the Annuity Reserve Fund Board which has responsibility for managing and evaluating a portfolio of investments in stocks and bonds for certain certificated~~

~~employees.~~  
Performs related duties as assigned

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The ~~Deputy Chief Business Officer, Finance~~ Deputy Chief Financial Officer assists in managing the financial services of the District and participates in the planning and implementation of policies and programs and acts as the Chief, as required.

The Chief ~~Business~~ Financial Officer is the executive responsible for the direction of the financial activities of several major business divisions of the District.

The ~~Deputy Chief Business Officer, Operations~~ Deputy Chief Business Officer is the administrator in charge of the business services activities of the District in the areas of ~~p~~Procurement, ~~transportation~~, ~~food services~~, ~~r~~Risk mManagement, and ~~u~~Unemployment and Workers' Compensation.

## SUPERVISION

The ~~Deputy Chief Business Officer, Finance~~ Deputy Chief Financial Officer receives administrative direction from the ~~Chief Business Officer~~ Chief Financial Officer and provides general direction to lower-level administrators and managers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Legal bases and sources of finances of California public education
- Theory and practice of accounting, business administration, budgeting, auditing, and fiscal management, with emphasis on governmental operations
- State laws, the California School Accounting Manual, and Government Accounting Standards Board and other regulations affecting school district financial affairs
- Principles of organization, management, systems analysis, budgeting, staff development, communications, and personnel administration
- Concepts and applications of electronic data processing
- Principles of training, employee evaluation, employee relations, progressive discipline, and merit system employment
- Principles of public relations

### Ability to:

- Plan and administer complex technical operations involving coordination of efforts of multiple specialized units
- Analyze present problems, identify potential problems, and develop and evaluate possible solutions
- Communicate effectively in writing and orally with persons at various levels of understanding
- Analyze financial and statistical data, make appropriate projections, and make or recommend decisions as indicated
- Coordinate personnel management activities and resolve immediate and long-range problems
- Maintain, through subordinates, the accuracy and currency of records and reports, while meeting regular and special demands for data
- Make effective public presentations of complex data and plans

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a major in business, accounting, or a related field. An advanced degree in business administration, accounting, public administration, or a related field is highly desirable.

### Experience:

Six years of executive or administrative experience with financial management responsibilities in a public or private organization that includes multiple business functions. Significant experience with public sector financial issues is required.

Experience in presenting reports in public meetings of a governing board, such as a board of education, commission or board of directors is desirable.

### Special:

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

## SPECIAL NOTES

- ~~1. Senior Management classification.~~
- ~~2. Exempt from FLSA.~~
3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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

Revised  
9-5-24  
RGK/SD

~~DEPUTY CHIEF BUSINESS OFFICER, OPERATIONS~~  
DEPUTY CHIEF BUSINESS OFFICER

DEFINITION

Plans, organizes, assigns, directs, and oversees the activities of several major business divisions and participates in the planning and implementation of policies and programs of the District at the executive level.

TYPICAL DUTIES

Directs and reviews the administration of major business operations through managers and staff personnel engaged in:

Preparation and control of budgets and expenditures  
Procurement of supplies, equipment, and services, purchasing, specification writing, and administration of contracts  
Receipt, inspection, storage, and disbursement of supplies and equipment  
~~Transportation of students and materiel and the maintenance of automotive and related equipment~~  
~~Provision of food services for students and employees~~  
Negotiation and administration of contracts for goods and services  
Development of District-wide insurance and risk management services

Evaluates organizational structure, policies, and procedures and approves or recommends changes.

Represents the Business Services Division before the Board of Education and in interdivisional meetings and participates in the development of District plans for a wide variety of subjects.

Confers with representatives of private firms, other governmental agencies, other divisions, and the community in regard to matters affecting Division responsibilities.

Reviews and makes recommendations on legislation, labor agreements, and other matters affecting the business operations of the District.

Directs and reviews the establishment of records and the preparation of required reports in order to assure compliance with law, governmental regulations, and District policies and rules.

Directs and reviews personnel management functions, including staff development, employee evaluation and discipline, and liaison with centralized personnel selection and classification departments at the executive level.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~The Deputy Chief Business Officer, Operations~~ Deputy Chief Business Officer is the executive head of several major business divisions which includes is the administrator in charge of the business services activities of the District in the areas of Procurement, Transportation, Food Services, Risk Management, and Unemployment and Workers Compensation.

The Chief Financial Officer is the executive responsible for the direction of the financial activities of several major business divisions of the District.



The Deputy Chief Financial Officer assists in managing the financial services of the District and participates in the planning and implementation of policies and programs and acts as the Chief, as required.

~~Senior Advisor to the Superintendent assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.~~

## SUPERVISION

~~The Deputy Chief Business Officer, Operations~~ Deputy Chief Business Officer receives administrative direction from the ~~Chief Business Officer~~ Chief Financial Officer and provides administrative direction to branch directors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Best business practices of public organizations
- Principles and practices of organization, management, public administration, budget preparation and expenditure control
- Administrative principles and methods, including goal setting, programs, and budget development and implementation
- Modern management theory
- Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community
- Collaborative problem solving methods
- School and District organization, operations, policies and objectives
- Principles of training, employee evaluation, collective bargaining and employee relations
- Principles of public relations
- Collective bargaining law, labor agreement negotiations and merit-system personnel
- Federal, state, and local legislation as it applies to all functional areas of responsibility

### Ability to:

- Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Analyze complex problems, identify solutions and implement plans to solve problems
- Produce results and quality work personally and through subordinates
- Represent the District before the public in a proactive and media-sensitive manner
- Resolve conflicts and promote cooperation
- Provide leadership to multiple, complex divisions
- Communicate effectively orally and in writing with persons at various levels of understanding
- Establish and maintain effective relationships with elected officials, District administrators and those of other public and private organizations, union officials and employees

## ENTRANCE QUALIFICATIONS

### Education:

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

Experience:

Four years of business or operations experience at the executive or management level that included multiple business functions. Experience is required in a variety of the following areas: accounting; budgeting; contract administration; data processing; ~~food services~~; personnel administration; procurement of materiel; ~~transportation~~ risk finance and insurance; and warehousing.

Experience in presenting reports in public meetings of a governing board, such as a board of education, commission, or board of directors is preferable.

Special:

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

SPECIAL NOTES

- ~~1. Senior Management classification.~~
- ~~2. Exempt from FLSA.~~
3. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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

Revised  
9-5-24  
RGK/SD

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL  
COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

**RECOMMENDATIONS:**

It is recommended that, effective September 05, 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>
Display And Graphics Designer (4624)	Senior Graphic Designer (4624)

**BASES OF RECOMMENDATION:**

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

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

RGK/JAP

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

Case 12576

## DISPLAY AND SENIOR GRAPHICS DESIGNER

### DEFINITION

~~Participates in the work of a unit that p~~Provides graphic design services for the arts, display and chart designs, and photographic services for displays, charts, publications, and other printed material creation, design, lay out, and production of printed and digital materials and publications utilizing a wide variety of commercial art media and techniques to used in promoting District programs, services, goals and other information.

### TYPICAL DUTIES

Conducts and participates in design project startup meetings with stakeholders to evaluate design project requests and proposals and make recommendations.  
Coordinates progress meetings among stakeholders and other staff during multiple phases of design projects.  
Leads and develops concepts for printed and digital publications, exhibits, and various other media. Organizes and designs the content of media and makes editorial suggestions to improve and clarify content.  
~~Performs~~ Produces and develops graphic arts and display work and multimedia designs, and maintains quality control and work records. and provides technical and creative design solutions and guidance to stakeholders as needed.  
~~Provides technical and creative design advice to District administrators, senior staff, support staff, and offices and schools, as requested.~~  
Ensures project designs and deliverables are consistent and compatible across various devices and platforms  
~~Operates while utilizing a variety of graphic and multimedia equipment, technologies, software and still cameras in taking photographs to complete graphic design projects.~~  
Orders graphic arts and photographic supplies and equipment and monitors maintenance of inventories.  
~~Participates in taking, developing, enlarging, retouching, mounting, copying, and printing photographs.~~  
Prepares photographs for various print and digital media and/or displays by retouching, sizing, and compositing images.  
~~Operates computer generated typesetting equipment to produce text and display type for publications and charts.~~  
~~Creates original art with computer-generated presentation equipment.~~  
~~Provides technical advice in the selection of paper stock, ink, and methods of binding for a variety of publications~~ graphics and visual arts material.  
Works with external vendors on the development and production of District materials.  
Maintains accurate files and archives of graphics assets and projects.  
Travels to various work sites, venues or events to meet with various project stakeholders and complete graphic design-related tasks.  
Provides training to District staff as needed.  
Makes recommendations on the purchase of graphic design related software, hardware and equipment based on industry standards, trends, and improved business utilization/efficiency.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Display and Senior Graphics Designer participates in graphic arts and photographic services provides technical and creative design solutions, guidance, and advice to enhance visual communication of District data and reports through art, technology, and media.

A Senior Illustrator prepares illustrated material from rough notes or oral instructions with great latitude for independent judgment.

A Graphics Designer II plans, designs and prepares graphics, illustrations, and artwork for a variety of media platforms with greater latitude for independent judgment.

A Graphics Designer I prepares graphic designs, illustrations and artwork for a variety of media platforms under the general supervision of a higher level supervisor or administrator with limited latitude for independent judgment.

## SUPERVISION

General supervision is received from the Director of Multimedia & Learning Systems or other designee Director of Translations. Work direction is exercised over Graphic Designers and lower-level technical other personnel performing graphic design functions.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of design such as layouts, color and typography, graphic arts, printing, and photography

Methods, processes, techniques, equipment, and materials used in the design and fabrication of displays

Operating methods and techniques employed in a photography laboratory

Photo typesetting and process camera equipment

Use of computer generated typesetting equipment

Use of computer generated presentation programs

Cloud based applications including Adobe Photoshop, Illustrator, InDesign, Acrobat, image libraries or others

Artificial Intelligence, animation and motion design software

Photography and camera equipment, composition, portraiture and lighting.

Print and digital designs

The graphic production process

Current and emerging design trends

### Ability to:

Apply creative and innovative methods to translate written or verbal ideas or concepts into graphic design projects

Consider relevant factors such as content, intent, audience, media type budget and technical processes, subject matter, general direction, or specific guidelines

Offer a variety of design solutions with attention to detail

Apply style guides creatively while upholding District brand identity

Keep abreast of emerging design technologies, trends and practices

Organize and coordinate the work of others

Manage multiple projects and deadlines at the same time

~~Train others in creative design, layout, and photographic work in the preparation of displays, charts, and publications~~

~~Work effectively with various staff and stakeholders senior administrative and supervisory personnel~~

Communicate effectively orally and in writing

Lead a team effectively

~~Advise administrative personnel regarding graphic design composition and effective messaging displays, photography, publications, and related subject matter and equipment~~

Work in a team environment

Use technology and photographic equipment.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in visual arts, graphic design, web design or a related field. Two years of graphic arts training in a recognized college, university, professional, or trade school. Additional qualifying experience may be substituted for the required training education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

### Experience:

~~Three years of experience developing, designing and production of web or social media pages, and digital and printed media. in the photographic or graphic arts field that included the design and production of publications and the design and preparation of exhibits or promotional displays and presentation by conventional and computerized methods.~~

### 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/or abilities. Management retains the discretion to add or to 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.~~

Revised  
09-05-24  
JAP

District Notification Date 08-21-24  
Union Notification Date 08-22-24

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

**RECOMMENDATIONS:**

It is recommended that, effective September 5, 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>
Assistant Outdoor-Education Center Manager (4574)	Outdoor-Education Center Assistant Manager (4574)

**BASES OF RECOMMENDATION:**

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

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

RGK/SD/MJM

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

Case: 12571

OUTDOOR-EDUCATION CENTER MANAGER	4591
ASSISTANT OUTDOOR-EDUCATION CENTER <u>ASSISTANT</u> MANAGER	4574

## DEFINITION

Supervises the physical operations and coordinates the instructional program of an outdoor-education center. The Outdoor-Education Center Manager is the center site supervisor. The ~~Assistant~~ Outdoor-Education Center Assistant Manager assists in center supervision and coordination and assumes full responsibility in the Manager's absence.

## TYPICAL DUTIES

Supervises the operations of an outdoor-education center by:

- Assisting the certificated Coordinator, Outdoor Education, in creating, organizing, planning, implementing, ~~coordinating~~, and evaluating the effectiveness of the outdoor-education program
- Managing the operation of a center, including ~~responsibility for~~ the maintenance of facilities, care and safety of students and staff, security of grounds and buildings, problem resolution and guidance during emergency situations
- Preparing agendas and conducting training sessions for ~~the center~~ staff
- Conducting orientation meetings for school site administrators, classroom teachers, parents, and students, ~~and counselors~~
- Supervising and participating in the preparation and review of reports related to ~~on~~ payroll, store sales, student-body fund deposits, food services, accidents, incidents, and illnesses
- Conducting ~~fire~~ emergency drills, ~~making~~ performing inspections of the center, and evaluating safety procedures
- Providing ~~Obtaining~~ basic first aid, and seeking medical aid for students, when necessary
- Assisting the certificated Coordinator, Outdoor Education, in coordinating operations with maintenance personnel and representatives of other agencies, such as the U. S. Forestry Service, County Health Department, and Department of Fish and Game
- Organizing and supervising campfire and evening programs
- Coordinating maintenance and food service activities with department personnel
- Operating office machines, including personal computers, to create materials, such as presentations, newsletters and reports, ~~related to center operations~~
- Maintaining positive relations with District and non-District partners such as ~~NASA and various~~ foundations, universities, and community based organizations.
- Supervising the opening and closing of the center.
- ~~Drives a truck to~~ Transports luggage, food, supplies, and other items, and may drive a truck, as needed.
- Supervises the care and feeding of animals
- Supervises students swimming, and acts as a lifeguard during recreational swim periods, as needed.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor-Education Center Manager directs and coordinates the operations of an outdoor-education center.



The ~~Assistant~~ Outdoor-Education Center Assistant Manager assists in coordinating the operations of an outdoor-education center.

An Outdoor-Education Programs Coordinator plans and coordinates instructional and outdoor-education activities related to day-trip and outdoor-education programs.

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

## SUPERVISION

The Outdoor-Education Center Manager receives general direction from the certificated Coordinator, Outdoor Education. The ~~Assistant~~ Outdoor-Education Center Assistant Manager receives general supervision from the Outdoor-Education Center Manager. Both the Assistant Manager and the Manager exercise general supervision over Naturalists, the Outdoor-Education Programs Coordinator, Outdoor-Education Assistants, and maintenance personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Fundamentals of organizing and conducting outdoor and environmental education, science inquiry process, engineering design process, and human relations activities  
Safety regulations governing the use of outdoor-education sites, equipment, and supplies  
A variety of outdoor and environmental education subjects that may include astronomy, botany, ecology, geology, hydrology, zoology, engineering, field studies, experiment process, hydrology, and mythology engineering design process  
Fundamentals of current instructional practices and curriculum standards.  
First-aid procedures

### Ability to:

Train and supervise personnel effectively  
Enforce safety and disciplinary rules  
Establish and maintain harmonious relationships with students and adults  
Prepare clear, concise reports and directions  
Operate a two-axle truck weighing approximately 20,000 pounds gross  
Speak and write clearly and effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably with a major in elementary education, natural sciences, environmental education, conservation, or forestry. Additional experience conducting outdoor and environmental education programs may be substituted on a year-for-year basis ~~for up to two years of the required education~~, provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Outdoor-Education Center Manager:

Two years of experience supervising outdoor and environmental education programs.

~~Assistant~~ Outdoor-Education Center Assistant Manager:

One year of experience developing or conducting outdoor and environmental education programs.

Special:

Eligible candidates must be a minimum of twenty-five (25) years of age by date of appointment. (California Code of Regulations, Title 17, Section 30751)

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A Lifeguarding Certificate issued by the American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

Some positions may require a A State of California Wastewater Operator Certificate that must be obtained within six months after appointment.

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

SPECIAL NOTE

Managers/Assistant Managers are required to ~~live~~ reside at an outdoor-education center during their assigned work schedule, ~~for five days a week~~, work variable hours, supervise students during meal periods ~~eat meals with the children~~, and remain subject to 24-hour call in ~~case the~~ event of an emergency.

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

Revised  
09-05-24  
SD/MJM

District Notification Date: 08/07/2024  
Union Notification Date: 08/08/2024

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

**CASE No. 12605**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Outdoor-Education Assistant

**EFFECTIVE DATE:**

September 5, 2024

**GROUP, SERIES:**

Instructional Assistance Series, Outdoor Education Group

**HOURLY SALARY RANGE:**

\$24.30213

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Instructional Assistance Series, Outdoor Education Group

**BACKGROUND:**

The Beyond the Bell Branch currently operates two outdoor-education centers and has acquired a new location, Canyon Creek Camp, to be opened in late 2024. All locations will employ a large number of Outdoor-Education Assistants to perform duties related to supervising students at an outdoor-education center, supporting Naturalist-led instructional lessons, and ensuring student safety and proper self-care practices. The Personnel Commission was requested to create three separate class codes in order to manage the gender-specific duties as elaborated on in the Distinguishing Characteristics of the Class Description.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed class of Outdoor-Education Assistant will assist in supervising students in recreational, dining, and other expanded learning activities at an outdoor-education center or related venue. The incumbents in the proposed class will also be responsible for:

- Supervising students during outdoor-education activities, including recreational and educational learning experiences.
- Supporting Naturalist-led trail lessons and field studies by providing student supervision, redirecting students to the learning task, and distributing and collecting and storing instructional materials.
- Ensuring students perform proper self-care including: brushing teeth, showering, changing clothes, washing for meals and eating properly, drinking enough fluids, putting on sunscreen, preparing for bed, and getting enough rest.
- Assisting students with expanded learning activities, including conservation and recreational projects.
- Responding to student needs and concerns during overnight hours,
- Monitoring student behavior in cabins, rest rooms, and shower rooms to prevent rule violations or unsafe activities.

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

The recommended hourly rate is based on internal alignment. The Outdoor-Education Assistant was originally aligned with the classification of Education Aide III & (Restricted) (4581), but has since seen a disparity due to various salary adjustments over the years. Due to the lack of exact comparables in the salary survey data, it was determined operationally to align with the Out-of-School Program Supervisor and (Restricted) (5367). Thus, the recommendation is to allocate to the salary rate of \$24.30213/hour.

**RULE AMENDMENT(S):**

NONE

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Miscellaneous  
Class Codes

OUTDOOR-EDUCATION ASSISTANT  
OUTDOOR-EDUCATION ASSISTANT (FEMALE)  
OUTDOOR-EDUCATION ASSISTANT (MALE)

XXXX  
4597  
4598

DEFINITION

Assists in supervising students in recreational, dining, and other ~~group~~ expanded learning activities at an outdoor-education center or related venue. ~~to promote positive student interaction and develop human relations skills.~~

TYPICAL DUTIES

Supervises students during outdoor-education activities, including recreational and educational learning experiences.  
Supports Naturalist and instructor-led trail lessons and field studies by providing student supervision, redirecting students to the learning task, and distributing and collecting and storing instructional materials.  
~~Supervises students in washing for meals, dining room clean-up, and playground activities.~~  
~~Supervises students preparing for bed, morning rising, and showering.~~  
Ensures students perform proper self-care including: brushing teeth, showering, changing clothes, washing for meals and eating properly, drinking enough fluids, putting on sunscreen, preparing for bed, and getting enough rest.  
Assists students with expanded learning activities, including conservation and recreational projects.  
~~Supervises students in developing campfire, flag ceremony, and other programs.~~  
Responds to student needs and concerns during overnight hours. ~~the problems of students during sleeping hours.~~  
Monitors student behavior in cabins, rest rooms, and shower rooms to prevent rule violations or unsafe activities.  
~~Assists students with craft, team building, and human relations activities.~~  
Supervises students in packing and unpacking personal belongings.  
Assists in maintaining the outdoor-education center or related venue ~~a center~~ in a safe, clean and orderly condition.  
Assists in preparing for the opening and closing the center of programs ~~by setting up and removing tents, activities, supplies, and other related program equipment. beds, and other items in the center.~~  
Assists students in loading and unloading personal belongings in vehicles transporting student to and from camp.  
Provides basic first aid, and seeks medical care for students, when necessary  
May assist in unloading and storing bird and animal feed and other center supplies and equipment.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Outdoor-Education Assistant (~~Male~~) supervises ~~male~~ students during ~~play activity~~ periods, meals, and at night in the ~~cabins dormitories.~~ An Outdoor-Education Assistant (~~Female~~) performs the same functions for ~~female~~ students. Employees in the classes designated as (Female) or (Male) are

required to enter cabins, rest rooms, and shower rooms that are restricted to persons of the designated sex.

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

## SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

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

### Ability to:

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

### Special Physical Requirements:

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

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

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

### Special:

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and kept valid during the term of employment.

Water Safety Instructor, and Lifeguarding, and CPR Certificates issued by the American Red Cross an accredited organization are preferable for some positions.

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

#### SPECIAL NOTES

1. ~~Satisfactory performance of duties requires variable daily hours. Duties may require a variable work schedule, including weekends and evenings.~~
2. Overnight ~~S~~sleeping facilities are provided at the outdoor-education center.
3. ~~Positions in this class are limited to 799 hours a year.~~
4. ~~Credit may be given for field work with current enrollment at a recognized college or university.~~

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance ~~R~~Requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by relevant law, m~~M~~anagement 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  
09-05-24  
SD/MJM

District Notification Date: 08/14/2024

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID GRECO, PERSONNEL DIRECTOR

SUBJECT: **SALARY REALLOCATION OF THE CLASSES OF OUTDOOR-EDUCATION  
ASSISTANT (FEMALE) AND OUTDOOR-EDUCATION ASSISTANT (MALE)**

**RECOMMENDATION:**

It is recommended that the salaries of the following classes be reallocated effective September 5, 2024:

A. 4597 Outdoor-Education Assistant (Female)

Current \$22.52000/hour

Proposed \$24.30213/hour

B. 4598 Outdoor-Education Assistant (Male)

Current \$22.52000/hour

Proposed \$24.30213/hour

**BASES OF RECOMMENDATION:**

Beyond the Bell requested a salary reallocation of the Outdoor Education Assistant classifications to provide continued support to the three outdoor education facilities of the District: Point Fermin, Clear Creek, and Canyon Creek. The recommended rates are based on internal alignment. The classification was originally aligned with the classification of Education Aide III & (Restricted) (4581), but has since seen a disparity due to various salary adjustments over the years. Due to the lack of exact comparables in the salary survey data, it was determined operationally to align with the Out-of-School Program Supervisor and (Restricted) (5367). Thus, the recommendation is to reallocate to the salary rate of \$24.30213/hour.

RGK/SD/MJM

c: Classified Employment Services Branch  
Files Unit

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID GRECO, PERSONNEL DIRECTOR

SUBJECT: REVISION OF RULE 594, SCARCITY DIFFERENTIAL (TENTATIVE)

EXPLANATION:

Personnel Commission Rule 594, Scarcity Differential, was created on December 7, 2005, to permit the District to offer scarcity differentials for certain classifications approved by the Commission due to actual or anticipated recruitment and retention problems. In recent years, the Rule was utilized to keep a record of the negotiated scarcity differentials. Once a scarcity differential is bargained for through a collective bargaining agreement or side letter, the Personnel Commission does not have authority over it as the terms are set forth in the agreements.

As part of the ongoing review of the Rule, it is recommended that it be revised for tentative approval effective September 5, 2024, to remove references to classifications whose scarcity differentials were negotiated via their respective collective bargaining units.

AMENDMENT:

594 SCARCITY DIFFERENTIAL

\* \* \*

F. Classes for which the Commission has approved scarcity differentials are listed below. ~~Union negotiated scarcity differentials are also listed here for recordkeeping purposes~~

<del>Programmer Analyst (SAP)</del>	<del>10%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit D</del>
<del>Senior Programmer Analyst (SAP)</del>	<del>10%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit S</del>
<del>Design Network Engineer</del>	<del>15%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit S</del>
<del>Associate Computer Applications Specialist (SAP)</del>	<del>10%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit D</del>
<del>SAP Enterprise Portal Specialist</del>	<del>10%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit J</del>
<del>Senior IT LAN Technician</del>	<del>15%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit C</del>
<del>Sign Language Interpreter</del>	<del>20%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit B</del>
<del>Speech Language Pathology Assistant</del>	<del>20%</del>	<del>Negotiated side letter expiring June 30, 2015</del>	<del>Unit B</del>



School Occupational Therapy Assistant	20%	Negotiated side letter expiring June 30, 2015	Unit B
Structural Engineer	20%	Negotiated side letter expiring June 30, 2015	Unit S
Supervising Structural Engineer	20%	Negotiated side letter expiring June 30, 2015	Unit S

DVG/RGK