

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

Council Meeting

TUESDAY, SEPTEMBER 10, 2024

10:00 A.M., VIA ZOOM

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

Meeting ID: 826 1642 1796

Personnel Commission Meeting

THURSDAY SEPTEMBER 19, 2024

3:00 P.M., BOARD ROOM

BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of August 15, 2024.
3. Receipt of minutes of the meeting of September 5, 2024.

CONSENT ITEMS (4-7)

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in the Organizational Excellence, Personnel Commission, Senior Classified Training Representative (\$41.14232-50.46310/hr.) to Classified Training Representative (\$37.55506-45.99920/hr.), effective August 29, 2024. (RDA 434, Human Resources Series)
 - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-33.26018/hr.), effective August 27, 2024. (RDA 1853, Instructional Assistance Series)
5. Approval of Revised Class Descriptions recommended, effective September 19, 2024: **APPROVED**

Chief Human Resources Officer

Deputy Chief Human Resources Officer

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

Class Title

Chief Human Resources Officer
(\$19,887.15-24,774.88/mo.)

Recommendation

Open.

Class Descriptions dated September 19, 2024.

Deputy Chief Human Resources Officer
(\$14,356.35-17,792.57/mo.)

Class Descriptions dated September 19, 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.

7. Amendment to Rule 594, Scarcity Differential. Final approval recommended, effective September 19, 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.

8. Public Comment

- a. Public employee discipline
- b. Examination Appeals

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

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

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

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

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

Special Education Assistant (D.E., Case 0149)

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

Special Education Assistant (M.I., Case 0269)
Office Technician (L.N., Case 0954)

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

Regional Facilities Director (G.H., Case 0302)
Special Education Trainee (D.F., Case 0303)

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

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

If you will require translation services at this meeting, please contact Suzanne Morrow 48 hours in advance. If you are unable to notify us of the need for translation services 48 hours in advance of the meeting, your item will be postponed.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Codes

CHIEF HUMAN RESOURCES OFFICER
DEPUTY CHIEF HUMAN RESOURCES OFFICER

5000 Mgmt. – Sr. Mgmt
5001 Mgmt. – District

DEFINITION

Administers and directs activities related to the overall operation of human resources for certificated personnel in the District.

TYPICAL DUTIES

Directs and reviews the administration of the Human Resources Division through managers and staff personnel engaged in:

The recruitment, selection, classification, examinations, certification, contracting, processing assignment, salary administration, staff relations, employee records, certificated evaluation, and other personnel services for District certificated personnel
Teacher and administrator development, support, training, and certification, and residency programs in conjunction with local colleges and universities
Hiring practices that promote the recruitment, selection, and retention of underrepresented groups to ensure a diverse workforce
District professional development operations and the California Commission on Teacher Credentialing including Intern, Credentialing, and Added Authorization Program (CAAP) and micro-credential programs
Teacher and administrator recruitment and retention programs
The analysis and evaluation of proposed legislation concerning recruitment, selection, assignment, certification, classification, compensation, and related personnel functions
District human resources practices and procedures including, but not limited to, classification, compensation, rules/policy development, and collective bargaining
The implementation of technology solutions for certificated human resources operations
The preparation of a proposed annual budget for certificated personnel operations
The administration of the planning, development, and implementation of collective bargaining with exclusive bargaining unit representatives, certificated and classified complaint procedures, and the resolution of employee grievance.

Develops and monitors programs promoting customer service within the Human Resources Division.

Coordinates with the Personnel Director, Personnel Commission to establish common and integrated goals in order to maximize the delivery of human resource services.

Serves as liaison with other outside organizations.

Develops, reviews, and monitors implementation of human resources policies and interprets such policies to the Board of Education, District employees and the community.

Plans, organizes, and manages certificated personnel services and operations to accomplish District objectives.

Integrates and coordinates certificated human resources with other organizational units of the District.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as

Chief as required.

The Personnel Director directs the activities of the Personnel Commission staff in administering the Merit System provisions and other relevant sections of the Education Code for classified employees.

~~The Chief Operating Officer plans, organizes, assigns, directs and reviews the financial, facilities, information technology, certificated human resources, planning, assessment and research, and business services for the District and participates in the development and implementation of policies and programs at the executive level.~~

SUPERVISION

The Chief Human Resources Officer receives administrative direction from the ~~Superintendent of Schools~~ Associate Superintendent, Talent and provides administrative direction to subordinate administrators and managers.

The Deputy Chief Human Resources Officer receives administrative direction from the Chief Human Resources Officer and provides general supervision to subordinate administrators and managers.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of organization, management, personnel administration, budget preparation, expenditure control, supervision and training
Collective bargaining law, labor agreement negotiations, and merit-system personnel
Federal, state and local legislation as it applies to human resources policies, rules and regulations
Education Code, Title 5 of the California Administrative Code, the Government Code, and Board Rules

Ability to:

Provide administrative leadership at the executive level
Develop and implement human resources reforms
Collect and analyze data and present effective oral and written reports
Establish and maintain effective relationships with officials of public and private organizations, employees, coworkers and the general public
Cope with crisis situations

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's degree. A graduate degree in business, public administration, industrial psychology or a related field is preferred.

Experience:

Five years of experience as a human resources executive, manager or administrator for a large public or private employer, or experience as a Superintendent of Schools or Assistant Superintendent of Schools, or comparable executive experience in a large school district.

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 NOTES

1. ~~Chief Human Resources Officer is a Senior Management class.~~
2. ~~Exempt from FLSA.~~
- 3 Employees in these classes are 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
09-19-24
RGK/SH

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID GRECO, PERSONNEL DIRECTOR

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

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 final approval effective September 19, 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~~

Programmer Analyst (SAP)	40%	Negotiated side letter expiring June 30, 2015	Unit D
Senior Programmer Analyst (SAP)	40%	Negotiated side letter expiring June 30, 2015	Unit S
Design Network Engineer	45%	Negotiated side letter expiring June 30, 2015	Unit S
Associate Computer Applications Specialist (SAP)	40%	Negotiated side letter expiring June 30, 2015	Unit D
SAP Enterprise Portal Specialist	40%	Negotiated side letter expiring June 30, 2015	Unit J
Senior IT LAN Technician	45%	Negotiated side letter expiring June 30, 2015	Unit C
Sign Language Interpreter	20%	Negotiated side letter expiring June 30, 2015	Unit B
Speech Language Pathology Assistant	20%	Negotiated side letter expiring June 30, 2015	Unit B

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