

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

*Council Meeting*

TUESDAY, OCTOBER 29, 2024

10:00 A.M., VIA ZOOM

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

Meeting ID: 826 1642 1796

*Personnel Commission Meeting*

THURSDAY NOVEMBER 7, 2024

3:00 P.M., BEAUDRY BUILDING,

1<sup>st</sup> FLOOR BOARDROOM



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of September 19, 2024.
3. Receipt of minutes of the meeting of October 17, 2024.

**CONSENT ITEMS (4-12)**

4. Ratification of Reclassification by Director's Approval: **APPROVED**
  - a. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective October 1, 2024. (RDA 1857, Instructional Assistance Series)
  - b. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective October 8, 2024. (RDA 1858, Instructional Assistance Series)
  - c. Various positions in the Division of Special Education, from Special Education Trainee (\$24.85827-30.17208/hr.) to Special Education Assistant (\$27.33434-\$33.26018/hr.), effective October 15, 2024. (RDA 1859, Instructional Assistance Series)
  - d. Position in Dorsey High School, from Office Technician (\$22.52000-\$30.70002/hr.) to Senior Office Technician (\$24.35477-\$32.63323/hr.), effective October 17, 2024. (RDA 3112, Clerical Series)
5. Approval of Revised Class Descriptions recommended, effective November 7, 2024: **APPROVED**

Construction Manager  
Equal Employment Opportunity Investigator  
Executive Director, Beyond the Bell Programs  
Regional Construction Director  
Retirement and Deductions Analyst  
Senior Director of Communications  
Testing Operations Manager

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

<u>Class Title</u>	<u>Recommendation</u>
Equal Employment Opportunity Investigator (\$49.87365-\$61.78471/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.
Senior Director of Communications (\$15,487.25-\$19,198.19/mo.)	
Testing Operations Manager (\$49.36295-\$60.67506/mo.)	
Class Descriptions dated November 7, 2024.	
Executive Director, Beyond the Bell Programs (\$18,667.12/mo.)	Open.
Class Description dated November 7, 2024.	
Construction Manager (\$13,672.50-\$17,016.24/mo.)	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.
Regional Construction Director (\$14,604.36-\$18,196.12/mo.)	
Retirement and Deductions Analyst (\$44.21567-\$54.28215/hr.)	
Class Descriptions dated November 7, 2024.	

7. a. Establishment of the Network Systems Technician Series. (Case 12577) **APPROVED**

b. Approval of Class Descriptions recommended, effective November 7, 2024: **APPROVED**

Network Systems Technician I  
Network Systems Technician II

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

<u>Class Title</u>	<u>Recommendation</u>
Network Systems Technician I (\$47-00232-57.75235/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.
Network Systems Technician II (\$52.15176-64.97510/hr.)	
Class Descriptions dated November 7, 2024.	

8. Salary Reallocation Recommendation for the Class of Senior Director of Communications. (Case 12621) **APPROVED**

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

Food Service Manager V to Food Service Manager IV (Case 12640)

10. a. Title Change for the Classes of Legislative Analyst and Legislative Liaison. (Case 12641) **APPROVED**

b. Approval of Class Description recommended, effective November 7, 2024: **APPROVED**

Legislative Liaison I

Legislative Liaison II

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

<u>Class Title</u>	<u>Recommendation</u>
Legislative Liaison I (\$46.80334-\$58.30643/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.
Legislative Liaison II (\$9,448.87-\$11,736.98/mo.)	
Class Description dated November 7, 2024	

11. Amendment to Rule 765, Senior Management Employees. Final approval recommended, effective November 7, 2024. (Case 12643) **APPROVED**

Purpose: On October 23, 2024, the Board of Education approved the conversion of the position from the following classification to non-senior management designation: Senior Director of Communications (1920). Therefore, it is recommended that approval be granted to the amendment of Rule 765 to remove the aforementioned title from the rule.

12. Abolishment of Unused Classifications. (Case 12644) **APPROVED**

13. 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.

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

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

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

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

Building & Grounds Worker (O.B., Case 0307)  
Construction Manager (J.J., Case 0308)  
Food Services Staff Aide (J.B., Case 0309)  
Project Engineer (M.C., Case 0310)  
Transportation Planner (M.G., Case 0311)

*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.*

## CONSTRUCTION MANAGER

### DEFINITION

Provides administrative oversight to multiple Senior Resident Construction Engineers and Resident Construction Engineers by monitoring overall performance of assigned new construction, modernization, and repair projects.

### TYPICAL DUTIES

Resolves complex construction project related issues, disputes, and disagreements.  
Develops, assigns, and monitors performance of Resident Construction Engineers and Senior Resident Construction Engineers relative to assigned construction projects.  
Reviews status and overall construction project progress relative to submitted construction schedules.  
Reviews all change orders from all construction projects and assesses their impact on the District.  
Assists regional directors and other Facilities management staff with bid and contract planning.  
Assesses bid specifications for District need and probability of completion under stated timeline.  
Reviews status and monitors variances of the construction project database relative to scheduling and cost control reporting.  
Reviews and verifies submitted applications for payment and performs overall fiscal management of multiple construction projects.  
Provides functional direction over areas of responsibility including construction project schedules, cost control, dispute resolution, contract administration, and quality control.  
Reviews and monitors overall administration of contracts for the architect and related consultants.  
Coordinates program activities with other District organizational branches and departments such as the Office of Environmental Health and Safety, Design and A/E Technical Support, Real Estate Branch, Facilities Contract Administration, Inspection Unit, Maintenance and Operations, and local districts.  
Reviews and takes recommended actions in resolving disputes relative to construction projects.  
Develops and recommends internal policies and procedures.  
Performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Construction Manager provides managerial and construction oversight to multiple Resident Construction Engineers and Senior Resident Construction Engineers.

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.

Resident Construction Engineers and Senior Resident Construction Engineers are the primary administrators of the District's Contract for Construction relative to assigned construction, modernization, and repair projects.

## SUPERVISION

Administrative direction is received from a Regional Construction Director. Supervision is exercised over multiple Senior Resident Construction Engineers and Resident Construction Engineers.

## CLASS QUALIFICATIONS

### Knowledge of:

- School design and construction processes, including contract administration
- Professional services agreements, bidding documents, and contractual requirements applicable to public works projects
- Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures
- Budgetary planning and control
- Principles of organization, management, and supervision

### Ability to:

- Plan, coordinate, and provide leadership
- Provide effective oversight of multiple operations
- Evaluate operational effectiveness of construction project team members
- Prepare clear and concise written communications and reports
- Provide impartial and effective analysis of claims and disputes

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, planning, facilities management, construction management, or business administration. ~~Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, planning, facilities management, construction management, business, or a related field. College-level courses in business administration, public relations, accounting, school finance, personnel management, and communications are preferable.~~

### Experience:

Five years of management experience with responsibility for commercial, public, or educational facilities construction programs or projects in construction value of \$50 million and above. ~~Five years of executive or administrative experience managing large programs or projects in construction value excess of \$50 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 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 Boards.

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

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.~~

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Revised  
11-07-24  
MHO

District Notification: 08-19-24  
Union Notification: 08-22-24

## EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATOR

### DEFINITION

Counsels District employees in matters of discrimination in employment and investigates employee charges of discriminatory employment practices filed with the District and with other government agencies.

### TYPICAL DUTIES

Performs the following duties relative to investigating allegations of discriminatory employment practices as defined by federal and State law:

- Counsels employees on procedural requirements for internal handling of charges of discriminatory employment practices
- Determines the need for internal investigation by evaluating employee allegations of discriminatory employment practices in conjunction with District equal employment policy and applicable laws
- Advise employees alleging discriminatory employment practices of other government agencies' filing requirements
- Formulates a case investigation plan by identifying discrimination issues, applicable case law, nature and scope of evidence, and investigative techniques
- Conducts investigations and witness interviews, obtains affidavits, and examines appropriate records, files, and other sources of data
- Analyzes evidence and writes reports of findings and recommends appropriate action to the supervisor.

Maintains case records and files.

Works with other investigative staff members.

Conducts settlement discussions; attends site visits, fact finding meetings, and settlement conferences with the concerned parties; recommends settlement agreements to the supervisor; and writes disposition closure letters.

Assists in training other District staff members in conducting equal employment opportunity investigations.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Equal Employment Opportunity Investigator investigates charges of discrimination in employment filed with the District and with other governmental agencies.

The Supervising Equal Employment Opportunity Investigator supervises and participates in the investigating and reporting of employment discrimination and harassment complaints filed with the District and State and federal governmental agencies.

### SUPERVISION

General supervision is received from the Supervising Equal Employment Opportunity Investigator.



Supervision may be exercised over clerical personnel as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

Equal employment opportunity investigative techniques and procedures  
Federal and State laws, regulations, and guidelines pertinent to equal employment opportunity  
Merit system concepts and practices  
Basic research and investigative methods  
Human and intergroup relations  
Computer applications such as word processing, spreadsheet, database, and email computer software programs

### Ability to:

Conduct investigations, identify and evaluate pertinent information, make sound analyses, and present findings in written and oral forms  
Apply departments' standard operating procedures  
Communicate effectively with individuals and groups of diverse interests and racial and ethnic backgrounds  
Interpret and explain concepts, rules, policies, laws, and procedures relative to equal employment opportunity  
Exercise initiative and ingenuity in obtaining facts and preventing or resolving equal employment opportunity problems  
React appropriately under stress  
Write clear, comprehensive reports and communications  
Utilize various computer applications such as word processing, spreadsheet, database, and email computer software programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably with courses in basic statistics, database management, employment law, research methods, or personnel administration. Additional experience in equal employment opportunity activities may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Two years of ~~personnel~~ experience ~~at a professional level that included responsibility for~~ advising or conducting equal employment opportunity investigations in areas such as sexual harassment, discrimination towards protected categories (i.e. race, gender, age, disability, national origin, and sexual orientation), retaliation, and reasonable accommodation

### Special:

A valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.  
Fluency in a language in addition to English, especially Spanish, is preferable.

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Revised  
11-07-2024  
JPK

District Notification Date: 10-16-2024

EXECUTIVE DIRECTOR,  
BEYOND THE BELL PROGRAMS

DEFINITION

Directs the expanded learning ~~opportunity~~ programs for ~~pre-K~~ UTK-12 students for Beyond the Bell.

TYPICAL DUTIES

Directs and administers the District's expanded learning ~~opportunity~~ programs for UTK-12.  
Directs the development, implementation, evaluation, and monitoring of District-wide policies and procedures for expanded learning ~~opportunity~~ programs.  
Establishes program quality improvement processes and ensures compliance with State, local and federal guidelines  
Manages outreach and cultivates ~~fundraising~~ partnerships through community-based organizations groups, and corporations to enhance and augment expanded learning programs services.  
Facilitates and supports a wide network of Beyond the Bell agency partner organizations to leverage their contributions and expertise and program support.  
Prepares a variety of program-mandated reports to ensure ongoing funding by complying with District and/or grant/program requirements.  
Oversees training and professional development for all program sites.  
Collaborates with the ~~local district~~ region superintendents and ~~Community of School~~ administrators to meet local needs by providing quality expanded learning ~~opportunity~~ programs.  
Represents the District in collaboration with community-based organizations including city, State, and federal agencies in the development of partnerships to support the expanded learning ~~opportunity~~ programs.  
Organizes regional and city-wide events.  
Oversees programs such as outdoor education, All-City, Academic Decathlon, Civic Center, and Tobacco Use Prevention Education (TUPE).  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Director, Beyond the Bell Programs provides leadership and central support for establishing and directing ~~out-of-school~~ expanded learning programs.

SUPERVISION

General direction is received from the ~~Superintendent of Schools or designee~~ Chief Academic Officer. General supervision is exercised over certificated and classified management personnel.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structures, functions, and negotiated contracts.  
District instructional objectives and strategies  
Budget preparation and control.  
Effective administrative and managerial practices and the ability to implement them.  
Leadership skills in facilitating group processes, including consensus building and conflict

resolution.

Enrichment activities in areas such as performing arts, health and wellbeing, social emotional learning, and recreation

Quality standards for expanded learning programs

Education code relating to expanded learning programs

Long-term goals of ~~the enrichment~~ expanded learning program

~~Fund-raising and philanthropic efforts~~

Ability to:

Plan, develop, implement, manage, and coordinate multiple projects and programs

Problem solve with data that requires analysis

Work collaboratively and effectively with a diverse group

Communicate effectively orally and in writing

Deliver effective presentations before groups

Work cooperatively with communications media, employees, students, private agencies, and the public, and lead others into working cooperatively to achieve goals

Adapt to changing work priorities

Build collaborative relationships

## ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, ~~preferably in the areas of~~ with a bachelor's degree preferably in sociology, social work, education, psychology, or related fields. A master's degree or advanced degree in a related field is preferable.

Experience:

~~Five years of experience managing expanded learning programs that included compliance monitoring, data program analysis, and/or staff training. Two years of the required experience must have included fund-raising, partnership development, and/or community outreach.~~

Five years of management experience overseeing expanded learning programs that included compliance monitoring, data program analysis, staff training, partnership development, and community outreach.

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

~~1. Exempt from FLSA.~~

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

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Revised  
RGK/SH  
11-07-24

District Notification: 10-14-24

## REGIONAL CONSTRUCTION DIRECTOR

### DEFINITION

Provides overall administrative and functional management to an assigned regional area's new school construction and modernization projects.

### TYPICAL DUTIES

Develops, assigns, and monitors performance of ~~New~~ Construction Managers and assigned subordinate project offices relative to construction program requirements.  
Reviews status and provides management reports relative to overall progress relative to construction project delivery schedules.  
Reviews status and provides management reports relative to scheduling, cost control, staffing and other related construction contract requirements.  
Reviews and inspects construction site offices to assess performance of construction teams and adherence to legal and safety requirements.  
Coordinates with District management personnel and organizational departments such as the Office of Environmental Health & Safety, Facilities Planning and Project Development, Facilities Design, Real Estate, Facilities Contract Administration, Construction Inspection, Facilities Maintenance & Operations, and Local Districts to solve construction related issues.  
Develops, establishes, and administers policies for the operation of an assigned regional area.  
Reviews recommended actions in resolving disputes relative to construction projects.  
Implements recommended internal policies and procedures.  
Performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Director of Facilities Project Execution~~Construction~~ provides administrative direction and oversees the activities of all of the staff in the Project Execution~~Construction~~-Branch. The Deputy Director of Facilities Project Execution~~Construction~~ 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.

A ~~New~~ Construction Manager provides managerial and construction oversight to a multiple number of Senior Resident Construction Engineers and Resident Construction Engineers.

### SUPERVISION

Administrative direction is received from the Director of Facilities Project Execution or the Deputy Director of Facilities Project Execution~~higher level Facilities Management staff~~. General direction is exercised over multiple ~~New~~ Construction Managers. Functional direction is exercised over areas of responsibility including construction and contractor coordination, project schedules, cost control, dispute resolution, safety, contract administration, and quality control.

## CLASS QUALIFICATIONS

### Knowledge of:

Engineering theory and practices as related to the construction of major building structures  
District standards and legal provisions governing school building construction  
Construction related safety requirements, regulations and practices  
School design and construction processes, including contract administration  
Professional services agreements, bidding documents, and contractual requirements applicable to Public Work Projects  
Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures  
Budgetary planning and control  
Principles of organization, management, and supervision  
Principles of construction estimating and budget planning  
Principles of project costs controls and related software  
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 modernization projects  
Provide effective oversight of multiple operations and evaluate operational effectiveness  
Deliver construction projects on schedule and within budget  
Read architectural plans  
Estimate material and labor costs related to project budgets and construction methods  
Analyze and interpret technical materials accurately and effectively  
Prepare clear and concise written communications and reports  
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

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, planning, facilities management, construction management, or business administration. ~~Graduation from a recognized college or university with a degree in architecture, engineering, planning, facilities management, or construction management.~~  
College-level courses in business administration, public relations, accounting, school finance, personnel management, and communications are preferable.

### Experience:

Seven years of management experience with responsibility for commercial, public, or educational facilities construction programs or projects in construction value of \$250 million and above. ~~Seven 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 DSA construction/design processes~~

Special:

Any one 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

A valid Certificate of Registration as a licensed Architect by the California Architects~~State Board of Architectural Examiners~~.

A valid Certification of Project Management Professionals (PMPs) or Program Management Professionals (PgMPs) by the Project Management Institute, or;

A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

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 NOTE

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

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Revised  
11-07-24  
MHO

District Notification: 08-19-24  
Union Notification: 08-22-24



## RETIREMENT AND DEDUCTIONS ANALYST

### DEFINITION

Performs a variety of analytical tasks related to employee benefits programs, payroll deduction operations and the payroll retirement system CalPERS, PARS, CalSTRS, deferred compensation plans such as 403(b) and 457(b).

### TYPICAL DUTIES

Analyzes ~~retirement payroll~~ employee benefits and deferred compensation plan deduction operations, forms, records, reports, workflow, and work distribution for the purpose of developing more efficient systems.

Identifies problems in assignments, benefits, deductions, adjustments and corrections, and report preparation; and makes recommendations for problem prevention and resolution.

Plans, projects, and reports data relative to the efficiency of retirement and health benefits and deferred compensation plans ~~payroll deduction's portion of the accounting system~~, which may involve establishing or recommending new procedures or instructions.

Reviews and interprets laws, rules, collective bargaining agreements, and policies and procedures, and recommends changes to conform to legislation that has been enacted.

Provides support, direction, and training to personnel in implementing changes.

Confers with and obtains information from the California State Teachers' Retirement System, California Public Employees' Retirement System, and Public Agency Retirement System and 403(b)/457(b) vendors to resolve problems or implement changes.

Serves as a subject matter expert and advises District programmers in computerizing payroll deduction and ~~retirement~~ deferred compensation plan procedures.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Retirement and Deductions Analyst assists a Benefits Manager in coordinating the activities relative to ~~retirement benefits~~ and deferred compensation deductions; and analyzes deduction operations and the retirement system and procedures.

A Benefits Manager manages ~~oversees~~ the day-to-day operations of all areas in the ~~Health~~ Benefits Administration Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

~~An Associate Payroll Operations Analyst assists in the analysis of the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.~~

A Supervising Insurance Technician supervises and reviews the work of lower-level employees involved in maintaining health and welfare benefits or insurance compliance; participates in the work of the branch; and performs and responds to the more difficult work and problems.

## SUPERVISION

General supervision is received from a Benefits Manager. Technical supervision may be exercised over work performed by ~~an Insurance Representative III and unit supervisors~~ lower-level staff engaged in implementing changes in retirement and benefits deduction procedures.

## CLASS QUALIFICATIONS

### Knowledge of:

Procedures involved in payroll processing, including personnel assignments, time reporting, deduction control, and ~~payroll accounting, 457(b)/403(b) plans,~~ deferred compensation plans such as 457(b)/403(b) plans.  
Rules, regulations, and provisions of the California State Teachers' Retirement System, California Public Employees' Retirement System, Public Agency Retirement System, and other applicable State laws  
Federal, State, and District rules and regulations relative to salaries, deductions, and employee benefits  
~~Capabilities of~~ Computer applications and hardware in the management of payroll systems  
Time-reporting and payroll deductions  
~~Current accounting principles and procedures~~  
~~Uses of computers in accounting functions~~  
Training and orientation methods

### Ability to:

~~Perceive-Identify~~ problems in the payroll deduction retirement system and develop procedures to implement changes  
Analyze, apply, and explain complex laws, rules, and regulations  
Compile and analyze data and prepare clear and concise reports  
Exercise good judgment and tact  
Learn and apply complex formulas used in computing benefit amounts  
Express technical concepts and communicate and work effectively with a wide variety of District and non-District employees, both individually and in groups  
Work independently  
Effectively utilize computer equipment and software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in public, business or personnel administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Experience:

Two years of experience processing or administering payroll or benefits with a public agency of at least 2500 employees ~~at a technical-clerical level in central payroll or personnel processing~~ with responsibilities in ~~such areas such as~~ retirement systems, deductions, ~~personnel assignments~~ employee processing and transactions, or accounting, ~~grievance processing, computer programming, or systems analysis.~~

~~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 the 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 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  
11-07-24  
BM

District Notification: 10/16/2024  
Union Notification: 10/17/2024

## SENIOR DIRECTOR OF COMMUNICATIONS

### DEFINITION

Plans, directs, and organizes the activities of the Office of Communications and Media Relations.

### TYPICAL DUTIES

Oversees the planning and development of activities in various areas such as internal and external communications, ~~the District's Public Television Station KLCS-TV, District events,~~ public relations, and media relations, ~~marketing, and translation services.~~  
Develops and implements communication strategies for schools and Divisions, and develops District level communications programs for parents, the public and staff.  
Travels to school sites to serve as media liaison or to provide communications support to administrators and other District staff.  
Coordinates public information dissemination relative to new or developing programs; writes or reviews articles, press releases, reports, scripts, and statements; and advises District administrators on public-relations aspects.  
Serves as District spokesperson for the Board of Education and the Superintendent of Schools in contacts with the media and a wide variety of public and private organizations.  
Writes or reviews reports and speeches for the Superintendent of Schools and senior staff.  
Coordinates media and editorial board briefings and press conferences.  
Initiates and maintains communications with the non-English speaking media and the populations they represent.  
Provides training for Board and staff members regarding relations with the news media.  
Provides leadership for the Office of Communications and Media Relations and its programs.  
Develops and sustains a collaborative team environment within the Office of Communications and Media Relations and any other reporting unit or office.  
Provides immediate responsiveness to emergencies and crises at all times including receiving and assessing information, cooperating with news media and others, and informing and coordinating appropriate District personnel.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Director of Communications represents the District in the area of public information and communications, and directs the administration of activities of the Office of Communications and Media Relations.

The Chief of Communications, Engagement, and Collaboration is responsible for directing and implementing the District's communications, media, and engagement activities and strategies.

### SUPERVISION

Administrative direction is received from the Chief of Communications, Engagement and Collaboration General direction is given to lower-level management and support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Communications media and their most effective uses, including print, radio and television media  
Appropriate media contacts regarding given issues and circumstances  
Principles and practices of broadcasting and television station administration  
Methods of evaluating broadcast programs  
Purposes and functions of federal and State agencies which support and regulate public and educational broadcasting  
The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District  
Comprehensive marketing and media processes including press releases, media relations, community outreach, social media and websites.  
The needs of the various communications and news media including print, radio, and television  
Principles of leadership  
Principles of organization and administration  
Current issues regarding the Los Angeles Unified School District  
Current issues regarding public education

### Ability to:

Present information in a proactive, complete and media-sensitive manner  
Communicate effectively both orally and in writing with the news media and the several publics served by the District  
Write clear, concise reports, articles, and speeches in easily understandable language  
Analyze emergent situations and programs and determine their public-relations aspects  
Develop and maintain effective relationships with personnel of news media, community leaders, administrators, and others  
Develop effective media and communications strategies for non-English speaking populations  
Act judiciously under pressure  
Supervise effectively  
Participate in and lead group discussions

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with courses in communications skills, television broadcasting, human relations, the history and philosophy of education, public administration, and educational administration.

### Experience:

Five years of professional experience within the last 10 years primarily in media and communications activities preferably including television broadcasting. At least two years of the experience must have included supervision or management experience and communications-media relationships involving programs or services regarding major public interest or public education issues.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.  
Ability to communicate in Spanish, both orally and in writing is highly preferable.

## SPECIAL NOTES

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

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

Revised  
11-07-24  
RGK/LKD

District Notification Date: 09-23-24

## TESTING OPERATIONS MANAGER

### DEFINITION

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

### TYPICAL DUTIES

Oversees State Assessments ~~test~~ distribution, inventory, ordering and test control procedures.

Serves as administrative liaison with State and federal vendors and representatives on matters relating to student testing.

Prepares and distributes information on District student testing procedures using current technology, State student testing requirements, and quality control procedures.

Develops, documents, and implements procedures for processing test booklets tests and capturing student demographic information.

Trains and supervises staff on quality control issues to ensure security and confidentiality of student testing documents and information.

Schedules receipt and delivery of student testing materials.

Collects, records, organizes, and analyzes data such as student demographic data and test score data.

Creates, monitors, and maintains ~~current~~ operational data files.

~~Designs~~ Prepares testing or other student demographic information on answer books for optical and digital scanning ~~character reader input~~.

Provides information to District personnel, educational agencies, and the public concerning District and State student testing procedures and programs.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

### SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

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

### Ability to:

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

## ENTRANCE QUALIFICATIONS

### Education:

~~Graduation from high school or evidence of equivalent educational proficiency.~~

Sixty semester units or equivalent quarter units from a recognized college or university, preferably including courses in supervision, statistics, teaching/training methods, and data analysis ~~processing~~. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

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

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

~~Supervisory experience is preferred.~~



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

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

Revised  
11-7-24  
SH

District Notification: 10-10-24  
Union Notification:10-14-24

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **ESTABLISHMENT OF THE NETWORK SYSTEMS TECHNICIAN SERIES**

RECOMMENDATIONS:

It is recommended that effective November 7, 2024:

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

Network Systems Technician I  
Network Systems Technician II

- B. The established classes be allocated to the following salary range and that future salary movement be based on that of related classes in the Construction/Maintenance and Repair Series, Office and General Equipment Repair Group.

Hourly Rates

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

BACKGROUND:

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

## BASES OF RECOMMENDATIONS:

### 1. Network Systems Technician I

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

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

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

### 2. Network Systems Technician II

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

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

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

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

NETWORK SYSTEMS TECHNICIAN I  
NETWORK SYSTEMS TECHNICIAN II

DEFINITION

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

TYPICAL DUTIES

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

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

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

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

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

## SUPERVISION

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

## CLASS QUALIFICATIONS

### Knowledge of:

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

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

Ability to:

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

Special Physical Requirement:

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

ENTRANCE QUALIFICATIONS

NETWORK SYSTEMS TECHNICIAN I

Education:

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

Experience:

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

Special:

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

NETWORK SYSTEMS TECHNICIAN II

Education:

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

Experience:

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

Special:

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

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

SPECIAL NOTES

Employees in this class may be subject to call at any hour.

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

NEW CLASS  
11-07-2024  
JAP/LKD



LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: SALARY REALLOCATION FOR THE CLASS OF SENIOR DIRECTOR OF  
COMMUNICATIONS

**RECOMMENDATION:**

It is recommended that the salary of Senior Director of Communications be reallocated, effective November 7, 2024:

Monthly Rates

Current	\$15,487.25	\$16,344.03	\$17,251.88	\$18,197.67	\$19,198.19
Proposed			\$15,750.63	\$16,640.40	\$17,581.89

**BASES OF RECOMMENDATION:**

The Office of Communications and Media Relations requested a review of the salary of the Senior Director of Communications due to the recent District realignment. The classification will focus on overseeing internal and external communications, public relations, and media relations for the District. The recommended salary is based on external market data and internal alignment considerations. A salary survey was conducted and staff found comparable classifications with similar scope and responsibilities such as the County of San Bernardino's Public Information Officer (\$213,831.00/yr. - geographically adjusted top step), Palm Beach Schools' Director - Communications (\$207,824.00/yr. - geographically adjusted top step), and San Diego Unified School District's Director, Communications (\$206,338.00/yr. - geographically adjusted top step). The geographically adjusted 75th percentile is \$210,827.50. Therefore, the recommendation to reallocate the salary to a monthly range of \$15,750.63 to \$17,581.89 or \$189,007.56 to \$210,982.68/yr., adjusted to align with an existing District salary range, is appropriate.

RGK/LKD

c: Classified Employment Services Branch  
Files Unit

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V GRECO, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

Location (Cost Center)	Current ADMS	From	To	Position (Basis)
Valley Academy Arts & Science (1889801)	400	Food Service Manager V (4297)	Food Service Manager IV (4296)	30356824 (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:** October 23, 2024

**Approved:** RGK/SD

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

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **TITLE CHANGE FOR CLASSES OF LEGISLATIVE ANALYST AND LEGISLATIVE LIAISON**

**RECOMMENDATIONS:**

It is recommended that, effective November 7, 2024, the following classes, 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>
Legislative Analyst (5075)	Legislative Liaison I (5075)
Legislative Liaison (2010)	Legislative Liaison II (2010)

**BASES OF RECOMMENDATION:**

The proposed change in the class titles will better reflect the concept of the job functions. The class descriptions with minimal changes are submitted for approval in conjunction with this report.

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

Case: 12641

RGK/LKD

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

~~ASSISTANT LEGISLATIVE ANALYST 5088~~  
~~LEGISLATIVE ANALYST LIAISON I 5075~~  
~~SENIOR LEGISLATIVE ANALYST 5068~~

DEFINITION

Compiles and analyzes information and writes reports and other materials regarding proposed legislation and regulations, ~~serves as liaison~~ liaises with governmental agencies, and reports on proceedings at meetings concerning legislative and related matters. ~~An Assistant Legislative Analyst performs less complex assignments and analysis subject to close review. A Senior Legislative Analyst supervises and participates in legislative analysis and the gathering and documentation of information regarding District policies, procedures, and practices for use in the legislative process.~~

TYPICAL DUTIES

~~Conducts legislative research regarding the history of legislation and regulations~~ or policy proposals, relationships with applicable statutes and District programs, and the effect of proposed legislation and policy proposals and existing law on District policies, programs, and ~~procedures~~ funding.

Assists in the development and implementation of proposed legislation affecting the District, including timely compilation, analysis, and dissemination of information related to new laws to support its implementation.

~~Compiles and analyzes staff comments and other information, prepares charts and exhibits, and writes reports and materials primarily about public school matters for use in determining the District's position on proposed legislation or regulations and explaining the effects on District operations to the Board of Education, District staff, community groups, and others.~~

Develops and maintains contacts with representatives of governmental agencies.

Consults with District personnel, public agencies, and private firms regarding specific legislation or policy proposals and contacts legislative or governmental offices for inquiries or to raise concerns, as appropriate.

Attends meetings of governmental agencies and legislative bodies, District personnel, and other groups to monitor activities and provide information on the effects of proposed policies and the District's position on such actions; answers questions about school programs; discusses legislative processes and District relationships with governmental bodies; and reports on governmental bodies' discussions, and decisions of interest to the District.

Prepares correspondence to legislators and public officials and ~~formulates speeches~~ prepares talking points and briefing sheets, presentations, and policy analyses of resolutions of the Board of Education and senior staff.

Assists with the analysis and monitors progress of proposed legislation, ~~regulations and~~ on local, State or federal issues to determine the impact on the District's policies and priorities.

~~Monitors the progress of pending State and federal legislation and regulations by referring to appropriate publications and contacting legislative or congressional offices.~~

~~Assists with the timely dissemination of information to District staff related to new laws to support its implementation.~~

Assists with the development of the District's social media advocacy campaigns and messaging.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Analyst Liaison I ~~compiles staff comments and other information, makes~~ conducts analysis and writes materials such as reports regarding proposed legislation and governmental ~~regulations~~, liaises with various governmental agency representatives, and attends meetings to provide information and report on proceedings concerning legislation and ~~regulations~~ policy proposals.

The Chief of Legislative Affairs and Governmental Relations is responsible for the overall administration of the activities of the legislative function of the District.

A Legislative Liaison II supports the development and pursuit of sponsored legislation and assists with building coalitions to gain approval for District advocacy priorities.

~~A Senior Legislative Analyst supervises, participates in, and coordinates the work of Legislative Analysts and clerical personnel, represents the District at meetings of other agencies and community groups, and performs the more complex legislative or governmental regulations analysis.  
An Assistant Legislative Analyst compiles staff comments and other information and performs the less complex analysis of legislation and governmental regulations affecting the District. This class is differentiated from the class of Legislative Analyst by the scope and difficulty of assignments and the degree of independence exercised.~~

## SUPERVISION

General supervision is received from the ~~Director~~ Chief of Legislative Affairs and Governmental Relations. May receive supervision or work direction from the Legislative Liaison II. Supervision may be exercised over clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Current problems, developments, and trends in public education, local government, and nonprofit organizations  
~~Basic features of the California State Education Code and other State and federal laws affecting general school programs~~  
Processes and protocols of municipalities and agencies  
State legislature, federal, and local legislative processes and procedures  
Provisions of the State Education Code and the Board of Education and Personnel  
Commission rules, regulations, processes, procedures, and policies that determine District policies and practices  
District policies, procedures, programs, objectives, and organizational structure  
~~District Board of Education rules, policies, priorities, and functions~~  
~~District organization~~  
Microsoft Word, Excel, and PowerPoint  
English usage, grammar, punctuation, spelling, and vocabulary

### Ability to:

Compile, analyze, interpret, and extrapolate information and numerical data to make recommendations on District's advocacy priorities and the impact of policy proposals on the District's programs, operations, and students  
~~Establish and maintain rapport with District personnel, the public, and officials and personnel of organizations~~  
Establish and maintain effective relationships with District personnel, elected officials, their staff and community organizations  
Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District  
Exercise initiative and good judgment  
Summarize and report the content of proposed legislation as it impacts the District  
Allocate time effectively among competing demands by identifying high-priority issues  
Make sound decisions and work under pressure in meeting deadlines  
Understand structure of legislation and related materials

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in political science, public administration, education, or a related field. Additional qualifying experience may substitute for the required education on the basis of two years of experience for one year of education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

~~\* year(s)~~ Two years of experience in government affairs, public relations, or advocacy work analyzing legislative and policy proposals, or coordinating advocacy events and/or campaigns governmental liaison or in analytical work involving gathering information, reviewing literature, and writing reports regarding legislation, public school finance, public administration, business administration, school administration, budget, personnel, or a closely related field.

~~\* Assistant Legislative Analyst—One~~

~~\* Legislative Analyst—Two~~

~~\* Senior Legislative Analyst—Three~~

### Special:

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

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

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

Revised and retitled  
11-07-24  
RGK/LKD

District Notification: 10-25-24

## LEGISLATIVE LIAISON II

### DEFINITION

~~The Legislative Liaison assists the Director of Legislative Affairs and Governmental Relations and other District personnel by coordinating advocacy and public relations activities with elected officials and their staff, analyzing and monitoring legislation, providing necessary counsel and advice, and acting as liaison to government officials and their staffs.~~

A Legislative Liaison II assists the Chief of Legislative Affairs and Government Relations with the development and pursuit of sponsored legislation and assist with building coalitions to gain approval for District advocacy priorities and liaises with various governmental agencies.

### TYPICAL DUTIES

Assists in implementing the District's public affairs strategies to address inquiries made by elected and governmental officials.

Assists in developing and pursuing sponsored legislation and building coalitions of support.

Conducts research regarding the history of legislation or policy proposals, relationships with applicable statutes, and the effect of proposed legislation and policy proposals and existing law on District policies, programs and funding and determines techniques to gather and compile data regarding legislation, and writes reports and presents findings to the Director Chief of Legislative Affairs and Governmental Relations.

Assists in the development and implementation of proposed legislation affecting the District, including timely dissemination of information related to new laws to support its implementation.

Assists with the analysis and monitors progress of proposed legislation, regulations, and local, State, or federal issues to determine the impact on the District's policies and priorities.

Consults with District personnel, public agencies, and private firms regarding specific legislation or policy proposals and contacts legislative or governmental offices for inquiries or to raise concerns, as appropriate.

Monitors and supports projects and advocacy activities.

~~Maintains a consistent line of communication with the Director of Legislative Affairs and Governmental Relations, District's Legislative Advocates, and other District administrators.~~

Represents the District or the Director Office of Government Relations at educational organizations and parent, ~~and~~ community, and governmental meetings and events.

Attends meetings of governmental agencies and legislative bodies, District personnel, and external groups to monitor ~~activities~~ discussions and provide information on the effects of proposed policies and the District's position on such actions; and reports on governmental bodies' discussions and decisions of interest to the District.

Maintains relationships with elected officials, governmental agencies and their staff.

Makes oral presentations to disseminate information regarding legislative initiatives affecting the District.

Prepares correspondence to legislators and public officials, and prepares talking points, briefing sheets, presentations, and policy analyses of resolutions of the Board of Education and other policy proposals.

~~In collaboration with the Coordinator of Civic Engagement and other District staff, may build coalitions of support amongst interest groups and stakeholders to gain approval for District advocacy priorities.~~

Assistant with the development of the District's social media advocacy campaigns and messaging.

Performs other related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

~~A Legislative Liaison assists the Director of Legislative Affairs and Governmental Relations by coordinating political and public relations activities with elected officials, governmental agencies, community groups, and other District Departments and monitors legislation affecting the District.~~

~~A Legislative Advocate assists in the development of proposed legislation and regulations and represents the District in presenting information to state and federal legislators and other governmental officials.~~

A Legislative Liaison II supports the development and pursuit of sponsored legislation and assists with building coalitions to gain approval for District advocacy priorities and liaises with various governmental agencies.

The Chief of Legislative Affairs and Governmental Relations is responsible for the overall administration of the activities of the legislative function of the District.

A Legislative Liaison I compiles information, conducts analysis and writes reports, liaises with various government agency representatives, and attends meetings to provide information and report on proceedings concerning legislation and policy proposals.

## SUPERVISION

General direction is received from the ~~Director~~ Chief of Legislative Affairs and Governmental Relations. Supervision may be exercised over lower-level ~~professional and clerical staff~~ on individual projects.

## CLASS QUALIFICATIONS

### Knowledge of:

- Processes and protocols of municipalities and agencies
- Provisions of the State Education Code and the Board of Education and Personnel
  - Commission rules, regulations, processes, procedures, and policies that determine District policies and practices
- Proposed, pending or existing local, county, state, and federal legislation on designated subjects pertinent to the District's instructional programs, policies or administration
- District policies, procedures, programs, objectives, and organizational structure

### Ability to:

- Make appropriate recommendations regarding legislative issues and the impact on the District's policies and priorities.
- Establish and maintain effective relationships with District personnel, elected officials, their staff and community organizations
- Represent the ~~Director~~ Chief of Legislative Affairs and Government Relations regarding complex and sensitive legislative issues in meeting with senior management, representatives from other agencies, consultants, and members of the community
- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Support, and explain recommendations and decisions and act judiciously under pressure
- Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District



~~Establish and maintain rapport with District personnel, the public, and officials and personnel of organizations.~~

Prepare clear, concise, and accurate written and oral reports

Coordinate meetings and lead group discussions

Exercise initiative and good judgment

Monitor government activities, ~~particularly~~ at the city, ~~and~~ county, State, or federal level

Allocate time effectively among competing demands by identifying high-priority issues

Make sound decisions and work under pressure in meetings and deadlines.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in political science, law, education, business or public administration, or a related field. A graduate degree in one of these fields is highly preferable.

### Experience:

Three years of experience in ~~staff position requiring responsibilities~~ government affairs, public relations, or advocacy work analyzing legislative and policy proposals, or coordinating advocacy events and/or campaigns, ~~and working directly with and maintaining effective relationships with elected and government officials and their staff.~~

### Special:

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

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.~~

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

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RGK/LKD

District Notification: 10-25-24

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: PERSONNEL COMMISSION AMENDMENT OF RULE 765 SENIOR MANAGEMENT EMPLOYEES, REMOVAL OF CLASSIFICATION (FINAL APPROVAL)

EXPLANATION:

On October 23, 2024, the Board of Education approved the conversion of the position from the following classification to non-senior management designation:

- Senior Director of Communications (1920)

Therefore, it is recommended that approval be granted to the amendment of Rule 765 to remove the aforementioned title from the rule, effective November 7, 2024.

AMENDMENT:

765 SENIOR MANAGEMENT EMPLOYEES

\* \* \*

Senior Advisor to the Superintendent

~~Senior Director of Communications~~

Senior Director of Engagement and Partnerships

\* \* \*

Case 12643

November 7, 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: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective November 7, 2024:

- I. The following classes be abolished:

District Represented:

Assistant Legislative Analyst (5088)  
Senior Legislative Analyst (5068)  
Senior Financial Analyst (CPOS) (1105)

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

BASIS OF RECOMMENDATION:

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

RGK: JAP