

## CLASSIFIED ASSIGNMENTS COORDINATOR

### DEFINITION

Coordinates assignment related functions for District classified employees on a District-wide basis, ensuring conformance with federal and State employment related laws, Personnel Commission rules, policies, and collective bargaining agreements; and participates in developing and implementing associated procedures for the Classified Employment Services Branch.

### TYPICAL DUTIES

- Ensures that assignment transactions conform with federal and State employment related laws, Personnel Commission rules, policies, and collective bargaining agreements.
- Confers with District administrators and departments such as the Budget Services and Financial Planning Division and the Payroll Services Branch to discuss District policies and changes in federal and State employment related laws and Personnel Commission rules that affect classified assignments, personnel systems, and classified retirement regulations; and to develop and implement appropriate procedures.
- Coordinates the expedited hiring process for schools, including coordinating the quarterly reporting of vacancies and provisional assignments.
- Provides special reports containing District-wide personnel data to the Personnel Director.
- Organizes assignments of Special Education personnel in collaboration with schools and the Division of Special Education.
- Oversees the implementation of Personnel Commission authorized actions such as separations, disciplinary actions, reinstatements, and abolishment of classifications in accordance with federal and State employment related laws and Personnel Commission rules.
- Supervises the resolution and ensures the legality of payroll simulation errors and salary problems, and calculations of retroactive compensation for non-routine requests and Personnel Commission authorized actions such as reclassifications, reallocations, and salary differentials.
- Represents the Classified Employment Services Branch on the Reasonable Accommodation Committee and resolves special problems relating to the placement of affected classified employees in accordance with federal and State employment related laws.
- Recommends the development or amendment of payroll personnel procedures to the responsible administrators.
- Represents the Classified Employment Services Branch in contacts with the Information Technology Division and the Budget Services and Financial Planning Division to develop and recommend long range developmental plans related to the computerization of classified assignments and the modification of related personnel systems; and interprets federal and State employment related laws, District policy, and Personnel Commission rule requirements regarding classified assignments for system design specifications.
- Explains Education Code provisions and Personnel Commission rules and recommends solutions to District administrative personnel for reassignments, restrictions, or problems resulting from budget reductions, reorganization, health issues leaves of absence, or changes in collective bargaining agreements.
- Meets with various groups such as union representatives, principals, School Administrative Assistants, and external stakeholders to inform them of changes in employment laws, District policies, and other issues that may affect the assignment process.
- Monitors employees reviewing their own service folders to ensure the proper handling of confidential material and to answer any inquiries.

Reviews applications and resumes verifying entrance qualifications as determined by the Personnel Commission are met for leave-to-higher assignments.

Composes, edits, and directs the preparation of written assignment procedures, including complex District-wide seniority calculations for implementing layoffs.

Develops, coordinates, analyzes, and implements manual and automated systems for classified personnel assignments, including the SmartFind Express substitute calling system and associated help desks.

Oversees the auditing functions and Systems Applications and Programs (SAP) training for the Classified Employment Services Branch.

Implements, coordinates, and supervises assignment transactions such as appointments, reassignments, changes of location, transfers, promotions, demotions, leaves of absence, layoffs, separations, and retirement applications for all District classified employees in accordance with federal and State employment related laws and Personnel Commission rules.

Supervises staff involved in activities such as: placing employees on leave-to-higher and substitute assignments; determining appropriate salary step placement; requesting new examinations based on factors such as vacancies, number of provisional employees, and expiration dates of lists; reviewing requests for use of most appropriate eligibility list; maintaining confidential employment eligibility lists and certifying eligibles candidates to appointing authorities; and making official job offers.

Oversees the placement of a high volume of Instructional Aides and Early Education Aides at schools before the onset of the instructional year.

Represents the Personnel Commission in collective bargaining sessions.

Conducts training sessions for clerical employees on laws, policies, and procedures that affect the processing and assignment of classified employees, and payroll personnel procedures.

Manages the monitoring of the length of leave-to-higher assignments; reviewing of nepotism forms; updating and tracking Form I-9's and working visas based on communications from United States Citizenship and Immigration Services (UCSIS), initiating the separation process as necessary; and monitoring of fingerprint and tuberculosis clearance, setting up appointments, processing paperwork, and notifying the Employee Relations Section of issues, ensuring conformance with federal and State employment related laws and Personnel Commission rules.

May serve as the Assistant Director, Personnel in charge of Classified Employment Services in case of absence.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Classified Assignments Coordinator supervises and participates in the assignment related functions of classified employees Classified Employment Services Branch in contacts with other Personnel Commission branches, District organizational units, collective bargaining sessions, and on committees concerned with classified payroll personnel and assignment procedures.

The Assistant Director, Personnel plans, directs, administers, and coordinates multiple areas of the Personnel Commission.

A Human Resources Officer manages a unit engaged in assigning personnel; applying personnel rules, policies, and collective bargaining agreement provisions; and maintaining personnel records.

## SUPERVISION

General direction is received from an Assistant Director, Personnel. General supervision is exercised over technical and clerical employees. Functional supervision is exercised over personnel assignment procedures in various assignments units.

## CLASS QUALIFICATIONS

### Knowledge of:

- Education Code provisions, Personnel Commission rules, regulations, policies, procedures, and collective bargaining agreements pertaining to classified employees
- Principles of public personnel administration
- Organization and functions of the District
- District job classifications and required qualifications
- Basic principles and practices of administrative analysis and data systems analysis
- Office practices and procedures, especially including data processing applications, office layout and equipment planning, communication systems planning, and forms and records design and control
- SAP modules and related databases
- Computer operations research and statistical analysis
- Principles of supervision and training

### Ability to:

- Exercise tact and judgment in explaining rules, procedures, and programs
- Plan, organize, and supervise the work of others
- Provide leadership and prioritize projects
- Make effective oral and written presentations
- Understand payroll and data processing systems
- Establish and maintain rapport with District personnel and the public
- Operate a personal computer
- Use Microsoft Word, Excel, Outlook, and Power Point

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

Three years of experience supervising the processing of classified assignments in the Los Angeles Unified School District.

### Special:

- A valid California Driver License.
- Use of an automobile.

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