

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Management - District

Class Codes

CHIEF OF STAFF TO BOARD MEMBER (Staff Assistant to Board Member VIII)	5985
DEPUTY CHIEF OF STAFF TO BOARD MEMBER (Staff Assistant to Board Member VII)	5986

DEFINITION

The Chief of Staff serves as the principal staff assistant to a Board Member and is responsible for the day to day management of the Board Member's office and affairs. The Deputy Chief of Staff assists in the management of the Board Member's office and acts in the capacity of the Chief of Staff in his or her absence.

TYPICAL DUTIES

Under the direction of a Board member:

- Serves as the primary liaison between the Board Member and other Board staff, executives, employees, and the public.
- Supervises the staff of the Board Member's office by prioritizing and coordinating staff schedules, projects, activities, and associated tasks.
- Fosters the Board Member's vision through prioritization of tasks and day-to-day contacts.
- Assists the Board Member in the development of effective relationships with key stakeholders such as teachers, administrators, classified staff, parents, lawmakers, unions and community groups.
- Makes recommendations concerning the implementation of goals and objectives and proposed Board resolutions and policies.
- Advises the Board Member regarding laws, regulations, policies, procedures and pending legislation.
- Keeps the Board Member apprised of important issues, stories, and developments.
- Serves as project leader of tasks assigned to Board staff.
- Represents the Board member at conferences with parents, at public meetings and on professional, governmental, and community committees, task forces and commissions.
- Communicates with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and to gather and exchange information.
- "Staffs" Board Member events by accompanying the Board Member throughout the event; monitoring time; serving as a publicist; recording or videotaping interviews; bridging between the Board Member and the public; passing out business cards, and attending to other event details.
- Attends Board meetings as a resource to the Board Member.
- Attends Committee meetings and other related meetings and activities and briefs the Board member.
- Manages media inquiries and other public relations matters for the Board Member.
- Writes, researches, analyzes, oversees, and follows through on Board Member communications, such as resolutions, reports, correspondence, and other potential agenda items.
- May edit, compose, or provide input to the Office of Communications for newspaper articles, press releases, newsletters, polls, and talking points for a Board Member.
- May serve as the Board Member's project lead for the Board books.
- May supervise the Board Member's calendar.
- May assist the Board member in the selection of staff.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Staff Assistant to Board Members represents a Board Member and independently conducts studies and makes recommendations regarding work methods, organization, management and planning, systems analysis, and procedures and policy development. The designated level of a position is determined by the complexity of duties and the level of responsibility assigned by the Board Member.

The Chief of Staff to Board Member is the principal staff assistant to a Board member, exercises functional supervision over other Staff Assistants, and may supervise a variety of support staff in a Board member's office. The Deputy Chief of Staff to Board Member assists in the management of the Board Member's Office and may act as the Chief of Staff in the absence of the Chief of Staff.

## SUPERVISION

General supervision is received from a Board Member. General supervision is exercised over Staff Assistants, Field Representatives, and other support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of public administration, particularly as related to organization and management, planning, research and budget
- Principles and practices of supervision and personnel issues
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies
- Research techniques
- Principles, practices, trends, methods and procedures of instructional policy making in public education
- Organizational savvy related to public relations, communications, and media relations
- The local community
- District structure, culture, policies and practices

### Ability to:

- Work and communicate effectively with employees, stakeholder groups, and other members of the public
- Work in a fast-paced environment
- Write clear, concise reports
- Analyze and review organization plans, legislation, and other items
- Understand and manage an office budget
- Exercise tact, discretion, and good judgment in interacting with various clients and stakeholder groups
- Research, comprehend, organize and analyze complex information or data and make recommendations
- Work flexible schedules

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably including courses in the field of public administration, communications, political science, or related field. Two years of experience in a lead capacity involving the activities described above in an elected official's office may substitute for the required education.

Experience:

Five years of experience in a professional or staff position with responsibility for activities such as policy analysis, financial analysis, legal analysis, communications, strategic planning, and/or report writing. Supervisory experience is preferable. All experience may have been concurrent.

-OR-

Any combination of sufficient education, training or experience to demonstrate the competencies necessary to possess the requisite knowledge and abilities.

SPECIAL NOTES

1. Exempt from overtime
2. Incumbents subject to work flexible hours and weekends
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
4. Some positions require use of an automobile, a valid California Driver's license, and/or bilingual skills.
5. Incumbents are employed under the provisions of the California Education Code, Section 45112.

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.

New Class  
11-24-14  
JWG/kg