

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

Council Meeting

TUESDAY, FEBRUARY 11, 2020
10:00 A.M., HEARING ROOM 12-113
BEAUDRY BUILDING, 12th FLOOR

Personnel Commission Meeting

THURSDAY, FEBRUARY 20, 2020
3:00 P.M., TRAINING ROOM 12-192
BEAUDRY BUILDING, 12TH FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meetings of January 29, 2020.
3. Receipt of minutes of the meeting of February 13, 2020.

CONSENT ITEMS

4. It is recommended that the following reclassification actions be ratified: **APPROVED**

Case 11855

5. a. Establishment of the class of Athletic Training Coordinator. (Case 11839) **APPROVED**
- b. Approval of class description recommended, effective February 20, 2020: **APPROVED**

Athletic Training Coordinator

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

Class Title

Athletic Training Coordinator
(\$36.80559-45.89200/hr.)

Class Description dated February 20, 2020.

Recommendation

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.

- 6. a. Establishment of the class of Strategic Operations Administrator. (Case 11862) **APPROVED**
- b. Approval of class description recommended, effective February 20, 2020: **APPROVED**

Strategic Operations Administrator

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

<u>Class Title</u>	<u>Recommendation</u>
Strategic Operations Administrator (\$10,159.83-12,584.98/mo.) Class Description dated February 20, 2020.	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.

7. 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.

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

- a. Examination Appeals
 - IT Support Technician
 - Occupational Center Financial Manager

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

10. Consideration of the recommendation of staff on the Examination Appeals for:

IT Support Technician (Case 0056)
 Occupational Center Financial Manager (Case 0057)

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Principal Clerk (2551) (\$22.81463-28.42362/hr.)	To:	Chief Clerk (2511) (\$26.34886-32.84928/hr.)
POS:	30076855 (A Basis)		30076855 (A Basis)
Location:	Human Resources Division, Teacher Development and Support Branch	Incumbent:	C. Givens Lindsey (EN 543184) (P30076855) (Cost Center 1089101)

Reason for Reclassification: The subject position meets the class concept of Chief Clerk in that it plans, organizes, directs, and reviews a variety of clerical activities, and exercises independent judgement in making decisions based on the application of technical knowledge. In addition, the incumbent plans and supervises a multi-unit clerical staff; approves vacation, time off requests, and maintains time and payroll records for all clerical staff; sets up and maintains uniform office procedures; interprets and explains procedures for the Human Resource's Peer Assistance and Review, Beginning Teacher Growth and Development, National Board Certified Teachers, and teacher support programs; responds and provides a solution to the more complex program inquiries; and compiles, composes, and edits reports and correspondences for an administrator. Furthermore, the incumbent participates in the selection, processing, and onboarding of new clerical employees.

Status of Incumbent: Incumbent C. Givens Lindsey (EN 543184) is reachable on the Chief Clerk eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: February 6, 2020

RGK/CA

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

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS

CASE No. 11839

RECOMMENDATION(S):

CLASS TITLE:
Athletic Training Coordinator

EFFECTIVE DATE:
February 20, 2020

GROUP, SERIES:

Administrative Analysis group, Administrative Analysis and Assistant Series

HOURLY SALARY RANGE:

\$36.80559 \$38.87947 \$41.06636 \$43.42269 \$45.89200/hr.

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Administrative Analysis group, Administrative Analysis and Assistant Series

BACKGROUND:

The Division of Instruction (DOI) and Office of the Superintendent requested the establishment of the proposed classification to provide support to the Interscholastic Athletics Division (IAD) within the DOI by helping with the development, promotion and maintenance of the athletic training facilities at schools throughout the District and recruiting qualified candidates to expand the number of schools throughout the District that employ Athletic Trainers. This position would also assist schools in securing grants to upgrade athletic training facilities.

BASES OF RECOMMENDATION:

The incumbent in the proposed class of Athletic Training Coordinator will be responsible for collaborating with the Career Technical Office to support and expand Sports Medicine Programs throughout the District. Duties include enlisting medical expert(s) in the oversight of athletic training programs throughout the District; collecting and analyzing data from an injury tracking system (e.g., iSTAR) to create reports for the Superintendent and the Board of Education; maintaining accurate medical documentation by tracking of student injuries and ensuring that injuries to student-athletes are followed up appropriately (i.e., medical clearances, return-to-learn, etc.); and liaises among various District offices and departments such as Student Health and Human Services, Interscholastic Athletics Division, school campuses and the Office of the Superintendent regarding student-athlete health and safety.

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

A search for external market data produced no comparable classifications. The recommended salary for the proposed class is based on internal alignment considerations. The scope and level of the proposed class is similar to classes that coordinate, handle, and promote activities for a program or initiative. Therefore, allocation of the proposed class to a salary range of \$36.80559 - \$45.89200/hour is appropriate.

RULE AMENDMENT(S):

None

ATHLETIC TRAINING COORDINATOR

DEFINITION

Coordinates and oversees the development, promotion, and requirements pertaining to the athletic trainers, athletic training programs, and athletic training facilities at school sites throughout the District.

TYPICAL DUTIES

- Collaborates with the Career Technical Office to support and expand Sports Medicine Programs throughout the District.
- Enlists medical expert(s) in the oversight of athletic training programs throughout the District.
- Collects and analyzes data from an injury tracking system (e.g., iSTAR) to create reports for the Superintendent and the Board of Education.
- Maintains accurate medical documentation by tracking student injuries and ensuring that injuries to student-athletes are followed up appropriately (i.e., medical clearances, return-to-learn, etc.).
- Liaises among various District offices and departments such as Student Health and Human Services, Interscholastic Athletics Division, school campuses, and the Office of the Superintendent regarding student-athlete health and safety.
- Organizes continuing education or training opportunities for Athletic Trainers.
- Develops and maintains standard operating procedures manuals or handbooks for Athletic Trainers.
- Researches and sources grants to establish, maintain, and upgrade athletic training facilities at school sites.
- Provides information on District policy regarding athletics and student-athlete safety.
- Informs on budget implications for activities related to athletic training in schools.
- Develops strategic community partnerships with strategic businesses or foundations that support the hiring of athletic trainers, the creation of sports medicine programs to ensure student-athlete safety.
- May perform duties of an Athletic Trainer, as necessary during practices or sporting events in case of emergency or illness.
- Performs related duties assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Athletic Training Coordinator develops and promotes athletic training facilities at school sites throughout the District and assists schools in applying for grants to upgrade athletic training facilities.

An Athletic Trainer works with the Athletics Director in the development and implementation of programs for the prevention, recognition, evaluation, care, and rehabilitation of student athletic injuries.

An Athletics Assistant assists in the physical conditioning and instruction of athletes.

SUPERVISION

General supervision is received from the Coordinator of Interscholastic Athletics or other higher level administrator.

CLASS QUALIFICATIONS

Knowledge of:

- Current and future trends relating to athletic wellness
- Principles of public relations
- Advanced principles of athletic training, kinesiology, physiology, and nutrition
- Standard of care delivery policies and regulations consistent with the National Athletic Trainers' Association
- Standard first-aid techniques
- Preventive safety rules and applicable techniques
- Safety standards for the use of athletic equipment
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)
- Healthy lifestyle wellness

Ability to:

- Communicate effectively both orally and in writing
- Establish and maintain open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation
- Establish and maintain professional working relationships with the Medical Director, School Athletic Director, Coaches, and other designated school staff
- Analyze problems and communicate and implement solutions
- Plan and organize work to meet deadlines
- Work effectively with District personnel, representative of other organizations, and the public
- Prepare clear and concise reports
- Exercise tact and good judgement

ENTRANCE QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university in athletic training, health, physical education, kinesiology, or a related field. A master's degree in one of the aforementioned areas is preferable.

Experience:

Three years of experience in athletic training, physical therapy, or a related field. Experience in coordinating and planning athletic services is preferred.

Special:

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

SPECIAL NOTES

Travel to locations throughout the District may be required

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
02-20-20
JAP

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS

CASE No. 11862

RECOMMENDATION(S):

CLASS TITLE:

Strategic Operations Administrator (NEW CLASS)

EFFECTIVE DATE:

February 20, 2020

GROUP, SERIES:

Executive/Administrative Group; Business Administrative Series

MONTHLY RATE:

\$10,159.83 \$10,720.80 \$11,304.14 \$11,933.38 \$12,584.98

SALARY SETTING BASIS:

Future salary movement is to be based on related classes in the Executive/Administrative Group, Business Administrative Series.

BACKGROUND:

The Executive Director of Student Health and Human Services has requested the establishment of the proposed class to perform high-level strategic planning duties in support of Student Health and Human Services (SHHS).

BASES OF RECOMMENDATION:

The incumbent in the proposed class will be responsible for planning, developing, and administering communication strategies to generate internal and external understanding and support for SHHS; representing the Executive Director of Student Health and Human Services in meetings with the Superintendent, Board Members, and other stakeholders; coordinating special projects and initiatives to meet the goals of the Division; and analyzing and researching federal, state, and local laws and regulations that impact SHHS.

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

A salary survey of other public agencies was conducted; however, a search for external market data produced no comparable classifications. Internally, the proposed Strategic Operations Administrator classification's responsibilities are similar in level of scope and responsibility as other specialized District classifications that plan, organize, and coordinate a variety of high-level professional activities and ensure that policies and procedures are properly executed. The incumbent in the new class will directly report to the Executive Director of Student Health and Human Services. There should be at least approximately an 11% difference between the new class and the Executive Director of Student Health and Human Services. Therefore, allocation of the proposed class to a salary range of \$10,159.83 - \$12,584.98/ month is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Strategic Operations Administrator in the list of classes exempt from the overtime payment provisions of the rule.

STRATEGIC OPERATIONS ADMINISTRATOR

DEFINITION

Administers, oversees, and coordinates the strategic planning activities, goals, projects, objectives, and communication for Student Health and Human Services.

TYPICAL DUTIES

Supports the Executive Director of Student Health and Human Services in strategic planning for the Division.

Liaises directly with the Superintendent or designee on Student Health and Human Services matters.

Plans, develops, and administers communication strategies to generate internal and external understanding and support for the objectives, strategies, and performance of the Student Health and Human Service Division.

Represents the Student Health and Human Services Division in meetings, working groups, and collaborative efforts with Board Members, the Superintendent, senior leaders, schools, community partners, and stakeholder groups.

Coordinates special projects and initiatives to meet the goals of the Student Health and Human Services Division.

Delivers District-wide presentations and conducts interoffice, departmental, and interagency meetings on behalf of the Student Health and Human Services Division.

Analyzes and researches federal, State, and local laws and regulations impacting the Student Health and Human Services Division.

Develops and delivers trainings to Student Health and Human Services leaders and school staff around applicable laws and regulations in partnership with the Office of the General Counsel.

Reviews and edits the division's high-visibility, high-impact communications.

Coordinates the development and revision of Student Health and Human Services policies to align with federal, state, and local laws and regulations.

Supports the District-wide implementation of laws that affect Student Health and Human Services and provides guidance to department leads.

Performed related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Strategic Operations Administrator performs high-level strategic planning duties in support of the Executive Director of Student Health and Human Services.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Strategic Operations Administrator receives general direction from the Executive Director of Student Health and Human Services. Supervision is exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Effective communications strategies
- Basic principles and methodology of project management
- Principles of public relations
- Collaborative problem-solving methods
- District and school policies and procedures, goals and objectives, organizational structure and functions
- Ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District
- Current issues regarding the District
- Interpersonal skills using tact, patience, and courtesy
- Effective administrative and managerial practices and ability to implement them

Ability to:

- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
- Review and evaluate project deliverables
- Explain and implement policies, procedures, and goals
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Communicate effectively orally and in writing
- Oversee multiple projects and issues while working effectively under pressure
- Contribute to strategic planning and establish objectives
- Be proficient with Microsoft Project, Word, Excel; and familiar with Outlook, Access, and PowerPoint or similar office productivity tools
- Establish clear performance expectations and evaluate based upon results
- Share decision-making
- Establish and maintain cooperative and effective working relationships with others

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in business or public administration, law, or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of experience in a managerial position with responsibility in at least three of the following areas: administrative analysis, financial analysis, policy development, project management, or report writing. A master's degree in business or public administration, or a Juris Doctor degree may substitute for two years of the required experience.

Special:

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by 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

02-20-20

KG