

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

Council Meeting

TUESDAY, APRIL 29, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, MAY 8, 2025
3:00 P.M., 12-192
BEAUDRY BUILDING, 12TH FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of April 3, 2025.
3. Receipt of minutes of the meeting of April 17, 2025.
4. Public Comment

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 1-1½ 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.

CONSENT ITEMS (5-13)

5. Ratification of Reclassification by Director's Approval:
 - a. Position in Human Resources Management Services Section, from Assistant Administrative Analyst (\$38.56270-\$47.25879/hr.) to Administrative Analyst (\$46.36195-\$56.96250/hr.), effective April 28, 2025. (RDA 79, Administrative Analysis & Assistance Series)
 - b. Position in Information Technology Services, from IT Infrastructure Project/Program Manager (\$10,528.72-\$13,059.13/mo.) to Senior IT Infrastructure Project/Program Manager (\$11,622.84-\$14,394.03/mo.), effective April 28, 2025. (RDA 149, Data Processing Series)
 - c. Position in Classification & Compensation Branch, Personnel Commission, from Human Resources Specialist II (\$39.36885-\$48.25636/hr.) to Human Resources Specialist I (\$33.37330-\$40.80979/hr.), effective May 8, 2025. (RDA 437, Human Resources Series)
 - d. Position in Talent Acquisition & Selection Branch, Personnel Commission, from Human Resources Specialist III (\$49.17330-\$60.51953/hr.) to Human Resources Specialist II (\$39.36885-\$48.25636/hr.), effective May 1, 2025. (RDA 438, Human Resources Series)
 - e. 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 April 7, 2025. (RDA 1881, Instructional Assistance Series)

5. Continued - Ratification of Reclassification by Director's Approval:

- f. 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 April 14, 2025. (RDA 1882, Instructional Assistance Series)
- g. 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 April 21, 2025. (RDA 1883, Instructional Assistance Series)

6. Approval of Class Descriptions recommended, effective May 8, 2025:

Associate Mechanical Engineer
Executive Director, Office of Data and Accountability
Licensed Vocational Nurse
Mechanical Engineer
Medical Assistant
Medical Supply Clerk
Supervising Mechanical Engineer

7. Authorization of Field of Competition in forthcoming examinations:

<u>Class Title</u>	<u>Recommendation</u>
Associate Mechanical Engineer (\$48.34764-\$59.43943/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.
Executive Director, Office of Data and Accountability (\$15,583.05-\$19,413.80/mo.)	
Licensed Vocational Nurse (\$37.11539-\$44.15901/hr.)	
Mechanical Engineer (\$56.05826-\$68.78796/hr.)	
Medical Assistant (\$26.26132-\$31.92830/hr.)	
Medical Supply Clerk (\$29.48582-\$35.94955/hr.)	
Supervising Mechanical Engineer (\$62.05436-\$76.24956/hr.)	

Class Descriptions dated May 8, 2025.

8. It is recommended that the following reclassification actions be ratified:

Senior Programmer Analyst (Oracle) to SQL Developer (Case 12699)
Food Service Manager II to Food Service Manager I (Case 12708)
Senior Secretary to Administrative Secretary I (Case 12709)

9. Abolishment of Unused Classifications. (Case 12710)

10. a. Title Change for the Class of Textbook Inventory Clerk. (Case 12655)

b. Approval of Class Description recommended, effective May 8, 2025:

Instructional Materials Clerk

c. Authorization of Field of Competition in forthcoming examination:

Class Title

Recommendation

Instructional Materials Clerk
(\$25.54382-\$31.01536/hr.)

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.

11. a. Establishment of the Class of Outdoor Education Program and Operations Manager. (Case 12705)

b. Approval of Class Description recommended, effective May 8, 2025:

Outdoor Education Program and Operations Manager

c. Authorization of Field of Competition in forthcoming examination:

Class Title

Recommendation

Outdoor Education Program and Operations
Manager
(\$9,831.66-\$12,211.35/mo.)

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.

12. a. Title Change for the Charter Schools Director. (Case 12715)

b. Approval of Class Description recommended, effective May 8, 2025:

Director, Charter Schools

12. Continued - Case 12715

c. Authorization of Field of Competition in forthcoming examination:

<u>Class Title</u>	<u>Recommendation</u>
Director, Charter Schools (\$15,583.05-\$19,413.80/mo.)	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.

13. Amendment of Rule 765, Senior Management Employees. Final Approval recommended, effective May 8, 2025. (Case 12716)

Purpose: The administration has requested an amendment of the rule to remove the classification of Executive Director, Office of Data and Accountability (1914) to the list of classes designated as senior management.

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

- A. Employee Discipline/Dismissal/Appeals
- B. Examination Appeals

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

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

Electrician (R.J., Case 0831)
Plant Manager II (T.H., Case 0179)

17. Consideration of the recommendation of Staff on the Examination Appeals for:

Administrative Assistant/Senior Administrative Assistant (K.Y., Case 0363)
CTE-Linked Learning Program Supervisor (Y.G., Case 0364)
Police Detective (W.E., Case 0365)
Principal Clerk (E.D., Case 0366)
Principal Clerk (J.F., Case 0367)
Special Education Assistant (J.B., Case 0368)
Transportation Inspector (E.J., Case 0369)

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

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

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

ASSOCIATE MECHANICAL ENGINEER

DEFINITION

Prepares mechanical engineering drawings, specifications, and cost estimates for school buildings and grounds, and supervises lower-level employees as assigned.

TYPICAL DUTIES

Determines the type of mechanical installation and computes sizes and capacities of equipment and piping for heating, ventilating, air-conditioning, plumbing, water, refrigeration, and sewer systems.

Prepares preliminary designs and layout sketches for projects involving major alterations to mechanical installations.

Prepares specifications, cost estimates, and material lists for large projects and reviews those prepared by others for small projects.

Reviews and checks working drawings for conformity to sound engineering practice, District mechanical engineering standards, and applicable codes and ordinances.

Coordinates projects with personnel in other design units and checks finished work for conflicts with other engineering and architectural features.

Checks information on file and visits project sites to analyze existing conditions and to study mechanical engineering problems.

Assists in preparing technical reports on conditions, and recommending design solutions for deficiencies to outline scope for critical repairs and major alterations.

Confers with personnel in other branches and divisions, public agencies, and utility companies concerning details of mechanical engineering projects.

Confers with commissioned mechanical engineers and manufacturers' representatives concerning District requirements for mechanical systems and their installation.

Checks and approves factory shop drawings and lists of mechanical equipment submitted by contractors for conformance to contract plans and specifications.

Represents the District on assigned projects in negotiations with contractors relative to change orders, contract time extensions, and payment requests, and in verifying final compliance with construction plans.

Determines design and performance characteristics of mechanical equipment and assists in preparing and revising District mechanical engineering guides.

May provides technical supervision on mechanical engineering construction work.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Mechanical Engineer performs and supervises activities of mechanical engineering design work for District structures and provides technical advice to engineering personnel.

A Mechanical Engineer performs mechanical engineering planning and design work; provides technical direction to District engineering personnel, commissioned architects, and consulting engineers; and may signs drawings and specifications as a registered engineer.

~~An Assistant Mechanical Engineer performs mechanical engineering design work for structures~~

~~under the supervision of a higher level mechanical engineer, and assists in the review of the work of commissioned architects and engineers.~~

SUPERVISION

General supervision is received from the Supervising Mechanical Engineer and/or Mechanical Engineer. Supervision is exercised over lower-level employees as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Terminology, symbols, and sources of mechanical engineering drafting and design information pertaining to building construction
Mechanical engineering principles and practices in expressing ideas, designs, and data in drawings as they relate to Heating, Ventilation, Air Conditioning, and Refrigeration, plumbing, and fire sprinkler design, including energy conservation applications
State and local codes pertaining to mechanical engineering features of building construction
Design principles, mathematics, and construction industry practices relative to mechanical engineering problems
Mechanical engineering design standards of the District
AutoCAD or other recognized major computer-aided design software system

Ability to:

Analyze mechanical engineering problems and formulate solutions
Effectively utilize AutoCAD software to create and update mechanical engineering plans and designs
Make accurate calculations in determining proper size and capacity of mechanical equipment
Interpret architectural and engineering plans and specifications
Identify problems in designs prepared by others
Work effectively with public officials, commissioned architects and engineers, and District personnel
Supervise effectively

Special Physical Requirement:

Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a ~~major~~ bachelor's degree in mechanical engineering that included completion of at least one course in a recognized, major computer-aided design software system, or possession of an Engineer-in-Training Certificate issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists and three years of experience in planning, designing, and preparing working drawings and specifications for mechanical systems for large commercial, government, or school buildings that included the use of at least one recognized, major computer-aided design software system.

~~Possession of an Engineer-in-Training Certificate issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists, and three years of experience in planning, designing, and preparing working drawings and specifications for mechanical systems for large commercial, government, or school buildings that included the use of at least one recognized, major computer-aided design software system.~~

Experience:

Three years of experience in planning, designing, and preparing working drawings and specifications for mechanical systems for large commercial, government, or school buildings that included the use of at least one recognized, major computer-aided design software system.

Special:

A valid license as a Professional Engineer in Mechanical Engineering issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is preferable.

~~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

~~Exempt from FLSA.~~

~~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
05-08-25
MHO

District Notification Date: 04-01-25
Union Notification Date: 04-07-25

EXECUTIVE DIRECTOR, OFFICE OF DATA AND ACCOUNTABILITY

DEFINITION

Oversees and directs the Office of Data and Accountability.

TYPICAL DUTIES

~~Directs and manages the offices of Testing, School Information, Student Information, and Student Records~~ Student Testing Branch, State Reporting Services Branch, Data Privacy and Analysis Branch, and the Student Records and Data Management Branch.

~~Supports the District's accountability system.~~

~~Oversees all District, State, and federal mandated testing programs including the District's periodic assessments.~~

~~Oversees~~ Manages the development of tools designed to measure compliance with the District's improvement objectives and the development and deployment of District data reporting platforms.

~~Supports the Superintendent and staff improvement objectives~~ senior leadership with data analysis and reporting needs.

~~Communicates to staff, the Board and the public the District's internal accountability and evaluation system performance on various student performance metrics.~~

~~Provides executive leadership in the reporting and publication of key performance indicators for the District.~~

~~Oversees the publication of official school and student level data.~~

~~Supports the design and implementation of the District accountability systems to improve effectiveness of instruction and efficiency of support services and operations.~~

~~Oversees data collection and analyzes, interprets, and synthesizes data into information that help guide policy and decision-making.~~

~~Serves on various committees directly related to the goals, objectives, and responsibilities of the Office, or as determined by the Superintendent of Schools or designee.~~

~~Oversees the approval process for provision of data for internal and external research studies for in the District.~~

~~Oversees the stewardship of historical student records, including the digitization process, and the protocols for release of student data to ensure data privacy.~~

~~Oversees the collection of the Household Income Form and the reporting of student eligibility for free or reduced-price meals.~~

~~Performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Director, Office of Data and Accountability provides oversight and direction over the Student Testing Branch, State Reporting Services Branch, Data Privacy and Analysis Branch, and the Student Records and Data Management Branch.

A Senior Executive Director of Strategy creates, communicates, executes, and monitors strategic initiatives and policies and is responsible for managing assigned departments and functions of the District including, but not limited to, data and accountability, program evaluation, strategic initiatives, schools of choice, and enrollment.

SUPERVISION

Administrative direction is received from the ~~Superintendent of Schools or designee~~ Senior Executive Director of Strategy. Supervision is exercised over technical, professional, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Effective research-based strategies, theories, techniques, and methods of instruction
Public Administration
Modern management theory
Budget development and implementation
Education Code, Board Rules and District policies and procedures
Emerging technologies in ~~the area of~~ assessment/accountability
Techniques and strategies for managing a large and diverse organization
Collective bargaining agreements in the District
Basic concepts and applications of electronic data processing
Principles of training, employee evaluation, employee relations, and progressive discipline
Principles of public relations
Principles and best practices for data management, analysis, visualization, and reporting
~~Data management and analytics~~

Ability to:

Analyze problems, make decisions, and be responsible for those decisions
Manage large system implementation projects in a cross-functional environment
Develop and implement objectives, policies, procedures, work standards and internal controls
Determine strategies to achieve goals
Conduct group presentations and facilitation
Communicate effectively, both orally and in writing with various stakeholders, District staff, and the community in a multiethnic educational environment
Exercise judgment and creativity in making decisions
Speak effectively and make formal presentations in public meetings and at staff briefings before a variety of groups
Interpret and explain data and statistics to schools and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Educational Administration, Education Policy, Business Administration, Political Science, Public Administration, or a related field. An advanced degree is preferred.

Experience:

Five years of management-level experience in school management, data management, education statistics, research, or assessment in the K-12 education sector.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

- ~~1. Senior Management classification.~~
- ~~2. Management class, exempt from bargaining units.~~
3. An employee of this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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Revised
05-08-25
RGK

LICENSED VOCATIONAL NURSE

DEFINITION

Performs medical procedures under the supervision of a credentialed School Nurse for students in school environments which include regular and special education school sites.

TYPICAL DUTIES

Performs or assists the credentialed School Nurse with basic nursing care, personal care, and protocols. These protocols may include but are not limited to the following: diabetes monitoring such as blood sugar testing and insulin administration, catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, injecting medications, tracheostomy suctioning, and ventilator dependent care.

Assists credentialed School Nurse with general health office management, documentation, and immunization record maintenance.

Assists or performs vision screening with a credentialed School Nurse.

Carries out the instructions of a supervising credentialed School Nurse to implement special physical handling, care, or exercise prescribed by the student's health care provider.

Cleans medical equipment as prescribed by the credentialed School Nurse or written protocol.

Administers prescribed medication as directed by the credentialed School Nurse.

Screens students for health conditions such as lice, fever, vomiting, and other communicable diseases/illnesses requiring exclusion from school.

Travels to various school sites to provide diabetic management and/or provide specialized physical healthcare procedures (protocols) as well as other locations as needed.

Maintains the health office in a clean and orderly manner including first aid supplies.

~~May assist teachers in maintaining discipline and encouraging acceptable behavior by the students.~~

May assist teachers on field trips by helping students meet physical needs ~~and maintaining discipline.~~

May assist assigned students(s) in the physical use of books, classroom materials, and equipment.

May lift disabled students in and out of holding or locomotive devices and on and off buses.

May make minor adjustments on special equipment, such as wheel chairs, crutches, braces, standing tables, and gurneys.

May obtain food from the ~~kitchen~~ cafeteria, serve food and feed students, or help them feed themselves.

May assist students receiving special education services with all aspects of toileting which may include diapering and lifting students on and off the toilet, changing tables, and mats.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the direction of a credentialed School Nurse.

A Medical Assistant provides support to physicians, nurse practitioners, and psychiatrists in all aspects of clinical practice by performing administrative, clinical, and laboratory duties.

A Health Center Manager is responsible for the routine management of a School Health Center that has several clinics.

SUPERVISION

General supervision is received from a District Nursing Service's administrator. Clinical supervision is received from a credentialed School Nurse or a School Nursing Services administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Proper use and care of medical materials, supplies, and equipment
- CPR and First-aid techniques
- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of human injuries, diseases, and deformities
- Microsoft Windows operating systems and Office Suite programs

Ability to:

- Communicate orally and in a clear manner with students, parents, community representatives, and District personnel, both individually and as a group
- Listen to and understand information presented orally
- Respond quickly in an emergency situation
- Comprehend and compose written English communication
- Interpret data, define problems, establish facts, and draw valid conclusions
- Operate a personal computer and associated peripheral equipment

Special Physical Requirements:

- Visual acuity to see details at close range
- Ability to push/pull, squat, twist, turn, bend, stoop, and reach overhead
- Ability to lift 25 lbs.
- Physical stamina sufficient to sit, stand, or walk for prolonged periods of time
- Manual dexterity sufficient to provide medical treatments
- Mobility to traverse all areas of the work site
- Ability to perform cardio-pulmonary resuscitation with use of an automated external defibrillator (CPR/AED) and first aid

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Special:

A valid California Vocational Nurse License.

A valid Basic Life Support (BLS) certificate for health care providers issued by the American Heart Association or the American Red Cross is required and must be kept valid during the term of employment

A First-Aid certificate issued by the American Heart Association or American Red Cross is required and must be kept valid during the term of employment.

~~A valid California Driver License.~~

~~The daily use of an insured 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

A Los Angeles Unified School District Food Handler's Certificate must be obtained upon appointment and renewed annually.

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
05-08-25
SH

District Notification Date: 4-1-25
Union Notification Date: 4-4-25

MECHANICAL ENGINEER

DEFINITION

Performs mechanical engineering planning and design, provides technical direction to District personnel, commissioned architects, and consulting mechanical engineers on matters related to mechanical design and certifies design plans.

TYPICAL DUTIES

- Advises, consults with, and gives technical direction to commissioned architects, ~~structural~~ engineers, and their consulting mechanical engineers on District policies and guides for the design of heating, ventilating, air-conditioning, plumbing, piping, refrigeration, fire-sprinkler, and other mechanical systems in the construction of new buildings and the major alteration of existing structures.
- Provides technical direction to personnel of the Mechanical Engineering Unit in the preparation of mechanical designs, specifications, and cost estimates.
- Assesses existing mechanical infrastructure at District sites, prepares technical reports on conditions, and recommends design solutions for deficiencies to outline scope for critical repairs and major alterations.
- Reviews drawings and specifications created internally or submitted by commissioned or consulting mechanical engineers for conformance to District policies and guides, and for possible conflict with other architectural and engineering features, and requests necessary revisions.
- Submits recommendations for commissioning of mechanical engineers by the District, evaluates engineers' proposals on scope of work and fees, reviews engineers' completed work, and recommends payment or non-payment of partial and final fees.
- Prepares and maintains the mechanical engineering standards and specifications to ensure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation.
- Advises contractors, commissioned architects and engineers, and District construction inspectors on mechanical engineering problems encountered during construction.
- Conducts research and makes reports on mechanical systems and equipment, installation methods, and related costs.
- Confers with and advises District personnel, utility company officials, manufacturers' representatives, and officials of other public agencies on matters pertaining to District mechanical engineering guides.
- May professionally certify drawings, specifications, and mechanical designs for assigned District and commissioned projects, as needed.
- ~~Provides professional certification of mechanical designs for assigned District and commissioned projects.~~
- Performs the more difficult mechanical engineering work of the unit.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Mechanical Engineer performs mechanical engineering planning and design work; provides technical direction to District personnel, commissioned architects, and consulting engineers; and may signs plans and specifications as a registered engineer.

The Supervising Mechanical Engineer supervises the activities and personnel of the Mechanical Engineering Unit, selects and directs the activities of commissioned mechanical engineers, and represents District interests relative to mechanical engineering concerns; and serves as the Engineer of Record for District mechanical engineering work.

An Associate Mechanical Engineer performs and supervises mechanical engineering design work for school structures and provides technical advice to engineering personnel.

SUPERVISION

General supervision is received from the Supervising Mechanical Engineer. ~~Immediate~~
~~sSupervision is~~ may be exercised over District mechanical engineering personnel. ~~Functional-~~
~~Technical direction~~ supervision is exercised provided to commissioned architects and their
consulting mechanical engineers on ~~over~~ matters related to mechanical engineering design.

CLASS QUALIFICATIONS

Knowledge of:

Principles and standard practices of mechanical engineering as they relate to Heating, Ventilation, Air Conditioning, and Refrigeration, plumbing, and fire sprinkler design, including energy conservation applications
State and local codes pertaining to mechanical engineering features of building construction, including energy conservation regulations
Relationship of mechanical engineering to the other engineering and architectural features of buildings, including cost and operation comparisons
Capabilities of a recognized computer-aided design software system
Principles of supervision
AutoCAD or other recognized major computer-aided design software system

Ability to:

Provide technical review and advice tactfully and effectively
Effectively utilize AutoCAD software to create and update mechanical engineering plans and designs
Comprehend plans and specifications and edit the work of others
Write clear and concise reports and technical descriptions
Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies and utility companies

Special Physical Requirement:

Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Special:

A valid license as a Professional Engineer in Mechanical Engineering issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.
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.
~~A valid California Driver License~~
~~Use of an automobile~~

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Revised
05-08-25
MHO

District Notification Date: 11-14-24
Union Notification Date: 04-07-25

MEDICAL ASSISTANT

DEFINITION

Provides overall support to District physicians, optometrists, nurse practitioners, and psychiatrists in various aspects of clinical practice by performing administrative, clinical, and laboratory duties.

TYPICAL DUTIES

Prepares exam and treatment rooms with necessary supplies and equipment.
Prepares and maintains supplies and equipment for exam and treatments.
Obtains patient health history and vital signs such as height, weight, pulse, respiration, temperature, allergies, and blood pressure.
Performs pre-exam procedures such as vision and audiometry screenings.
Assists with diagnostic tests, phlebotomy, and a variety of routine lab tests.
Screens and follows-up on student and patient lab results.
Calls in prescriptions and refills as directed by provider.
Assists in administering first aid.
Administers immunizations and medications under the physician or nurse practitioner's direction and supervision.
Maintains immunization and medication records.
Coordinates patient health care with other District and community health care providers and agencies.
Answers phones at clinics, schedules appointments, and screens calls for triage.
Maintains schedules for clinic provider.
Checks patients in and out and obtains consent signatures from parents and guardians.
Obtains financial information and verifies insurance eligibility.
Maintains paper and electronic health and medical records.
Reviews the completion of paper and electronic forms for submission to the Cost Recovery Unit.
Maintains clinic record logs such as emergency equipment available, emergency drills held, patient follow-ups, and staff development trainings.
Assists parents and students in completing clinic forms.
Performs cardiopulmonary resuscitation in a cardiac emergency as necessary.
Requests medical records from other health care providers.
Uploads paperwork and forms to an electronic health record system.
Prepares requisitions for supplies and equipment, and arranges for maintenance of equipment and facilities.
Transports vaccines and medical supplies as needed.
Types and submits correspondence and reports requested by physicians, optometrists, nurse practitioners, and psychiatrists.
Operates a variety of office machines, such as copiers, calculators, office computers or other related peripheral equipment.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Medical Assistant provides support to physicians, optometrists, nurse practitioners, and psychiatrists in all aspects of clinical practice by performing administrative, clinical, and laboratory duties.

A Health Office Clerk provides clerical support to the school health office and delivers specialized health care procedures and medical treatments not requiring a nursing license to students on an as-needed basis.

A Medical Administrative Assistant provides administrative support to the Student Medical Services (SMS) Director or the Medical Director, Employee Health Services relative to student medical services, employee health, and public health.

SUPERVISION

Clinical supervision is received from a District Physician, Nurse Practitioner, or School Psychiatrist. General supervision is received from the Department/Program assigned administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Proper use of medical equipment such as thermometers and blood pressure instruments
- Proper operation of technical medical devices and equipment used for lab tests and clinical procedures
- Laboratory and clinical procedures regarding immunization and routine laboratory tests such as urine, pregnancy, hemoglobin, and hematocrit tests
- Safety requirements when handling biohazard specimens or contaminated instruments
- Medical terminology
- Cardiopulmonary resuscitation and first aid techniques
- Computer applications such as word processing, database, excel, and email
- Structure and purpose of ICD 10, CPT coding, health care licensing, and certification requirements
- Electronic health records and data management systems
- Medical transcription practices
- Vaccine storage and transportation methods
- Office practices and procedures
- Basic laws and rules affecting the functions of the organization
- Basic record keeping principles

Ability to:

- Take vitals, perform venipuncture, administer injections, and assist in medical emergencies
- Exercise sound judgment and maintain confidentiality regarding sensitive information
- Handle multiple tasks and prioritize tasks with strong organizational skills
- Interpret and transcribe medical terminologies, policies, and bulletins
- Work and complete tasks independently while meeting deadlines with broad guidance and supervision
- Work well with diverse groups of people
- Obtain and impart information tactfully and accurately
- Gather, assemble, and organize data and create databases for medical services
- Type reports and correspondence
- Perform cardiopulmonary resuscitation
- Assist in providing first aid
- Use a computerized electronic health records system
- Operate a computer and associated peripheral equipment
- Interpret and explain rules, regulations, and policies

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of a recognized general medical assistant program where a diploma or certificate of completion is granted.

Experience:

One year of experience performing clinical duties in a medical facility that offers pediatric or adolescent services.

Special:

A CPR certificate issued by the American Heart Association or American Red

Cross and must be kept valid during the term of employment.

Certification as a Certified Medical Assistant (CMA) is highly preferable.

EKG and phlebotomy certifications are preferable.

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

Ability to speak Spanish may be required for some positions.

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
05-08-25
BM

District Notification Date: 03/05/2025
Union Notification Date: 04/09/2025

MEDICAL SUPPLY CLERK

DEFINITION

Orders, receives, stores, and issues medical supplies and equipment, and performs manual and clerical duties related to the maintenance of a central supply facility for District health and medical programs.

TYPICAL DUTIES

Receives, inspects, and stores medical equipment and supplies delivered by vendors and District personnel.

~~Disburses~~ Transports medical supplies and equipment from a stock room to health centers, schools, and offices.

Maintains medical supplies and equipment, packages and stores vaccine supplies such as measles, mumps, DPT/Tdap, rubella (MMR), polio, Hepatitis A, Hepatitis B, varicella, Hib, meningitis, pneumococcal, HPV, and influenza utilizing sterile techniques and approved procedures such as maintaining temperature logs in an electronic system.

Arranges for the disposal of contaminated medical supplies.

Provides information related to medical supplies, equipment, and their availability and use to District staff.

Maintains access to the California Immunization Registry and utilizes the registry to monitor vaccine inventory and administration, as needed.

Notifies District Nursing Services and Student Medical Services designated staff when medical supplies and equipment inventories are low and may assist with ordering supplies.

Maintains storage facilities and equipment in a clean and orderly condition.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Medical Supply Clerk maintains a central supply facility and performs manual and clerical duties in relation to ordering, receiving, storing, and issuing medical supplies and equipment.

A Stock Clerk performs manual and some clerical duties with regard to one or more supply operations and may exercise work direction over Stock Workers and clerical personnel.

SUPERVISION

General supervision is received from the Director, District Nursing Services or designee.

CLASS QUALIFICATIONS

Knowledge of:

Basic medical supplies

Proper methods of handling, storing, wrapping, and packing sterile items, including fragile and perishable materials

Safety precautions required in handling various solvents and reagents

Vaccines storage and transportation methods

Purchasing procedures

Ability to:

- Perform clerical and manual operations required in a stock room
- Exercise proper judgment in loading and moving material safely
- Maintain good relations with District personnel and vendors
- Plan work and schedule deliveries to meet timetables
- Make accurate arithmetic calculations
- Use a computer and associated peripheral equipment

Special Physical Requirements:

- Safely lift and carry supplies and equipment weighing up to 50 pounds
- Manual dexterity required to handle fragile vials
- Visual acuity required to read small print on medical supply labels and calibrated equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in receiving, inspecting, storing, or issuing supplies and equipment, preferably including six months in handling medical and laboratory supplies and equipment.

Special:

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

~~Completion of the California Immunization Registry training is required by the end of the probationary period.~~

SPECIAL NOTES

Completion of the California Immunization Registry training is required by the end of the probationary period.

Completion of the Vaccines for Children (VFC) program training is required by the end of the probationary period and must be taken annually for the duration of employment.

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.

Revised
05-08-25
BM

District Notification Date: 04/02/2025
Union Notification Date: 04/14/2025

SUPERVISING MECHANICAL ENGINEER

DEFINITION

Supervises the personnel and activities of the Mechanical Engineering Unit and confers with school personnel, commissioned architects, and consulting mechanical engineers on matters related to mechanical engineering design of District facilities.

TYPICAL DUTIES

Supervises the personnel and activities of the Mechanical Engineering Unit engaged in: the preparation of mechanical engineering project scope definition documents, designs, working drawings, and specifications for mechanical systems and equipment, such as heating, air conditioning, plumbing, water, sanitary, and drainage systems; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs of mechanical systems and installations; and the review and approval of drawings and specifications prepared by commissioned mechanical engineers and consulting engineers for compliance with regulations and to identify inconsistencies with other architectural and engineering plans and specifications.

Serves as the Engineer of Record for District mechanical engineering work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Selects the commissioned mechanical engineers, arranges special work programs and procedures, and supervises the execution of the programs; evaluates proposals on the scope of work and fees; reviews completed work; and recommends payment or nonpayment of partial and final fees.

Consults, advises, and gives technical direction to commissioned architects, structural engineers, and their consulting mechanical engineers on District policies and guides for the design of various mechanical systems.

Prepares or directs the preparation of mechanical design specifications and standards and maintains mechanical engineering guides to ensure conformance with applicable codes within the framework of quality, economy, and District policies.

Confers with and advises District personnel, utility company officials, trade groups, manufacturers' representatives, and public officials on problems and matters relating to the District's mechanical engineering guides.

Consults with and advises maintenance and inspection personnel relative to mechanical facilities and equipment.

Supervises the preparation and dissemination of public utility service orders and drawings, signs contracts with utility firms for the District, and recommends approval of utility service payments.

Conducts research, requests field testing, reviews and evaluates field-test results, and prepares reports on mechanical systems, equipment, and installation methods and related costs.

Performs the more difficult mechanical engineering work.

Develops the District's mechanical engineering policies and establishes standards for mechanical engineering work.

Advises District administrators on the qualifications of commissioned mechanical engineers proposed by commissioned architects or structural engineers.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Mechanical Engineer supervises the activities and personnel of the Mechanical Engineering Unit, assists in the selection and directs the activities of commissioned mechanical engineers, and represents District interests relative to mechanical engineering concerns; and serves as the Engineer of Record for District mechanical engineering work.

A Mechanical Engineer performs mechanical engineering planning and design work; provides technical direction to District personnel, commissioned architects, and consulting engineers; and may signs plans and specifications as a registered engineer.

An Associate Mechanical Engineer performs and supervises mechanical engineering design work for District structures and provides technical advice to engineering personnel.

SUPERVISION

General supervision is received from a ~~Senior Facilities Project Manager~~ or higher level administrator. Supervision is exercised over the staff of the Mechanical Engineering Unit. ~~Technical direction is given to commissioned mechanical engineers.~~ Technical direction is provided to commissioned architects and their consulting mechanical engineers on matters related to mechanical engineering design.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and standard practices of mechanical engineering, including energy conservation applications
- State and local codes pertaining to mechanical engineering features of building construction, including energy conservation regulations
- Relationship of mechanical engineering to other engineering and architectural features of buildings, including cost and operation comparisons
- Capabilities of a computer-aided design software system
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project management

Ability to:

- Provide technical review and advice tactfully and effectively
- Comprehend drawings and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Manage multiple projects simultaneously
- Supervise effectively
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies and utility companies

Special Physical Requirement:

- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

~~Five years of experience~~ One year of experience as a registered mechanical engineer in planning, designing, and preparing mechanical engineering designs and specifications for large commercial, governmental, or school building projects as a registered mechanical engineer.
~~Two years of engineering experience in a supervisory or management position is preferable.~~ One year of supervisory experience is preferable.

Special:

A valid license as a Professional Engineer in Mechanical Engineering issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

~~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.

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 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
05-08-25
MHO

District Notification Date: 03-12-25
Union Notification Date: 04-07-25

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:

From:	Senior Programmer Analyst (Oracle) (3810) (\$56.55633- \$69.61173/ Hourly)	To:	SQL Developer (4868) (\$59.33048- \$73.06483/ Hourly)
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POS:	(30416479) A Basis	(30416479) A Basis
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Location:	Enterprise Data Management, Information Technology Services (ITS)	Incumbents:	P. Pham (EN 1087074) Cost Center (1078501)
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Reason for Reclassification: The subject position meets the class concept of SQL Developer in that the incumbent in the position has been assigned to use SQL (Structured Query Language) programming language to create database structures, manage records, perform actions, and retrieve data to provide web-based cloud hosted software suites for the Special Education Data Management (SEDM) system and Student Medical Services Management System (SMSM). In addition, the incumbent is responsible for reviewing, optimizing existing, and creating new reports using SQL objects to develop Welligent PowerBI/Executive dashboards, Whole Child/Snowflake Integration, and Welligent ad-hoc reports; reviewing and creating new integration to send/receive data to/from the SEDM/SMSM system and other District systems such as MiSiS, Focus, StudentID, Parent Portal, and Whole Child; enhancing existing Extract, Transform, and Load (ETL) and SQL Server Integration Services (SSIS) processes; building and maintaining SQL Scripts, indexes, and complex queries for data analysis and extraction; and streamlining processes using software life cycle by documenting technical requirements, designing reports/integrations, developing and testing enhancements, implementing changes, and providing ongoing production support. The shift in responsibilities is part of Information Technology Services' (ITS) modernization and transition from on premise services to cloud infrastructure.

Status of Incumbent: Incumbent P. Pham (EN 1087074) is reachable on the SQL Developer eligibility list and may be appointed to the reclassified position or be otherwise assigned.

Approval Date: April 28, 2025

Case: 12699

RGK/JAP

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

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)
Rosa Parks LC (1357601)	850	Food Service Manager II (cc4292)	Food Service Manager I (cc4291)	30067871 (C)

Reason for Reclassification: The revised duties and responsibilities of the position are consistent with the recommended classification.

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: May 8, 2025

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: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

From:	Senior Secretary (2865) (\$29.55425- \$35.95287/hourly)	To:	Administrative Secretary I (2406) (\$35.20606- \$43.09866/hourly)
POS:	(30486497) A Basis	POS:	(30486497) A Basis
Location:	Advanced Learning Options, Office of Special Education & Specialized Programs	Incumbent:	K. Folgar (EN 1023615) Cost Center (1016201)

Reason for Reclassification: The subject position meets the class concept of an Administrative Secretary I in that the position's scope of responsibilities has increased to provide secretarial and administrative services and support to the Director of Advanced Learning Options. The assigned duties also include preparing, editing, reviewing and processing interoffice correspondence and board informatives; responding to inquiries from District personnel and the public; providing guidance and maintaining timekeeping policies and procedures; assisting the Director with budget preparation processes; monitoring and logging P-Card and general expenditures; coordinating various professional development sessions or conference travel; assisting with proofreading and review of contracts; and will be assigned supervisory duties over lower-level clerical staff.

Status of Incumbent: Incumbent K. Folgar (EN 1023615) is reachable on the Administrative Secretary I eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: April 28, 2025

RGK/CC

c: Talent Acquisition and 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: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective May 8, 2025:

- I. The following classes be abolished:

Unit E:

Assistant Mechanical Engineer (1766)

Unit S:

Assistant Civil Engineer (1541)

- 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

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 CLASS**

RECOMMENDATIONS:

It is recommended that, effective May 8, 2025, the following class, 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>
Textbook Inventory Clerk (2644)	Instructional Materials Clerk (2644)

BASES OF RECOMMENDATION:

The proposed change in the class title will better reflect the concept of the job function. The class description with changes is 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 incumbent.

RGK/SH

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

Case: 12655

May 8, 2025

TEXTBOOK INSTRUCTIONAL MATERIALS INVENTORY CLERK

DEFINITION

Travels ~~extensively~~ to various District locations and performs specialized duties related to ~~receiving, processing, inventorying and distributing textbooks and other~~ the management of instructional materials.

TYPICAL DUTIES

Advises and provides technical assistance to District personnel in barcode applications, distribution of textbooks and the textbook inventory control system.

Assists District personnel with ~~textbook instructional materials~~ inventory and related procedures.

Inputs and maintains data related to instructional materials in the District's Library and Resource Management System.

Prepares reports on the status of textbooks and library materials, including updates on inventory, losses, and acquisitions.

Inputs detailed information and verifies accuracy regarding barcodes, International Standard Book Numbers (ISBN), and quantities ordered, ~~and delivery times into the computer-based inventory control system.~~

Checks textbook purchase orders and packing slips for ISBN, description, quantity, and price; identifies errors and enters new data, changes, and corrections to the purchase order or inventory system.

~~Reviews purchasing documents using State adopted and District approved lists to develop new barcode reader numbers, unit designations, and dollar value of books assigned to students.~~

~~Monitors textbook ordering and receiving paperwork by comparing data with computer's visual display to identify discrepancies, resolves inventory errors by manual count, and reviews order history; and corrects supporting documents or computer data as necessary.~~

~~Conducts periodic audits of textbooks and purchase orders at assigned locations and prepares reports.~~

Responds to inquires from school library staff and other groups to impart and obtain pertinent information such as cataloging, weeding, and catalog statistics.

Reviews school inventory reports to obtain and provide information about textbook availability, price, quantity ordered, ordering units, delivery dates, and ~~back orders~~ backorders.

~~Expedites deliveries, partial shipments, and changes on school purchase orders by contacting vendors.~~

Participates in electronic inventory searches to recover misplaced textbooks and inputs corrections to the inventory control database.

~~Prepares and mails form letters and other correspondence to parents and school personnel regarding lost textbooks and other textbook related matters.~~

Maintains files of textbook requisitions, computer input forms, computer printouts, and other documents.

May travel to school locations as necessary.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An ~~Textbook Inventory~~ Instructional Materials Clerk performs a variety of ~~textbook inventory control functions for the management of instructional materials, assists school personnel with textbook procedures, barcodes books and enters data in computer files, processes supporting documents, and communicates details of textbook inventory status to District offices, schools, and school site administrators.~~

An Inventory Control Clerk performs a variety of inventory control and related clerical duties; codes update forms to change data in computer files, processes supporting documents, and communicates details of inventory status to District offices, schools, and vendors.

A Library ~~Aide~~ Technician provides library media services for students and teachers.

SUPERVISION

General supervision is received from an administrator ~~the Integrated Library and Textbook Support Services Coordinator or Specialist~~. Immediate supervision is received from a Supervising Clerk. Work direction may be given to lower-level clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Basic use of personal computers
- Basic data entry methods
- Purchasing procedures and inventory terms
- Inventory terms
- Appropriate techniques used in giving information to the public in person, on the telephone, and via email.

Ability to:

- Learn and Apply District textbook policies, rules, and procedures
- Learn various systems and applications
- ~~Identify and resolve problems in document processing and in a computer database~~
- Verify and correct data for accuracy and completeness
- Work effectively with groups and individuals
- Perform clerical and manual operations ~~required in a textbook room or warehouse~~
- Communicate clearly and effectively orally and in writing
- Use Microsoft Office Outlook, Word, and Excel
- Use computer hardware and software to input, edit, and format data and information
- Compose e-mail documents

Special Physical Requirements:

Ability to safely pull, push, lift, and move objects weighing up to ~~100~~ 40 pounds.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by ~~one~~ courses in computer usage and office practices and procedures.

Experience:

One year of experience performing clerical work that included using a computer keyboard and ~~record keeping responsibilities~~ maintaining records. School based textbook inventory and school library experience is ~~desirable~~ preferable.

Special:

~~A valid California Driver License~~

~~Use of an automobile may be required for some positions~~

A valid driver's license to legally operate a motor vehicle in the State of California or the ability to utilize an alternative method of transportation.

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
05-08-25
JPK/SH

District Notification Date: 1-16-25
Union Notification Date: 3-31-25

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS**

CASE No. 12705

RECOMMENDATION(s):

CLASS TITLE:

Outdoor Education Program and Operations Manager

EFFECTIVE DATE:

May 8, 2025

GROUP, SERIES:

Executive/Administrative Group, Business
Administrative Series

MONTHLY SALARY RANGE:

\$9,831.66 \$10,394.17 \$10,964.76 \$11,571.03
\$12,211.35/mo

SALARY SETTING BASIS:

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

BACKGROUND:

The Beyond the Bell Branch has requested the review of the Outdoor Education administrative functions in their organization. The proposed classification of Outdoor Education Program and Operations Manager will address the realignment of staff involved in overseeing the outdoor education camps and Day of Discovery program.

BASES OF RECOMMENDATION:

The incumbent in this position will be responsible for various aspects of the outdoor education program, operations, safety and security at the Outdoor Education Centers and Day of Discovery programs. They will serve as the primary point of contact for issues related to the health, safety, and welfare of students and facilities; conduct site inspections at outdoor education facilities to ensure compliance with health and safety standards; review and approve all K-12 school-initiated hiking and camping trips to non-district sponsored locations; and develop and maintain data tracking systems to monitor program effectiveness, including student participation rates, incident reports, staff vacancies, and program implementation.

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

The proposed salary is based on internal alignment. Classifications at the salary range of \$9,831.66-\$12,211.35/mo or \$117,979.92-\$146,536.20/yr. perform similar scope and level of responsibility of managing and coordinating a District program with oversight of the program, logistics, communication, and training of staff. Therefore, the salary range of \$9,831.66-\$12,211.35/mo or \$117,979.92-\$146,536.20/yr is appropriate.

RULE AMENDMENT(s):

Final approval is to be given to the amendment of Rule 596, Overtime to include the Outdoor Education Program and Operations Manager in the list of classes exempt from the overtime payment provisions of the rule.

OUTDOOR EDUCATION PROGRAM AND OPERATIONS MANAGER

DEFINITION

Manages various aspects of the outdoor education program, operations, safety, and security planning and delivery; communicates District policies regarding outdoor education programs to school personnel, and District administrators; and serves as the primary point of contact for the outdoor education centers and Day of Discovery programs.

TYPICAL DUTIES

Oversees the various components of the program and operations of the outdoor education centers and Day of Discovery.

Serves as the primary point of contact for issues related to the health, safety, and welfare of students and facilities at outdoor education centers and Day of Discovery programs.

Coordinates the "first response" to crisis situations by developing and evaluating site emergency response plans, conducting emergency drills, assessing response protocols at outdoor education centers, completing Situation Reports to update leadership, and collaborating with various District departments during emergencies.

Conducts site inspections at outdoor education facilities to ensure compliance with health and safety standards, including emergency procedures, asbestos and pest management, campus safety, facilities maintenance, and injury and illness prevention protocols.

Renews required permits (e.g., swimming pool, well water, animals) and ensure compliance with State Water Board requirements (e.g., water testing, bacteriological tests, water system fees) within established timelines.

Responds to requests for information and inquiries regarding program data, schedules, staffing, and other information as requested.

Reviews and approves all K-12 school-initiated hiking and camping trips to non-district sponsored locations.

Creates and regularly updates program-related materials, including District policies, annual budgets, budget justification plans, onboarding protocols, staff handbooks, safety manuals, brochures, and website content.

Visits schools to promote outdoor-education programs, conduct parent orientations, and provide logistical support to school sites in preparation for an upcoming trip.

Develops and maintains data tracking systems to monitor program effectiveness, including student participation rates, incident reports, staff vacancies, and program implementation.

Collaborates with external agencies and community partners to strengthen relationships, expand programs, and stay up-to-date on outdoor and environmental education issues.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Outdoor Education Program and Operations Manager is responsible for managing the operations, safety, and security of the outdoor education centers and the Day of Discovery programs.

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

The Outdoor-Education Center Manager directs and coordinates the operations of an outdoor education center.

SUPERVISION

General supervision is received from an administrator in Beyond the Bell. Supervision is exercised over the Outdoor Education Center Managers and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamentals of organizing and conducting outdoor and environmental education activities,
- Safety regulations governing the use of outdoor education facilities
- Principles of natural sciences as related to outdoor education
- Fundamentals of current outdoor education standards
- First-aid procedures
- Health and safety standards
- Emergency management practices and procedures
- Basic budget practices and procedures

Ability to:

- Develop and present professional development on various topics related to outdoor and environmental education, operations, and environmental and health safety protocols
- Train staff in effective practices and supervise personnel
- Establish and maintain partnerships with outside agencies, administrators, and staff
- Make critical decisions under pressure and assume leadership role in crisis situations
- Develop detailed reports, analyze data, and prepare correspondence related to the program
- Communicate effectively orally and in writing
- Utilize Microsoft Office Suite
- Develop schedules and coordinate activity plans

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience supervising outdoor and environmental education programs, to include monitoring and implementing outdoor education program requirements, analyzing data, and developing reports. Experience with maintenance and operation requirements is preferred, including, but not limited to, requirements related to environmental health and safety compliance, emergency preparedness and response, and permits.

Special:

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

SPECIAL NOTES

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

This position requires the employee to be on call and respond to operational concerns, emergencies, weather events, and provide direct support at an outdoor education center or a Day of Discovery partner site as needed.

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

05-08-25

SH/MJM

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 THE CLASS OF CHARTER SCHOOLS DIRECTOR**

RECOMMENDATIONS:

It is recommended that, effective May 8, 2025, the following class, position, and employment list be reclassified, for the purpose of title change only:

From <u>Current Title</u>	To <u>Proposed Title</u>
Charter Schools Director (2025)	Director, Charter Schools (2025)

BASES OF RECOMMENDATION:

The proposed change in the class title will better align it with similar classes at that level in the Classified Service. The class description with moderate changes is 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 incumbent.

RGK

DIRECTOR, CHARTER SCHOOLS DIRECTOR

DEFINITION

~~Oversees and directs~~ Manages, coordinates, and administers the activities related to the District's ~~efforts~~ responsibilities in ~~developing, overseeing, and renewing~~ over ~~Charter~~ Schools as required by law.

TYPICAL DUTIES

~~Directs and provides Charter School oversight of charter schools to ensure proper processes and procedures are implemented and followed, act as a liaison to Charter School administrative staff and provide guidance as needed, and ensure required information is provided to the District in a timely manner.~~

Facilitates communications and cooperation among the District, charter schools, the State Department of Education, ~~the Secretary of Education~~, and other public and private ~~agencies~~ entities

Provides advice and counsel to the Superintendent of Schools, Cabinet/Senior Staff, Board of Education, Superintendent, Local District Superintendents, and Principals and related District offices regarding charter school issues.

~~Oversees the activities of Principals, ensuring compliance with Board policies and the Superintendent of School-s directives; advises Principals regarding implementation of programs and day-to-day personnel and operational concerns of Charter Schools.~~

Serves as a liaison to the appropriate District ~~organizations~~ offices regarding instructional and operational initiatives and projects, improvements, planning, building, maintenance, and operations of physical facilities of Charter Schools.

Oversees the annual process to provide reasonably equivalent District facilities to charter school students pursuant to Proposition 39 (Education Code Section 47614 et seq) and District Policy

Reviews ~~Charter~~ School petitions/proposals and makes recommendations as appropriate pursuant to legal and policy criteria, and provides information to the District Leadership, Superintendent and Board of Education regarding impact of Charter School proposals.

~~Plan, prioritize, select, train, assign, supervise, and review~~ Oversees the work of staff responsible for providing services for ~~Charter~~ Schools and meets with staff to identify and resolve problems and review and evaluate methods, and procedures.

Represents the Superintendent of Schools District Leadership at conferences and departmental various meetings and/or conferences regarding issues related to ~~Charter~~ Schools.

Attends and participates in professional group various meetings and stays abreast of trends and legislative issues related to ~~Charter~~ Schools.

Resolves complaints and concerns of teachers, students, and parents that are not resolved at the school level.

Establishes and maintains communication with parents and the community regarding educational matters, community concerns, and school operations related to charter schools; promotes appropriate collaboration among stakeholders and increased accountability for results; interacts-effectively with Parent/Community Advisory Councils; and ensures that all parent education-involvement activities promote and are aligned with District Charter Schools policy.

Assists in preparing and administering a budget for Charter Schools Division and maintains responsibility for its control and administration.

~~Evaluates the performance of subordinate personnel.~~

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Charter Schools ~~Director~~ manages, coordinates, and administers the activities of the Charter Schools Division.

A Senior Executive Director of Strategy creates, communicates, executes, and monitors strategic initiatives and policies and is responsible for managing assigned departments and functions of the District including, but not limited to, data and accountability, program evaluation, strategic initiatives, schools of choice, and enrollment.

~~Executive Director, Innovation and Charter Schools reports directly to the Superintendent of Schools in coordinating the District's efforts in improving student achievement and graduation rates through the establishment and maintenance of autonomy/accountability schools and charter schools.~~

SUPERVISION

General direction is received from the ~~Executive Director, Innovation and Charter Schools~~ Senior Executive Director of Strategy. General supervision is exercised over lower-level certificated, ~~technical, and clerical~~ classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, and negotiated contracts and consent decrees ~~as these~~ that affect ~~C~~charter ~~S~~schools
Working knowledge of current instructional programs and curriculum
Operation, services, activities, and guidelines of ~~C~~charter ~~S~~schools
Pertinent federal, State, and local ~~legislative~~ regulations relating to ~~C~~charter ~~S~~schools-
~~Recent~~ Research findings and trends relating to ~~C~~charter ~~S~~schools
~~Current~~ ~~t~~Trends in external programs and ~~C~~charter ~~S~~schools
Basic procedures, methods, and techniques of budget control
~~Recent~~ ~~d~~Developments, ~~current~~ literature, and sources of information related to Title I programs
~~Community-based organizations, educational agencies, law enforcement agencies, and other local, State, and federal agencies related to the program~~
Modern principles and practices of program development and implementation
~~Knowledge of and skill in~~ ~~b~~Budget preparation and control
Budget development and implementation
Principles of training, employee evaluation, employee relations, and progressive discipline
Principles of public relations

Ability to:

Communicate effectively both orally and in writing, with various stakeholders, colleagues, and other District personnel staff and community representatives/constituents, both individually and as a group
Manage and ensure completion of various deliverables within specified statutory and/or assigned timelines and in complex environments
Cope effectively with crisis and/or controversial situations
Think and plan strategically while meeting current deliverables
Work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups
~~Ability to~~ Make formal public presentations in public meetings and at staff briefings
Develop and translate policies and procedures into practical applications
~~Make presentations to program staff, community-based organizations, and others who are interested in and may be of assistance to Charter Schools~~

~~Communicate clearly and concisely, both orally and in writing~~

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. An advanced degree is preferred.

Experience:

Five years of management ~~or executive level experience in external or federal~~ overseeing programs, schools, or operations that include policy development and implementation. ~~or grant-funded program operations from the financial or legal standpoint.~~ Public sector experience, including related to charter schools, is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

- ~~1. Management class, exempt from bargaining units.~~
2. 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.~~

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
05-08-25
RGK

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: AMENDMENT OF RULE 765, SENIOR MANAGEMENT EMPLOYEES (FINAL APPROVAL)

EXPLANATION:

The administration has requested an amendment of the rule to remove the classification of Executive Director, Office of Data and Accountability (1914) to the list of classes designated as senior management. It is recommended that final approval be given to the amendment of Rule 765, pending Board approval.

AMENDMENT OF RULE

765 SENIOR MANAGEMENT EMPLOYEES

A. Designation of Senior Management Positions

Under the provisions of Education Code Sections 45108.5 and 45256.5, the Board of Education may designate positions as senior management of the Classified Service. Employees whose positions are so designated shall be part of the Classified Service; however, they shall not attain permanent status in senior management classes. Senior management positions may include the fiscal advisor to the Superintendent and the highest positions that have District-wide responsibility for formulating policies or administering a principal District program area, as determined by the Board of Education.

Pursuant to Education Code Section 45108.7, the District as of May 9, 2006 has been granted waivers from the State Board of Education, for a total number of 73 positions that may be designated as Senior Management Positions. The Board of Education has designated the positions listed below as senior management of the Classified Service:

* * *

Executive Director, Beyond the Bell Programs

~~Executive Director, Office of Data and Accountability (1)~~

Executive Officer of the Board of Education

* * *

DG:RGK