

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

Council Meeting

TUESDAY, JUNE 23, 2020
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JULY 2, 2020
3:00 P.M., VIA ZOOM
<https://lausd.zoom.us/j/96094159422?pwd=YkVadUJTOW5PZWITNlI3eGRmQ0x6Zz09>
Meeting ID: 960 9415 9422



This meeting is being held in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 to allow attendance by members of the Los Angeles Unified School District Personnel Commission by teleconference, videoconference, or both.

Join Zoom Meeting

<https://lausd.zoom.us/j/96094159422?pwd=YkVadUJTOW5PZWITNlI3eGRmQ0x6Zz09>
Meeting ID: 960 9415 9422

If you join the meeting by phone and wish to make an unscheduled comment, please press *9 and you will be selected from the meeting queue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers (*67 1-____-____-____)

One tap mobile

+14086380968,,96094159422# US
+16699006833,,96094159422# US
Meeting ID: 960 9415 9422

Password: 015957

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of June 4, 2020.
3. Receipt of minutes of the meeting of June 18, 2020.
4. Legislative Update.

CONSENT ITEMS

5. Ratification of Reclassification by Director's Approval: **APPROVED**

- a. Various positions in the Division of Special Education, from Special Education Trainee (\$17.83519-22.21376/hr.) to Special Education Assistant (\$19.87546-24.75835/hr.), effective June 17, 2020. (RDA 1673, Instructional Assistance Series)

6. Approval of revised Class Descriptions recommended, effective July 2, 2020: **APPROVED**

Area Operations Supervisor
Paralegal
Senior Paralegal
Senior Police Dispatcher
Supervising Police Dispatcher
Workers' Compensation Claims Processing Supervisor

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

<u>Class Title</u>	<u>Recommendation</u>
Paralegal (\$29.57468-36.82717/hr.) Senior Paralegal (\$35.54523-44.29021/hr.) Workers' Compensation Claims Processing Supervisor (\$33.91426-42.22126/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.

Class Descriptions dated July 2, 2020.

Area Operations Supervisor (\$5,576.49-\$6,942.21/mo.) Senior Police Dispatcher (\$23.36211-29.13833/hr.) Supervising Police Dispatcher (\$25.52929-31.80292/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.
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Class Descriptions dated July 2, 2020.

8. 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.

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

a. Disciplinary Appeals

- Campus Aide
- Food Service Worker
- Library Aide
- Special Education Assistant

b. Examination Appeals

- Assistant Project Manager
- Senior Insurance Technician

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

11. Consideration of the recommendation of staff on the Disciplinary Appeals for:

Campus Aide (Case 0075)
Food Service Worker (Case 0279)
Library Aide (Case 0102)
Special Education Assistant (Case 0612)

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

Assistant Project Manager (Cases 0076 and 0077)
Senior Insurance Technician (Case 0078)

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.

AREA OPERATIONS SUPERVISOR

DEFINITION

Assists an Area Facilities Services Director and an Operations Program Manager by supervising and inspecting custodial activities; and by coordinating and inspecting gardening, landscaping, pest control, tree trimming, window washing, power sweeping, furniture and equipment moving-activities at sites in an assigned area.

TYPICAL DUTIES

Analyzes custodial labor allotments at school sites by reviewing a full service inventory of the physical plant.
~~Reviews scheduling program data to determine the maximum labor hours required to meet cleaning needs and to assist in providing customized work schedules at assigned sites.~~
Reviews customized work schedules for accuracy to ensure equitable work distribution, and ensures work schedules do not exceed the specified labor allotment.
Plans, coordinates, and directs work performed by area-based and site-assigned personnel in custodial, gardening, and related operations activities.
Develops, reviews, or revises work schedules at schools and other District sites.
Trains, inspects, and evaluates the work of area-based and site-assigned personnel.
Evaluates the performance of and counsels employees.
Assures adherence to prescribed policies, procedures, work standards, and related requirements.
Assures proper use and care of equipment and supplies.
Prepares reports and correspondence concerning operations activities, such as vandalism at schools, instructions to personnel, and equipment requests.
Monitors operations budgets and allocates resources as needed.
Responds to calls concerning vandalism, fires, and other emergencies and inspects sites and assigns personnel to perform cleanup and related work in coordination with other District personnel and local agencies.
Provides advice on and discusses problems, regulations, procedures, and standards concerning operations activities, including providing technical assistance to a Complex Project Manager.
May attend meetings and confer with District personnel, community representatives, contractors, vendors, and others to plan, organize, coordinate, and schedule custodial, gardening, and related work with school, maintenance, and other activities.
May approve requests for overtime and mileage reimbursement.
May review and approve requisitions for supplies, equipment, and related items.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Operations Supervisor assists an Area Facilities Services Director and an Operations Program Manager by supervising and inspecting a group of activities, including custodial, gardening and landscaping, window washing, vandalism clean-up, tree trimming, pest control, power sweeping, and furniture and equipment moving.

An Operations Program Manager is responsible for the day-to-day management of the District's custodial, gardening, landscaping, tree maintenance, and pest management programs.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations local district.

A Plant Manager IV supervises, plans, coordinates, and participates in the cleaning and plant operation of a school or administrative site with a minimum custodial daily labor allotment of ~~476~~ 160 hours.

SUPERVISION

An Area Operations Supervisor receives general direction from an Operations Program Manager and an Area Facilities Services Director. General supervision is exercised over area-based operations personnel. During periods in which school is not in session and principals are absent, general supervision may be exercised over school-assigned operations personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, and supervision
- Regulations, policies, procedures, materials, tools, and equipment related to custodial, gardening, window washing, power sweeping, and pest control activities
- Operation of heating and ventilating equipment
- Maintenance and repair services available to schools and offices
- Fire, health, safety, and other laws, regulations, procedures, and requirements affecting operations and related activities
- Procedures for the receipt, storage, and disbursement of materials and the maintenance of related records
- Basic personnel and payroll rules and procedures and applicable terms of appropriate labor Contracts
- Microsoft ~~Word~~ Office
- Microsoft Windows Operating Systems

Ability to:

- Direct and control a variety of activities through subordinate supervisors
- Supervise and conduct training programs
- Recognize and deal effectively with personnel problems
- Analyze work methods, equipment, and other aspects of programs involving operations activities
- Prepare reports and correspondence and write clear, concise instructions
- Make effective oral and written presentations
- Work cooperatively with administrators, other District personnel, and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in personnel management, supervision, computer software applications, landscape management and related subjects. Possession of the following four certificates from designated courses given by the District is required prior to certification for appointment from the eligibility list.

- Janitor/Building and Grounds Fundamentals ~~29-30-51~~
- Maintenance Supervisor/Heating and Ventilation ~~29-30-52~~
- Maintenance Supervisor/Supervisory Practices ~~29-30-53~~

Maintenance Supervisor/Scheduling Practices ~~29-30-54~~

Experience:

Five years of experience in building and grounds operations or in gardening maintenance, including two years of supervisory experience at the Plant Manager III level or Principal Gardener level or above.

Special:

A valid California Driver License.

Use of an automobile.

Possession of a Maintenance Planner Certificate (in Building and Grounds Operations) is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance rRequirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, Mmanagement 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
07-02-2020
JPK2

District Notification Date: 04-16-2020
Union Notification Date: 05-26-2020

PARALEGAL

DEFINITION

Assists attorneys and other legal professionals with legal research and prepares reports and legal documents.

TYPICAL DUTIES

Assists attorneys and other legal professionals with legal research matters and case preparation by:

- Using law library facilities and resources to investigate assigned subjects.

- Developing data and preparing pleadings, reports, or memoranda that are related to problems assigned to study.

- Preparing fact analyses and assembling complicated packages of documents, trial documents for federal and State court, and other materials.

Performs support duties for attorneys and other legal professionals by:

- Screening and/or responding to telephone requests for legal advice, legal representation, case law, pertinent sections of legal codes, District bulletins, etc.

- Arranging for depositions, interviews, and meetings.

- Drafting, editing, filing, and locating correspondence, legal opinions, and court decisions as requested.

- Assisting in maintaining a docket and calendar to show the status of pending litigation, requests for legal opinions, and other matters, and reminding staff attorneys of deadlines for preparing litigation.

- Filing litigation documents in court and preparing requests for warrants for necessary filing fees.

- Taking minutes at meetings as necessary and preparing transcripts.

- Preparing indexes, fact memos, and transcript and deposition summaries.

- Participating in discovery and trial activities, including document and witness preparation.

- Working with outside law firms, when required, to coordinate discovery and other matters with District staff.

- Participating in the training of non-lawyer District staff.

Oversees and tracks expenditures, balances imprest and other legal accounts payable, and prepares reports case-by-case, by lawyer, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Paralegal assists attorneys and other legal professionals with legal research, drafts reports and pleadings, and performs specialized and confidential support duties.

A Senior Paralegal assists attorneys and other legal professionals with complex legal research and projects, drafts reports, memoranda, documents, and pleadings, and performs specialized and confidential support duties. In addition, a Senior Paralegal mentors and trains other paralegals, secretarial, and clerical staff and assists in various law office management functions.

An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

SUPERVISION

General supervision is received from an attorney or other legal professional, or a Senior Paralegal.

CLASS QUALIFICATIONS

Knowledge of:

- Legal resources and methods of legal research
- Trial preparation for civil litigation
- Superior and federal court procedures
- Basic concepts, procedures, and formats required in federal, State, civil, and school law practices
- Legal terminology
- Office methods, practices, and procedures
- Correct punctuation, spelling, and grammar
- Records and files organization and usage
- Rules, regulations, policies, procedures, organization, and functions of the Los Angeles Unified School District
- Computers and software applications, including Word, WordPerfect, Access, Excel, PowerPoint, Adobe Acrobat, legal matter management software, and Lexis and/or Westlaw™
- Public Records Act

Ability to:

- Understand the litigation process and the legal concepts associated with specific legal teams (e.g., facilities, human resources)
- Write clear, concise reports
- Comprehend and analyze legal opinions, legislation, and legal publications
- Understand legal processes, procedures, and the various legal services provided by governmental jurisdictions and private agencies
- Exercise initiative and sound judgment
- Use legal terminology, prepare legal documents, and follow legal procedures
- Set up and use legal opinion and subject files and library of legal publications
- Locate and identify legal opinions, court decisions, and legislation
- Work effectively with employees of the District, members of the general public, students, parents, and representatives of other governmental jurisdictions
- Be self-directed and capable of handling tasks without close supervision

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Certification as a Paralegal or an associate's degree in paralegal studies from an accredited post-secondary institution, preferably by a program approved by the American Bar Association ~~is required~~. A Juris Doctor degree or equivalent from an American or California Bar Association accredited institution can be substituted for all the above educational requirements.

Experience:

One year of legal secretarial or paralegal experience. Six or more months experience in one or more of the following areas is highly preferable: a) construction/real estate; b) litigation; c) contracts/business services/information technology; d) labor and employment ~~human resources/employee relations~~; e) special education/legal compliance; and f) school-district law.

Special:

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

SPECIAL NOTE

All Paralegals shall be required to certify completion every two years of four hours of mandatory continuing legal education in legal ethics. Every two years, all Paralegals shall be required to certify completion of four hours of mandatory continuing education in either general law or in a specialized area of law. All continuing legal education courses shall meet the requirements of Business & Professions Code Section 6070. Certification of these continuing education requirements shall be made with the Paralegal's supervising attorney. The Paralegal shall be responsible for keeping a record of the Paralegal's certification.

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
07-02-2020
JPK

District Notification Date: 06-17-2020

SENIOR PARALEGAL

DEFINITION

Assists attorneys and other legal professionals with complex legal research, litigation, and transactional matters.

TYPICAL DUTIES

Drafts and files complex litigation documents (e.g., pleadings, answers, title searches, proofs of service, demands for indemnity, and due diligence statements) in court.

Reviews opposition filings and prepares draft responses with minimal supervision.

Supervises, trains, and mentors paralegals, secretarial, and clerical staff.

Manages a law office, including budget and financial data preparation.

Assists attorneys and other legal professionals with complex legal research matters and case preparation by:

- Using law library facilities and resources to research assigned subjects.

- Developing data and preparing pleadings, reports, or memoranda that are related to problems assigned to study.

- Preparing fact analyses and assembling complicated packages of documents and other materials.

- Preparing trial documents for federal and State court.

Performs support duties for attorneys and other legal professionals by:

- Screening and/or responding to telephone requests for legal advice, legal representation, case law, pertinent sections of legal codes, District bulletins, etc.

- Arranging for depositions, interviews, and meetings.

- Drafting, editing, filing, and locating correspondence, legal opinions, and court decisions as requested.

- Maintaining a docket and calendar to show the status of pending litigation, requests for legal opinions, and other matters, and reminding staff attorneys of deadlines for preparing litigation.

- Filing litigation documents in court and preparing requests for warrants for necessary filing fees.

- Handling small claims court matters as necessary.

- Taking minutes at meetings as necessary and preparing transcripts.

- Preparing indexes, fact memos, and transcript and deposition summaries.

- Participating in discovery and trial activities, including document and witness preparation.

- Working with outside law firms, when required, to coordinate discovery and other matters with District staff.

- Participating in the training of non-lawyer District staff.

Oversees, and tracks expenditures, balances imprest and other legal accounts payable, and prepares reports case-by-case, by lawyer, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Paralegal assists attorneys and other legal professionals with complex legal research, and projects, drafts reports, memoranda, documents, and pleadings, and performs specialized and confidential support duties. In addition, a Senior Paralegal mentors and trains other paralegals, secretarial, and other clerical staff and assists in various law office management functions.

An Assistant General Counsel I performs entry-level litigation and legal attorney work as a member of a legal team.

A Paralegal assists attorneys and other legal professionals with legal research, drafts reports and pleadings, and performs specialized and confidential support duties.

SUPERVISION

Supervision is received from the General Counsel, the Deputy General Counsel, an Associate General Counsel, an Assistant General Counsel II or other legal professional. A Senior Paralegal provides general supervision to Paralegals, secretarial, and other clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Legal resources and methods of legal research
- Trial preparation for civil litigation
- Superior and federal court procedures
- Basic concepts, procedures, and formats required in federal, State, civil, and school law practices
- Legal terminology
- Office methods, practices, and procedures
- Correct punctuation, spelling, and grammar
- Records and files organization and usage
- Rules, regulations, policies, procedures, organization, and functions of the Los Angeles Unified School District
- Computers and software applications, including Word, WordPerfect, Access, Excel, PowerPoint, Adobe Acrobat, legal matter management software, and Lexis and/or Westlaw,TM
- Law office management
- Small claims court procedures
- Public Records Act

Ability to:

- Oversee and train paralegals, secretarial, and other clerical staff
- Manage law office, including the preparation of budgets and other financial reports
- Understand the litigation process and the legal concepts associated with specific legal teams (e.g., facilities, human resources)
- Write clear, concise reports
- Comprehend and analyze legal opinions, legislation, and legal publications
- Understand legal processes, procedures, and the various legal services provided by governmental jurisdictions and private agencies
- Exercise initiative and sound judgment
- Use legal terminology, prepare legal documents, and follow legal procedures
- Set up and use legal opinion and subject files and library of legal publications
- Locate and identify legal opinions, court decisions, and legislation
- Work effectively with employees of the District, members of the general public, students, parents, and representatives of other governmental jurisdictions
- Work independently

Be self-directed and capable of handling tasks without close supervision

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Qualifying experience can substitute the college requirement on a year-for-year basis. Certification as a Paralegal or an associate's degree in paralegal studies from an accredited post-secondary institution, preferably by a program approved by the American Bar Association ~~is required~~. A Juris Doctor degree or equivalent from an American or California Bar Association accredited institution can be substituted for all the above educational requirements.

Experience:

Five or more years experience as a paralegal in one or more of the following areas is required: a) construction/real estate; b) litigation; c) contracts/business services/information technology; d) labor and employment ~~human resources/employee relations~~; e) special education/legal compliance; and f) school-district law.

Special:

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

SPECIAL NOTE

All Paralegals shall be required to certify completion every two years of four hours of mandatory continuing legal education in legal ethics. Every two years, all Paralegals shall be required to certify completion of four hours of mandatory continuing education in either general law or in a specialized area of law. All continuing legal education courses shall meet the requirements of Business & Professions Code Section 6070. Certification of these continuing education requirements shall be made with the Paralegal's supervising attorney. The Paralegal shall be responsible for keeping a record of the Paralegal's certification.

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
07-02-2020
JPK

District Notification Date: 06-17-2020

SENIOR POLICE DISPATCHER

DEFINITION

Assigns and reviews the work of Police Dispatchers assigned to the District Police Communications Center regarding emergency situations through operation of the Computer-Aided Dispatching system to dispatch patrol units.

TYPICAL DUTIES

- Determines the urgency of and appropriate response to alarms and reports crimes in progress and imparts approved alarm response information to law enforcement personnel, District personnel, and the public.
- Advises Police Dispatchers who dispatch police units and advise other emergency response personnel such as law enforcement agencies, fire departments, or medical units for support as needed.
- Monitors the Security Information Management System (SIMS) located in District schools and offices for intrusion alarm activity and makes reports on whether alarms are operational or malfunctioning and arranges for service as needed.
- Oversees the handling of service request calls made by various District personnel during and after school hours and notifies and schedules emergency workers as needed.
- Monitors calls received by Police Dispatchers to assess performance and provide guidance on corrective action needed to ensure that proper procedures are followed and quality service is provided.
- Handles complex problems with hostile callers or with difficult responses and directs staff during emergency situations.
- Operates and monitors telephone and radio equipment in a communications console to receive and respond to requests for assistance from school police and mobile units regarding criminal activities, suspicious activities, and requests for police services at District schools and property.
- Provides orientation and training to new dispatch employees and assists with the preparation and review of materials for inclusion in the training manual and procedure guide.
- Inputs, updates, and extracts data from various databases including the LAUSD My Integrated Student Information System and law enforcement databases to retrieve student and criminal information to respond to inquiries and prepare reports.
- Uses plot plans for alarm locations on school campuses and facilities to dispatch officers.
- Reports suspected SIMS and other equipment malfunctions to technical personnel.
- Completes reports regarding motor vehicle vandalism and listens to dispatch tapes during investigations.
- Verifies validity of Civic Center Permits.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Police Dispatcher provides work direction to Police Dispatchers during an assigned shift and participates in monitoring alarm systems; initiates, receives, and relays radio messages; and dispatches School Police patrol units.

A Supervising Police Dispatcher supervises Senior Police Dispatchers and Police Dispatchers in monitoring intrusion alarm systems, dispatching District patrol units and local emergency service

personnel, and relaying radio communications from the District Police Communications Center to or from patrol units and other agencies.

A Police Dispatcher exercises independent thinking and judgment when receiving and responding to calls and to signals from intrusion and other alarms in schools and offices; initiates, receives, and relays radio messages; and dispatches School Police patrol units.

SUPERVISION

General supervision is received from a Supervising Police Dispatcher. Work direction is exercised over Police Dispatchers on an assigned shift.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, operation, policies and procedures of the District School Police Department
- Terminology and codes used by police and emergency personnel
- Geographic area and locations of schools and offices in the District
- Organizational hierarchy, key personnel, and respective responsibilities within the District
- Emergency procedures and safety practices implemented by the District
- Federal Communications Commission regulations pertaining to conversations permitted on two-way radio systems
- Characteristics and applicable history of a variety of district intrusion-alarm systems
- Various database systems including the District's Computer-Aided Dispatching system, the Justice Data Interface Controller, the National Crime Information Center, and the LAUSD My_Integrated Student Information System
- Correct spelling, punctuation, and grammar
- Training practices

Ability to:

- Use a Computer-Aided Dispatching system and Security Information Management System computer terminal for security alarm systems
- Effectively provide training, orientation, coordination, and guidance to staff
- Perform multiple-tasks, exercise sound judgment, and make quick decisions in emergency situations
- Exercise discretion in the handling of confidential information
- Maintain a high level of production and work at a fast pace
- Memorize and apply police radio codes and police terminology
- Quickly and accurately extract, summarize, input, and relay pertinent information and make concise log entries
- Accurately retain and recollect detailed information and maintain detailed records from a variety of sources
- Read plot plans
- Communicate effectively and concisely, both orally and in writing
- Deal tactfully with District employees and the public over the phone
- Perform clerical work
- Operate a computer
- Remain calm under pressure and in stressful situations

Special Physical Requirements:

- Oral and aural communications skills for two-way radio transmissions
- Ability to accurately type 5500 key strokes per hour

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in radio communications from an accredited college or university and data entry courses.

~~Candidates are required to possess current State of California P.O.S.T. Public Safety Dispatcher certification, which is renewed every two years.~~

Experience:

Two years of full-time experience involving the operation of a Computer-Aided Dispatch radio communication system, a computerized alarm system monitor, and a two-way radio console.

Special:

Willingness to work a flexible schedule, including any shift and day of the week, holidays, and weekends.

Appointment is subject to fingerprinting, a review of conviction record, and a background investigation.

~~A valid California Driver License and use of an automobile.~~

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.

Revised
07-02-20
CA

District Notification: 05-26-20
Union Notification: 06-16-20

SUPERVISING POLICE DISPATCHER

DEFINITION

Supervises and schedules the work of Senior Police Dispatchers and Police Dispatchers operating a Computer-Aided dispatching system to dispatch patrol units in the District Police Communications Center.

TYPICAL DUTIES

Supervises, trains, and reviews the work of the Senior Police Dispatchers and Police Dispatchers who are involved in monitoring intrusion alarm systems in schools and other sites, responding to two-way communications, and dispatching District patrol units, and advising other emergency response personnel such as law enforcement agencies, fire departments, or medical units for support as needed.

Develops and maintains work schedules and backup coverage for Senior Police Dispatchers and Police Dispatchers to provide 24-hour coverage of the District Police Communications Center.

Responds to telephone inquiries from school administrators and other District personnel relative to break-ins, fires, and problems with intrusion alarm systems; investigates and relays information related to malfunctioning alarm systems and other equipment to designated District personnel; and maintains related records.

Analyzes computer malfunctions to determine what corrective actions are necessary and decides when to contact the Information Technology Services Division staff for computer repair.

Uses plot plans for alarm locations on school campuses and facilities to dispatch officers and maintains related files.

Monitors the maintenance of computers, alarm and radio consoles, and peripheral equipment, and maintains records of the computer maintenance.

Trains Police Dispatchers and assigns confidential access codes to the Dispatchers for various levels of computer operation.

Analyzes reports related to alarm intrusions, reported entries, patrol units dispatched, and computer-registered alarm activities to detect problems in the alarm monitoring system; analyzes trends related to the intrusion alarm systems activities; and prepares statistical reports regarding Department communications systems.

Assists with the preparation and review of materials included in the procedural guides used in training Police Dispatchers to operate alarm monitors, a computer console and peripheral equipment, and a two-way radio console.

Maintains an inventory and requests supplies necessary for the District Police Communications Center.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Police Dispatcher supervises Senior Police Dispatchers and Police Dispatchers in monitoring intrusion alarm systems, dispatching District patrol units and local emergency service personnel, and relaying radio communications from the District Police Communications Center to or from patrol units and other agencies.

A Senior Police Dispatcher provides work direction to Police Dispatchers during an assigned shift and participates in monitoring alarm systems; initiates, receives, and relays radio messages; and dispatches School Police patrol cars.

SUPERVISION

General supervision is received from a Sergeant. Supervision is exercised over Senior Police Dispatchers and Police Dispatchers.

CLASS QUALIFICATIONS

Knowledge of:

- Geographic area and locations of schools and offices in the District
- Principles of supervision and training
- Concepts of employee discipline
- Organization, operation, policies and procedures of the District School Police Department
- Terminology and codes used by police and emergency personnel
- Organizational hierarchy, key personnel, and respective responsibilities within the District
- Emergency procedures and safety practices implemented by the District
- Federal Communications Commission regulations pertaining to conversations permitted on two-way radio systems
- Characteristics and applicable history of a variety of district intrusion-alarm systems
- Various database systems including the District's Computer-Aided Dispatching system, the Justice Data Interface Controller, the National Crime Information Center, and the LAUSD My Integrated Student Information System
- Microsoft Word, Excel, and Outlook

Ability to:

- Organize and supervise the activities of employees dispatching police patrol units
- Exercise discretion in the handling of confidential information
- Communicate effectively and concisely, both orally and in writing
- Deal tactfully with District employees and the public over the phone
- Remain calm under pressure and in stressful situations
- Use a Computer-Aided Dispatching system and Security Information Management System computer terminal for security alarm systems
- Read plot plans
- Work effectively with school administrators and other District personnel
- Maintain accurate records
- Operate a computer

Special Physical Requirement:

- Oral and aural communication skills for two-way radio transmissions
- Ability to accurately type 5500 key strokes per hour

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency, preferably supplemented by courses in radio communications from an accredited college or university.

~~Candidates are required to possess current State of California P.O.S.T. Public Safety Dispatcher certification, which is renewed every two years.~~

Experience:

Three years of full-time experience involving the operation of a Computer-Aided Dispatch radio communication system, a computerized alarm system monitor, and a two-way radio console. Supervisory experience in a related field is preferable.

Special:

Appointment is subject to fingerprinting, a review of conviction record, and a background investigation.

~~A valid California Driver License and use of an automobile.~~

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

Willingness to work a flexible schedule, including any shift and day of the week, holidays, and weekends.

SPECIAL NOTE

Must be able to respond to emergency calls after regularly assigned working hours.

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
07-02-20
CA

District Notification: 05-26-20
Union Notification: 06-16-20

WORKERS' COMPENSATION CLAIMS PROCESSING SUPERVISOR

DEFINITION

Supervises and participates in the claims processing activities of the Workers' Compensation Branch of the Risk Management and Insurance Services Division.

TYPICAL DUTIES

Supervises claims processing activities of the Workers' Compensation Branch and/or Workers' Compensation Claims Processing Specialists.

Assists in developing and administering policies and procedures, evaluating claims for payment of workers' compensation benefits, and performing a combination of the following duties:

Supervises workers' compensation claims processing including obtaining, checking, recording, and evaluating information related to employees' work history.

Reviews the California Labor Code provisions pertaining to workers' compensation Rules and regulations of the California Division of Industrial Accidents and Worker's Compensation Appeals Board for adherence.

Utilizes the claims systems of third party claims administrators, insurance carriers and insurance brokers to reference claims information.

Evaluates information and reports relative to claims payments and analyzes and makes recommendations on pending State legislation.

Supervises and coordinates the activities of the Fraud Abatement and Reduction Effort task force, including acting as a liaison with the Los Angeles District Attorney's office and the State Department of Insurance.

Addresses questions about workers' compensation programs, and informs employees of their rights and benefits under California workers' compensation laws.

Compiles and analyzes claims data and makes recommendations for policy, procedural, legal, and rule changes.

Makes recommendations for changes in District bargaining unit agreements relative to workers' compensation and act of violence leaves and benefits.

Gathers information on accident causes, reports on hazardous or dangerous conditions and actions on District property, and coordinates with the Office of Environmental Health and Safety to abate the hazards.

Assists in maintaining on-going oversight of the third-party claims administrator that includes, but is not limited to, questioning and resolving discrepancies, monitoring of medical treatment, and reviewing case reserves for adequacy.

Provides courteous and expeditious customer service to administrators, employees, and the general public.

Reviews and evaluates settlement authority requests, and makes recommendations for approval or revision.

Reviews, evaluates, and approves vocational rehabilitation plans.

Acts as a liaison to the Integrated Disability Management Branch as required.

May assist in restitution and subrogation activities.
May review medical bills, disability benefits, and payroll records to ensure compliance and accuracy of the third party administrator.
May confer with and assist defense attorneys and may attend mandatory settlement conferences, trials, and hearings.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Workers' Compensation Claims Processing Supervisor supervises and participates in the claims processing activities of the Workers' Compensation Branch.

A Workers' Compensation Claims Coordinator administers the activities of the workers' compensation or disability management programs, oversees the processing of claims for payment of workers' compensation benefits, and coordinates activities with the third party administrator and other District departments.

A Workers' Compensation Claims Processing Specialist participates in the claims processing activities of the Workers' Compensation Branch.

SUPERVISION

General supervision is received from a ~~Workers' Compensation Claims~~ OCIP Coordinator. Direct supervision is exercised over Workers' Compensation Claims Processing Specialists.

CLASS QUALIFICATIONS

Knowledge of:

Pertinent and current California Labor Code provisions pertaining to workers' compensation
Rules and regulations of the California Division of Industrial Accidents and Workers' Compensation
Appeals Board
Standard claims evaluation techniques, references, and settlements
Medical and legal terminology related to workers' compensation claims processing
Various software and computer applications, including Microsoft Outlook, Word, PowerPoint, and Excel

Ability to:

Analyze, interpret, and apply laws, rules, and regulations pertaining to workers' compensation and occupational health and safety
Analyze individual claims and use judgment and tact in recommending or exercising appropriate action
Write clear, comprehensive, and accurate reports and correspondence
Interpret statistics and make accurate arithmetical computations
Work effectively with District personnel and the public
Operate an office computer
Effectively communicate orally and in writing
Supervise effectively
Use computers with Microsoft operating systems and word processing, database, and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably supplemented by courses in workers' compensation; risk management; public, business, or school administration; finance; or law. Additional Qualifying experience beyond that required may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent education proficiency is met. An Associate of Risk Management (ARM), Associate in Claims (AIC), Certified Professional in Disability Management (CPDM) or Certified Professional in Worker's Compensation (CPWC) designation is preferable.

Experience:

Three years of experience as a workers' compensation claims adjuster, which must include at least two year of experience since February 2003 regarding workers' compensation claims covered by California law.

or

Three years of experience performing duties that require interpretation, explanation, and application of rules and regulations applicable to workers' compensation, which must include at least two year of experience since February 2003 regarding workers' compensation claims covered by California law.

~~A Self-Insurance Administrator's Certificate issued by the State of California is preferable.~~

Special:

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

A Self-Insurance Administrator's Certificate issued by the State of California is preferable.

~~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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