

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

Council Meeting

TUESDAY, AUGUST 26, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, SEPTEMBER 4, 2025
3:00 P.M., BOARDROOM
BEAUDRY BUILDING, 1ST FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of August 6, 2025.
3. Receipt of minutes of the meeting of August 21, 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 ITEM (5-8)

5. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. 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 August 12, 2025. (RDA 1899, Instructional Assistance Series)
 - b. 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 August 19, 2025. (RDA 1900, Instructional Assistance Series)
6. Approval of Class Descriptions recommended, effective September 4, 2025: **APPROVED**

IT Support Technician
Special Education Assistant
Special Education Assistant (Male)
Special Education Trainee
Special Education Trainee (Male)
Special Education Trainee (Restricted)

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

Class Title

Recommendation

Supervising Access Compliance Specialist
(\$62.36858-\$76.69854/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 Description dated August 10, 2015.

IT Support Technician
(\$30.03295-\$36.62653/hr.)

Special Education Assistant
(\$27.33434-\$33.26018/hr.)

Special Education Assistant (Male)
(\$27.33434-\$33.26018/hr.)

Special Education Trainee
(\$24.85827-\$30.17208/hr.)

Special Education Trainee (Male)
(\$24.85827-\$30.17208/hr.)

Special Education Trainee (Restricted)
(\$24.85827-\$30.17208/hr.)

Class Descriptions dated September 4, 2025.

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

Legislative Assistant to Senior Secretary (Case 12758)

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

- A. Employee Discipline/Dismissal/Appeals
- B. Examination Appeals
- C. Conference with Legal Counsel for Anticipated Litigation

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

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

Selection Technician (L.O., Case 0038)

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

Electrician (R.J., Case 0831)
Human Resources Specialist III (P.G., Case 1243)
Senior Carpenter (S.P., Case 0142)
Special Education Assistant (J.B., Case 0527)

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

Area Operations Supervisor (R.B., Case 0393)
Central Shops Supervisor (M.G., Case 0394)
Central Shops Supervisor (N.C., Case 0395)
Food Service Manager II (T.W., Case 0398)
Project Engineer (H.V., Case 0390)
Project Engineer (J.D., Case 0391)
Senior Classified Training Representative (V.R., Case 0396)
Telecommunications Services Representative (D.C., Case 0397)

Please send an email to Ana Reyes (ana.reyes@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 (ana.reyes@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 Ana Reyes 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.

IT SUPPORT TECHNICIAN

DEFINITION

Installs computing systems, diagnoses basic technology related problems and troubleshoots hardware and software malfunctions at local sites.

TYPICAL DUTIES

Installs and tests computers and related devices on a local area network.
Installs commercial off the shelf software.
Inspects and diagnoses hardware malfunctions.
Troubleshoots hardware and commercial off the shelf software problems, mobile computing device hardware, software applications and peripheral devices.
Assists in establishing local site guidelines for and implements software security programs in accordance with District policies.
Diagnoses and repairs basic technology related problems throughout a campus; contacts the Information Technology Division (ITD) regarding issues such as mobile computing, SIS/ISIS, local area networks, intrusion alarms, PA/Intercommunication systems, and telephone systems.
Refers complex mobile device issues, such as warranty, policy, or procedural concerns to ITD.
Sets up technology/computer labs, mobile computing carts, and mobile devices.
Assists with set up and activation of student and staff single sign on accounts and creates and maintains user groups on the local network server.
Acts as a resource in technology-related matters.
Addresses connectivity problems to make sure computing devices and peripherals are properly connected to the local area network.
Verifies and identifies CAT 5 cable labeling.
Reports repair and service needs to ITD and other service providers in accordance with District policies.
Provides first level support for operation to personal computer, mobile device, and peripheral equipment operation users.
Maintains site inventory of technology hardware and software licensing; including ensuring hardware is logged, stripped and secured prior to disposal or return to vendor.
Assists in ordering technology related supplies.
May diagnose local server and local network communication problems.
May develop and maintain local computer lab schedules.
Maintains a repair log to track repairs by component, serial number, and model number.
Refers major hardware issues to vendor services personnel for repair or replacement.
May support multiple sites.
May assist school administrators with maintaining an online presence, such as webpages and social networking sites as needed.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Support Technician ~~generally reports to a local site and~~ installs and maintains computing systems, replaces malfunctioning components, and refers major hardware or software problems to service personnel.

~~An IT Field Services Technician I installs, configures, and analyzes problems of desktop and laptop computers and software, and performs maintenance, service and repairs desktop and laptop computers and related peripherals.~~

An IT Support Technician II installs, configures, and analyzes problems of desktop and laptop computers and software, and performs maintenance, service and repairs desktop and laptop computers and related peripherals.

~~An Information Technology Support Assistant performs routine tasks associated with the installation of computers, such as copying programs, running check programs, verifying accuracy of inventory records, printing labels, and exchanging storage media and installing revised programs in computers at school sites.~~

A Senior IT Support Technician installs, configures, analyzes, services and repairs servers, desktop, laptop computers, and other mobile computing devices, peripheral devices, and software. A Senior IT Support Technician may also act as a team lead in handling server and operating system related issues for a geographic region and by resolving more complex client issues related to servers, desktop and laptop computers, operating systems, and related software and applications.

SUPERVISION

General supervision is received from a higher-level supervisor or an administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of software and hardware installation
- Hardware mechanical functioning, basic electronics, and tools used in the maintenance and simple repair of computer equipment
- Computing systems using Windows OS, Apple OS, iOS Android and Chrome
- Basic concepts of static web design
- Network access, including wireless, 3G and 4G
- Software applications for mobile devices
- Mobile device management and mobile access management
- technologies Internet, software and security applications

Ability to:

- Analyze and diagnose simple malfunctions of hardware and software; perform required repairs
- Learn the characteristics of new types and models of computers and peripheral equipment
- Maintain effective working relationships with District personnel and service
- Communicate effectively, both orally and in writing.
- Carry out written and oral directions; read and follow logic diagrams and schematics
- Work independently; multitask and function in a fast-paced environment with frequent changes and multiple deadlines
- Maintain basic web pages

Special Physical Requirement:

- Safely lift and carry objects weighing up to thirty-five pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency

Experience:

Six months of experience primarily involving the installation, set up, or maintenance of networked personal computers and other computing devices. The following may substitute for the required experience: completion of one post high school education program course in information technology, or possession of one of the following certifications in any level: ~~A+ certification, Apple ACSP, or Microsoft Fundamentals Certification.~~ CompTIA A+, Google IT Support Professional, Microsoft Certified: Endpoint Administrator Associate or equivalent.

Special:

A+ certification preferable.

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

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
09-04-25
CC

District Notification Date: 08-13-25
Union Notification Date: 08-14-25

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit B
Class Codes

SPECIAL EDUCATION ASSISTANT	4571
SPECIAL EDUCATION ASSISTANT (MALE)	4566
SPECIAL EDUCATION TRAINEE	4575
SPECIAL EDUCATION TRAINEE (MALE)	4562
SPECIAL EDUCATION TRAINEE (RESTRICTED)	

DEFINITION

A Special Education Assistant assists teachers by caring for the physical needs of students with disabilities and helping in their training and education through the presentation of educational materials or exercises. Special Education Trainees assist teachers in caring for students' physical needs and in presenting educational material and developmental exercises while learning the duties and responsibilities of a Special Education Assistant through a combination of experience and formal education. The counterpart classes with parenthetical designation in their titles are assigned duties similar to those of the classes with the same basic title.

TYPICAL DUTIES

- Performs a variety of activities pertinent to training, physical care, disciplining, and tutoring in order to inculcate habits, knowledge, and skills in students with disabilities.
- Assists teachers in implementing lessons or portions of lessons to a student or a group of students, checks accuracy of work, and presents additional assignments as directed by a teacher.
- Helps students to use books, classroom materials, and equipment.
- Adjusts or rephrases portions of text and classroom instructions.
- Keeps routine records related to recording attendance, grades, test scores, and lunch money.
- Assists teachers with use of electronic equipment and presentation of materials and methods to reinforce lessons to students.
- Assists teachers in directing activities for assigned groups of students.
- Lifts students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff.
- Assists students with all aspects of toileting which may include diapering and lifting on and off the toilet, changing tables, and mats when trained by appropriate staff.
- Assists students with the use of mobility equipment, such as leg braces, walkers, mobile standers, and tricycles when trained by appropriate staff.
- Assists teachers in working with students who may be demonstrating such behaviors as hitting, biting, scratching, and running, and works as a member of a team to implement the behavior support plan and/or crisis plan when trained by appropriate staff.
- Under the teacher's direction, participates in data collection on behaviors as part of behavior support plan development and implementation.
- Assists teachers in maintaining an environment conducive for learning and encouraging appropriate behavior by the students using a consistent team approach.
- Assists teachers in carrying out positive reinforcement procedures and reactive strategies identified in a behavior support plan, such as prompting student to switch to functionally equivalent replacement behavior and debriefing during the school day.
- Assists teachers on field trips by helping students with physical needs, maintaining discipline, and reinforcing learning situations.
- Assists bus drivers in maintaining discipline and responding to the physical needs of students.
- Supervises a group of students in the temporary absence of the responsible teacher when notified.
- May obtain food from the kitchen, serve food, and feed students or help them to feed

themselves.

May make minor adjustments on special equipment such as wheel chairs, crutches, braces, standing tables, and gurneys when trained by appropriate staff.

May act as a resource regarding student issues at Individual Education Plan (IEP) meetings, if requested.

May take student temperatures, administer first aid, and provide basic nursing care as directed or authorized by a School Nurse.

May carry out the instructions of a Supervising Special Education Assistant or certificated employee to implement special physical handling, care, or exercises prescribed by doctors, nurses, or therapists when trained by appropriate staff.

May work with teachers, agencies, and private companies to assist in making job placements for graduates of vocational courses and may take students to job interviews.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Special Education Trainee performs beginning-level work of gradually increasing responsibility in assisting in meeting the physical and educational needs of students in special education schools and classes. A Special Education Trainee (Restricted) is hired in accordance with the provisions of Education Code Section 45259.

A Special Education Assistant assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of students with disabilities.

The (Male) counterpart of the above classes performs the same duties as the basic class and provides physical care of an intimate nature for students of the designated sex.

A Supervising Special Education Assistant supervises Health Care Assistants and Special Education Assistants and Trainees and coordinates scheduling and assignments related to classroom, playground, and cafeteria duties.

SUPERVISION

General supervision is received from a Supervising Special Education Assistant or a certificated administrator. Work direction is received from a teacher. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Physical and emotional needs of children at various age levels
General nature and causes of physical, mental, and emotional disabilities
First aid techniques
Functioning of special equipment, such as wheel chairs and braces

Ability to:

Speak English using good vocabulary
Gain students' confidence
Communicate and relate effectively with students
Act calmly and appropriately in emergencies
Take orders and follow instructions accurately
Assist in feeding and toileting of students with special needs

Special Physical Requirement:

Sufficient strength to safely lift and carry objects or assist in lifting students of varying weights

ENTRANCE QUALIFICATIONS

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Special Education Trainee and Counterpart Class

Education:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university.

OR

Possession of an associate ~~of~~ or higher degree, from a recognized college or university

OR

Receipt of a passing score on the District Proficiency Test and the Instructional Assistance Test.

Experience:

~~600 hours of paid experience or verifiable supervised volunteer experience providing physical or instructional assistance to disabled individuals in a school, pre-school, hospital, or other education program, or 600 hours of verifiable experience as a student teacher in a school for disabled students~~

OR

~~600 hours of paid experience as an instructional aide in a classroom setting.~~

Special Education Assistant and counterpart class require the above and AND in addition:

Education:

Twelve college semester units or 18 quarter units in courses directly related to the instruction, physical care, or well-being of children with disabilities. Such courses are most likely to be offered in the following areas: special education, child development, psychology, health, and education. Successful completion of a course in language signing or Braille offered by the District or a recognized college or university may be substituted for three of the twelve required semester units.

OR

600 hours as an LAUSD Special Education Trainee.

OR

One year of verifiable experience providing physical or instructional assistance to disabled individuals in a school, pre-school, hospital, or other education program.

Experience:

~~One year of paid experience in an education program for children with disabilities and current status as a permanent Special Education Trainee.~~

Special:

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

A First-Aid Certificate issued by a recognized First Aid training program must be obtained within 60 days after appointment and must be kept valid during the term of employment.

Ability to communicate in a language in addition to English may be required for some positions.

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 may be required for some positions.

A CPR Certificate issued by a recognized CPR training program must be obtained within 60 days after appointment and kept valid during the term of employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance R requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, M 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
08-7-2025
RGK/SD

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:	Legislative Assistant (5150) (\$38.16988 - \$47.53017/hr.)	To:	Senior Secretary (2865) (\$29.55302 - \$35.95287/hr.)
POS:	30300678 (A Basis)	POS:	30300678 (A Basis)
Location:	Government Relations, Office of Government Relations	Incumbent:	Vacant Cost Center (1016301)

Reason for Reclassification: The subject position meets the class concept of Senior Secretary in that subject position will be responsible for performing secretarial duties for the Office of Government Relations. The subject position will support the operational and administrative functions of the office by editing and formatting documents; preparing office payroll and maintaining time records; assisting with office budget preparation and reconciliation; maintaining office expenditures and vendor/contract invoices; overseeing the administrator's calendar by arranging appointments and meetings; scheduling travel and flights for office staff; and processing documents such as legislative reports, printing materials, and letters requesting signature from the Superintendent's office.

Status of Incumbent: The position is vacant.

Effective Date: August 26, 2025

Case: 12758

RGK/LKD

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