

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

Council Meeting

TUESDAY, OCTOBER 28, 2025
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, NOVEMBER 6, 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 September 18, 2025.
3. Receipt of minutes of the meeting of October 23, 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 (5-7)

5. Approval of Class Descriptions recommended, effective November 6, 2025:

Administrative Aide
Early Education Center Attendant

6. Authorization of Field of Competition in Forthcoming Examinations:

Class Title

Administrative Aide
(\$31.29750-\$38.22010/hr.)

Early Education Center Attendant
(\$22.90294-\$24.89537/hr.)

Class Descriptions dated November 6, 2025.

Recommendation

Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.
Dual Certification.

7. Amendment to Rule 592, Salary Differential for Positions in the Office of the Superintendent, Deputy Superintendent and Deputy Superintendent, Instruction, and Board of Education. Final Approval Recommended, effective November 6, 2025. (Case 12763)

Purpose: Rule 592 currently provides a salary differential for specific positions in the Office of the Superintendent, offices of the two Deputy Superintendents; and the Office of the Board of Education due to the added complexity and urgency of tasks and responsibilities associated with the work environment. The proposed changes reflect a streamlined description of the positions in these offices that may get the differentials.

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

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

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

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

Electrician (R.J., Case 0831)
Heavy Bus Driver (R.S., Case 0498)
Human Resources Specialist III (P.G., Case 1243)

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

Assistant Area Bus Supervisor (C.A., Case 0629)
Early Education Center Aide I (R.O., Case 0340)
Light Bus Driver (J.O., Case 0849)
Special Education Assistant (J.E., Case 0226)
Special Education Trainee (A.D., Case 0243)

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

Project Engineer (J.B., Case 0406)
Recruitment Coordinator (N.R., Case 407)

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.

ADMINISTRATIVE AIDE

DEFINITION

Assists an administrator by carrying out complex, but well-defined projects and performing low-level administrative work in coordinating procedures, gathering and synthesizing information, composing and editing departmental and school publications, and providing work direction and participating in other activities.

TYPICAL DUTIES

Assists in a wide variety of administrative matters by carrying out fairly well-defined projects in which methods and procedures may be altered to fit circumstances, such as making surveys and evaluations of materials, equipment, and clerical methods and workload.

Assists with project planning, coordination (staff, scheduling, etc.), implementation, and evaluation for the school or program.

Collects, organizes, and analyzes data and information as directed from various student information systems or related data systems and coordinates the dissemination of information to others in relation to assigned projects.

Provides work direction and participates in composing, editing, and publishing departmental, division and school publications in accordance with instructions and subject to review, including operational instructions, code lists, bulletins, correspondence, programs of performances, newsletters, and memorandums.

Maintains liaison with other departments, schools and the community in order to carry out assignments.

May prepare budget transfer requests including supporting data, maintain controls on expenditure accounts, and recommend adjustments in accounts.

May set up, organize, and coordinate the maintenance of files and indexes.

May solicit the community and former alumni in the support of school needs and goals.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Aide relieves administrators of a variety of details, carrying out well-defined assignments with independence of judgment and acting within general limits.

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.

A Financial Aide receives training and performs well-defined and less difficult duties directly related to more responsible tasks performed by higher-level employees in financial or accounting analysis classes. Progress to more difficult duties is expected as the employee gains in knowledge.

SUPERVISION

General supervision is received from an administrator. Work direction may be exercised over clerical

employees, students, and volunteers.

CLASS QUALIFICATIONS

Knowledge of:

- Office layout, equipment, and procedures
- Research techniques, including elementary statistics
- Basic capabilities and applications of data processing
- Organization of the administrative divisions and schools of the District
- Filing and other information-storage systems
- Spreadsheet, database, word processing and graphics computer software programs

Ability to:

- Learn and interpret laws, rules, and regulations
- Determine the best methods of collecting and analyzing data
- Compose informational material and instructions ~~in precise English~~
- Edit written work prepared by others
- Deal tactfully and effectively with school personnel and the public

Special Physical Requirements:

- Manual dexterity as required to operate standard office machines and a computer ~~terminal~~
- Visual acuity to read detailed documents, ~~some in small print~~

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in school business management, budgeting, accounting, public administration, statistics, and report writing. Experience in collecting, analyzing, and reporting data related to budgetary, personnel, and accounting functions or in office management may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Experience in collecting, analyzing, and reporting data related to budgetary, personnel, and accounting functions or in office management is desirable.

Special:

~~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 Rrequirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant 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
11-06-25
GL

District Notification Date: 10-17-25
Union Notification Date: 10-21-25

EARLY EDUCATION CENTER ATTENDANT

DEFINITION

Performs general housekeeping tasks in an Early Education Center.

TYPICAL DUTIES

Cleans and washes tables and chairs, mops floors, and vacuums carpeted areas.
Collects dirty linen; prepares laundry slips; and receives, counts, and stores clean linen.
Dusts furniture and cupboards.
Straightens, stacks, and scrubs cots.
Empties waste baskets and disposes of waste materials.
Sweeps or hoses walks and maintains other outside areas.
Cleans classrooms, halls, offices, and bathrooms as necessary.
Removes spots from floors, walks, woodwork, furniture and fixtures.
Replaces incandescent bulbs, fluorescent tubes, and electrical plug fuses.
Receives, checks, and stores housekeeping supplies.
Moves desks, chairs, tables, and equipment to prepare rooms for cleaning or meetings.
Assists in serving prepared meals.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Education Center Attendant performs general housekeeping duties in an Early Education Center.

A Building and Grounds Worker maintains buildings and grounds in a clean, sanitary, and safe condition.

A Food Service Worker prepares, produces, heats, cooks, and serves a variety of foods from fresh, canned, dry or frozen state and assists in other related tasks in a designated food service production and/or service area and performs cleaning and sanitizing duties according to LAUSD Food Services Standard Operating Procedures.

SUPERVISION

Immediate supervision is received from an Early Education Center site administrator or an Early Education Center teacher. Technical supervision is received from Maintenance and Operations Branch personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Cleaning materials, such as soaps, detergents, and solvents
Methods of cleaning furniture, carpets, floors, and bathrooms
Sanitation and safety methods used in housekeeping and in serving prepared food

Ability to:

Follow written and oral instructions
Work effectively with center personnel and children
Perform housekeeping tasks rapidly and efficiently

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift and carry objects weighing up to 50 pounds.

ENTRANCE QUALIFICATIONS

Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate obtained upon appointment. Appointment to positions in this classification is subject to fingerprinting, a review of conviction record, and a background investigation.

~~This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.~~

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
11-6-25
RGK

District Notification Date: 10-23-25
Union Notification Date: 10-27-25

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: DAVID V. GRECO, PERSONNEL DIRECTOR

SUBJECT: **REVISION OF RULE 592, SALARY DIFFERENTIAL FOR POSITIONS IN THE OFFICE OF THE SUPERINTENDENT, DEPUTY SUPERINTENDENT AND DEPUTY SUPERINTENDENT, INSTRUCTION, AND BOARD OF EDUCATION (FINAL)**

EXPLANATION:

Rule 592 currently provides a salary differential for specific positions in the Office of the Superintendent, offices of the two Deputy Superintendents; and the Office of the Board of Education due to the added complexity and urgency of tasks and responsibilities associated with the work environment. The proposed changes reflect a streamlined description of the positions in these offices that may get the differentials.

AMENDMENT:

592 SALARY DIFFERENTIAL FOR POSITIONS IN THE OFFICES OF THE SUPERINTENDENT, DEPUTY SUPERINTENDENT AND DEPUTY SUPERINTENDENT, INSTRUCTION, AND BOARD OF EDUCATION

- A. An incumbent of a non-management, ~~professional, technical or a clerical~~ support position in the Office of the Superintendent in a lead status in a specific area(s) of responsibility shall upon approval of the Superintendent, receive a salary differential of 11 percent above the incumbent's regular rate of pay. All other such incumbents of ~~a non-management, professional, technical or a clerical~~ support positions in the Office of the Superintendent may, upon approval of the Superintendent, receive 5.5 percent.
- B. Two ~~professional, technical, or clerical~~ non-management support positions in the Office of the Deputy Superintendent, or Deputy Superintendent, Instruction in a lead status in specific area(s) of responsibilities shall, upon approval of the Deputy Superintendent or Deputy Superintendent, Instruction, receive a salary differential of 11 percent above the incumbent's regular rate of pay.
- C. An incumbent of ~~a clerical or administrative assistant~~ in a non-management support position assigned to the Office of the Board of Education may, upon request of the Board Member, receive a salary differential of 11% above the incumbent's regular pay.

DVG/RGK