

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

Council Meeting

TUESDAY, NOVEMBER 12, 2019  
10:00 A.M., HEARING ROOM 12-113  
BEAUDRY BUILDING, 12<sup>th</sup> FLOOR

Personnel Commission Meeting

THURSDAY, NOVEMBER 21, 2019  
3:00 P.M., BOARD ROOM  
BEAUDRY BUILDING, 1<sup>ST</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of October 17, 2019.
3. Receipt of minutes of the meetings of October 24, 2019 and November 7, 2019.
4. *The Brown Act* Presentation – Sharon Thomas, Associate General Counsel.

**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 October 24, 2019. (RDA 1662, Instructional Assistance Series)

6. Approval of revised Class Descriptions recommended, effective November 21, 2019: **APPROVED**

Facilities Access Compliance Manager

7. a. Title Change for the class of Central Shops Supervisor. (Case 11677) **POSTPONED UNTIL 12/5/19**
  - b. Approval of class description recommended, effective November 21, 2019:

Facilities Maintenance Supervisor

- c. Authorization of Field of Competition in forthcoming examinations:

Class Title

Facilities Maintenance Supervisor  
(\$48.98993/Flat rate)

Class Description dated November 21, 2019.

Recommendation

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.

- 8. a. Establishment of the classified classes of Out-of-School Program Worker and (Restricted) and Out-of-School Program Supervisor and (Restricted). (Case 9354) **APPROVED**
- b. Approval of class descriptions recommended, effective November 21, 2019: **APPROVED**

Out-of-School Program Worker and (Restricted)  
Out-of-School Program Supervisor and (Restricted)

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

<u>Class Title</u>	<u>Recommendation</u>
Out-of-School Program Worker and (Restricted) (\$15.91350/Flat rate)	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.
Out-of-School Program Supervisor and (Restricted) (\$17.37692/Flat rate)	
Class Descriptions dated November 21, 2019.	

- 9. a. Establishment of the class of Unemployment Claims Specialist. (Case 11820) **APPROVED**
- b. Approval of class description recommended, effective November 21, 2019: **APPROVED**

Unemployment Claims Specialist

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

<u>Class Title</u>	<u>Recommendation</u>
Unemployment Claims Specialist (\$35.53696-44.26768/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.
Class Description dated November 21, 2019.	

- 10. a. Reestablishment of the class of Senior Advisor to the Superintendent. (Case 11823) **APPROVED**
- b. Approval of class description recommended, effective November 21, 2019: **APPROVED**

Senior Advisor to the Superintendent

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Advisor to the Superintendent (\$18,094.71-22,544.13/mo.)	Open.

Class Descriptions dated November 21, 2019.

## 11. 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.

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

- a. Examination Appeals
  - Community Outreach Organizer
  - Out-of-School Regional Director

## 13. Reconvene Regular Session and report of actions taken in Closed Session.

## 14. Consideration of the recommendation of staff on the Examination Appeals for:

Community Outreach Organizer (Case 0033)  
Out-of-School Regional Director (Case 0034)



# The Brown Act

**Office of General Counsel  
Business and Government Services  
November 21, 2019**

The main purpose of the Ralph M. Brown Act, [Gov't Code §54957](#), is to ensure the sovereignty of the people over the agencies which serve them; thus, the legislature decreed under [Gov't Code §54950](#), that the actions of public commissions, boards, and councils be taken openly and that their deliberations be conducted openly so that the public could have a voice in shaping policy.

[\*Gillespie v. San Francisco Pub. Library Com.\*](#)  
[\(1998, Cal App 1st Dist\) 67 Cal App 4th 1165](#)

# Open “Meetings”

Gov’t Code § 54952.2



“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided...” Gov’t Code §54953(a)

“The Brown Act requires that most meetings of a local agency's legislative body be open to the public for attendance by all.” Los Angeles Times Communications v. Los Angeles County Bd. Of Supervisors (2003) 112 Cal.App.4th 1313, 1321

# Purpose

“...[Legislative bodies] exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”

Gov't Code section 54950



# What is a “Legislative Body” Subject to the Brown Act? (Gov’t Code § 54952)

- Governing body of local agency  
OR
- Other local body created by statute (state/federal)  
OR
- Any commission, committee, board, or other body created by charter, ordinance or formal action of a legislative body
  - Decision making or
  - Advisory

# Legislative Body

- “Standing Committees” of legislative body (e.g., finance, personnel, policy, etc.) that have:
  - Continuing subject matter jurisdiction, OR
  - Meeting schedule fixed by charter, ordinance, resolution, OR
  - Formal action of legislative body
- Exception – ad hoc committees tasked with resolution of a matter

# Applicability

- Act applies to a "member of the legislative body of a local agency" which includes "[a]ny person elected to serve as a member of a legislative body who has not yet assumed the duties of office ... "
- Once elected, officials are expected to know the requirements of the Brown Act, even before taking office (Gov't Code, § 54952.1)

# “Meetings” defined

“...any congregation of a majority of the members of the legislative body at the same time and place to hear, discuss or deliberate, or take action upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

Gov't Code § 54952.2(a)

Deliberation...connotes not only collective decisionmaking, but also 'the collective acquisition and exchange of facts preliminary to the ultimate decision.'

Sacramento Newspaper Guild [v. Sacramento County Bd. of Suprs. (1968) 263 Cal.App. 2d 41, 48

# **Prohibition on discussions outside of a meeting**

“A majority of the members of a legislative body shall not, outside a meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.”

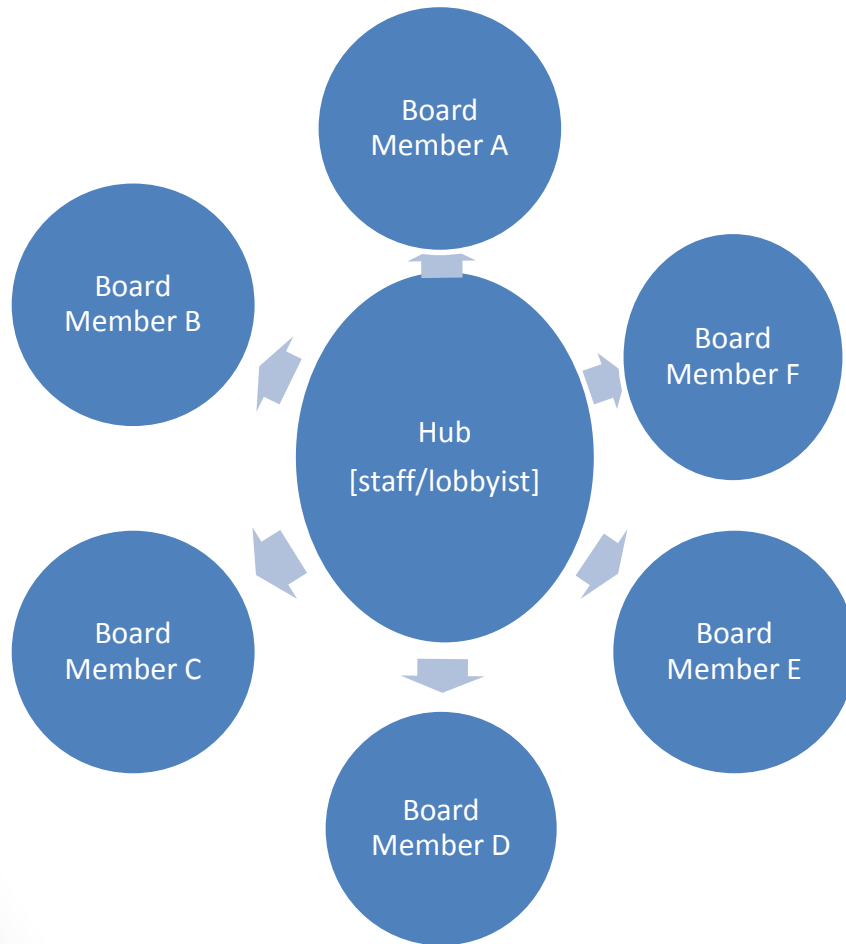
Gov't Code § 54952.2(b)

## Not a meeting:

- Individual contacts;
- As long as there are no discussions amongst Board members other than the scheduled program:
  - Attendance at a public conference;
  - Attendance at an open and public meeting to address a topic of community concern;
  - Attendance at an open and noticed meeting of another local agency;
  - Ceremonial occasions;
  - Attendance at an open and noticed meeting of a standing committee, so long as Board members who are not members of the committee attend only as observers and don't speak or even sit on the dais

Gov't Code § 54952.2(c)

**Hub and Spoke** - An intermediary contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the body.



An employee or official of a local agency may engage in “separate conversations or communications” outside of a meeting in order to “answer questions or provide information” so long as that person “does not communicate to members of the body the comments or positions of any other member or members.”

Gov’t Code § 54952.2(b)(2)

# Daisy Chain Meetings

If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.





# Cautionary Scenarios:

- Individual meetings with constituents, staff, lobbyists
- E-mail messages in which majority of Board is copied
- Internet chat rooms, social media and blogs
- Text Messages
- Press Conferences

# Notice & Agenda Requirements

(Gov't Code §54954.2)

# Notice of regular meetings

- Agendas must:
  - Be posted 72 hours in advance in a location freely accessible to the public;
  - Be posted on the website if the agency has one;
  - Contain a brief description of each item of business (generally not needing to exceed 20 words); and
  - Specify the time and location of the meeting.
  - Include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services required in order to participate in the public meeting. Gov't Code §54954.2(a)(2), Re online agenda posting
  - After Jan. 1, 2019, must post agendas on the primary website homepage accessible through a prominent, direct link.

Gov't Code § 54954.2(a)

# Notice of regular meetings

- Agendas must (cont.):
  - After Jan. 1, 2019, must post agendas on the primary website homepage accessible through a prominent, direct link.
  - Online posting must be in an open format that is retrievable, downloadable, indexible, and electronically searchable by commonly used Internet search applications. Gov't Code § 54954.2(a)

## **“Take Action on” defined:**

- A collective decision made by a majority of the members of a legislative body;
- A collective commitment or promise by a majority of the members of a legislative body to make a positive or negative decision; or
- An actual vote by a majority of the Board members.

Gov't Code § 54952.6

# Roll Call Vote

The votes of individual board members must be publicly reported.

- Individual board members orally report the roll-call vote when it occurs.
- Individual votes must be contemporaneously reported, and the minutes should reflect how each member voted.
- Reporting from a closed session on matters requiring a report of the vote pursuant to Gov't Code section 54957.1, disclosing how each member voted.

Gov't Code § 54953(c)(2.)

## **No action or discussion may occur on items or subjects not listed on the posted agenda (GC §54954.2(a)(2)).**

### **Except for:**

- Briefly respond to statements or questions by those exercising public testimony rights;
- Ask a question of clarification to staff;
- Make a brief announcement or report on personal activities;
- Request staff to report back at a subsequent meeting;
- Take action to direct staff to place a matter on a future agenda.

Gov't Code § 54954.2(b)

## **(Cont'd) No action or discussion may be taken on items not posted unless:**

- **Need to take immediate action**
  - Requires 2/3 vote
  - Discovered subsequent to the agenda being posted;
- **“Emergency situation”** as determined by majority vote (GC § 54956.5)
- An item has been continued from a Board meeting not more than five days before.

Gov't Code §§ 54954.2(b), 54956.5



# Teleconferencing

- Each location shall be identified in the notice and agenda of the meeting;
- Each teleconference location shall be accessible to the public;
- The agenda shall provide an opportunity for members of the public to address the legislative body directly;
- Agendas must be posted at all teleconference locations; and
- Teleconference meetings must be conducted in a manner that protects the statutory and constitutional rights of the parties or the public.
- Majority of the quorum in the jurisdiction of the legislative body

# Special meetings

- A special meeting may only be called by:
  - the President of the Board, or
  - a majority of the Board in writing;
    - So long as substantive consideration of agenda items does not occur, a majority may meet without providing notice to the public in order to call the meeting and prepare the agenda for the special meeting. *Sutter Bay Associates v. County of Sutter* (1997) 58 Cal.App.4th 860, 881-882.
- Written notice must be delivered at least 24 hours before the time of the special meeting to:
  - each Board member, and
  - local newspapers or radio and television stations, if requested by them;

# Special meetings

- The agenda of a special meeting must be posted at least 24 hours in advance, and:
  - list the time and place of the special meeting, and
  - the business to be transacted or discussed.
- May not discuss salaries, salary schedules or compensation paid in the form of fringe benefits of a local agency “executive” as defined in Gov't Code section 3511(d). However, the budget may be discussed in a special meeting.

Gov't Code § 54956

# Emergency meetings

Emergency meetings may be called on less than 24 hours notice when, as determined by a majority of the Board, there is an:

- “emergency,” such as a work stoppage, crippling activity or other activity which severely impairs public health, safety or both; or
- “dire emergency,” such as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril.

Closed session pursuant to Section 54957 allowed if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

Gov't Code § 54956.5

# Public right of access

- Every special and regular meeting shall provide an opportunity for members of the public to directly address the legislative body on an item of interest to the public, before or during the legislative body's consideration of the item.
- The Board may not prohibit public criticism of the policies, procedures, programs or services of the District, or of the acts or omission of the Board.
- Any attempt to restrict the content of such speech must be narrowly tailored to effectuate a compelling state interest. Prohibiting members of the public from criticizing school district employees is unconstitutional.

(Gov't Code §54954.3; *Leventhal v. Vista Unified School Dist.* (1977) 973 F. Supp. 951; *Baca v. Moreno Valley Unified School Dist.* (1996) 936 F. Supp. 719.)

# Disruption of proceedings

- An individual who creates a persistent disruption to proceedings may be removed.
- Comment limited to subject matter jurisdiction (or can cut off)
- Board may order the meeting room cleared and continue in session in the presence of non-disruptive members of the media.

Gov't Code § 54957.9

## Public right of access, *continued*

- Members of the public shall not be required to sign in or provide other information in order to attend a public meeting.
- Any sign-in sheets must indicate they are voluntary.
- Anyone can videotape, record, or broadcast, unless the recording or broadcast cannot be accomplished without noise, illumination, or obstruction of view that would be a persistent disruption of the proceedings.

## Public right of access, *continued*

Reasonable regulations on “time, place and manner”

### Time limits

per person (~3-5 min.)

2x longer for non-English speaker  
using a translator\*

total for public comment (~15-30  
min.)



## Public right to inspect documents

- Writings given to a majority of the Board regarding a public session item and not exempt from disclosure under the Public Records Act shall be made available upon request without delay.
- Public records distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or a Board member.
- Writings distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection at the time the writing is distributed to a majority of all the members.

# Public right to receive agendas

- Any person may request, on an ongoing basis, a copy of the agenda, and all documents in an agenda packet, be mailed to him/her.
- A request for mailed agendas is valid for the calendar year in which it was filed.
- The requester can be charged a fee for the copies, not to exceed the actual cost.

Gov't. Code § 54954.1

# Closed Sessions

## Closed sessions are only permitted for:

1. Consideration of public employee appointment, employment, evaluation, discipline or termination
2. Consideration of student discipline
3. Direction for collective bargaining
4. Conference with counsel on existing or potential litigation
5. Direction to a real property negotiator
6. Application for early withdrawal of funds in a deferred compensation plan
7. A threat to public services or facilities.

# Confidentiality of Closed Session

- A person may not disclose confidential information that has been acquired by being present in an authorized closed session to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information. Gov't. Code § 54963(a)
- Confidential information is defined to mean a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session. Gov't. Code § 54963(b).
- “The board (or individual members) cannot claim to have a basis for holding a closed session while at the same time revealing information received at that meeting...” 80 Ops. Atty.Gen. 49.

# Violations for Unlawful Disclosure

- Violations of the duty not to disclose confidential information include remedies currently available by law [Gov. Code § 54963(c)] including:
  - Injunctive relief to prevent the disclosure of confidential information [Gov. Code § 54963(c)(1)]
  - Disciplinary action against an employee who has willfully disclosed confidential information [Gov. Code § 54963(c)(2)], provided the employee has received training or been given notice of the requirements of this statute [Gov. Code § 54963(d)]
  - Referral of a member of a legislative body who has willfully disclosed confidential information to the grand jury [Gov. Code § 54963(c)(3)].
  - Excluding a Violator from Future Closed Session. The Attorney General has concluded that remedies for violating closed session confidences might include excluding a violator from future closed sessions, seeking an injunction against further disclosures, or seeking a grand jury allegation of “willful or corrupt misconduct in office” pursuant to Gov’t Code §3060; 80 Ops. Calif. Att’y Gen’l 231, 237 (1997)

# Exceptions for conduct that does not violate the non disclosure duties

- Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law.
- Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.
- Disclosing information acquired by being present in a closed session that is not otherwise confidential information.
- Disclosures under whistle blower [Lab. Code § 1102.5; Gov. Code § 53296] statutes.

Gov. Code § 54963(e).

## Reporting Out

- The reports may be in an oral or written form [Gov. Code § 54957.1(b)].
- Must provide copies of any documents that were finally approved or adopted in the closed session to any person making a proper request as specified in Gov. Code § 54957.1(b).
- Documentation must be made available by the next business day following the meeting, unless the action taken results in substantive amendments to the related documents requiring retyping [Gov. Code § 54957.1(b), (c)].
- Must orally report out salary, fringe benefit and other compensation actions for executive staff. [Gov. Code § 54953(c)(3)]



## Consequences of Brown Act violations

- Board members who attend a meeting where the member “intends to deprive the public of information to which the member knows of has reason to know the public is entitled” may be convicted of a misdemeanor - up to \$1000 fine and/or up to one year in jail
- Action may be voided by a court following notice to correct, which must be received within 90 days, and acted on within 30 days, lawsuit filed within 15 days.
- Injunctions; A court can order the taping of closed sessions;
- Reasonable attorney’s fees and court costs may be awarded to complainant.
- The costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee of the local agency.

# Thank you.

[sharon.thomas@lausd.net](mailto:sharon.thomas@lausd.net)

213.241.3096

## FACILITIES ACCESS COMPLIANCE MANAGER

### DEFINITION

Oversees and manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects and providing technical expertise to assist schools with accessibility accommodation requests.

### TYPICAL DUTIES

- Represents the Facilities Access Compliance Unit and other facilities departments on accessibility related issues including the improvement and/or implementation of accessibility protocols on new construction and existing facilities projects.
- Establishes strategies to execute work and manages the overall program budget and program schedule to meet the District's program objectives.
- Supervises staff in the development and execution of access compliance program objectives.
- Supervises staff in the performance of site accessibility surveys during the design phase as requested and makes recommendations for implementation which includes planning, supporting project delivery methods, scheduling, budgeting, coordination, and closeout of the project with the Division of State Architect (DSA).
- Provide design reviews as requested for conformance with codes.
- Coordinates with District's General Counsel on all matters associated with deliverables in support of Facilities Services Division's access compliance requirements.
- Coordinates with the ~~federally appointed Independent Monitor (IM)~~ ADA Compliance Administrator on meeting program objectives and policy and procedural matters related to the requirements of the ~~Modified Consent Decree (MCD)~~ District's Self-Evaluation and Transition Plan.
- ~~Attends meetings with the Plaintiffs' Counsel on a monthly basis to provide updates on the Facilities Division progress towards accomplishing requirements of the MCD and other access compliance matters.~~
- Assists project team members in bid analysis, pre-construction meetings and related contract award requirements.
- Coordinates with project team members, architects, and contractors in communicating directives to ensure the project scope is built to meet ADA code and contract requirements.
- Responsible for preparing and writing a variety of reports on accessibility assessments and recommendations in statistical, graphic and narrative form.
- Plans, organizes, directs and reports on project activities and progress to upper management.
- Assists higher level project team members with administration of provisions of Professional Service Agreements between architects and the District.
- Performs duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Access Compliance Manager manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects.

A Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower-level personnel.

A Supervising Access Compliance Specialist supervises and coordinates the work of Facilities Access Compliance Specialists and assists the Facilities Access Compliance Manager in the daily management of Access Compliance Unit staff and with the quality review and preparation of documents processed by the ACU.

## SUPERVISION

Administrative direction is received from a Deputy Director of Project Execution. Supervision is exercised over Supervising Access Compliance Specialists and other lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

The Americans with Disabilities Act and Title 24 of the California Building Code  
The Architectural Barriers Act (ABA), the Unruh Civil Rights Act, and Section 504 and 508 of the Rehabilitation Act, and The Individuals with Disabilities Education Act (IDEA)  
School design and construction processes including contract administration  
Professional service agreements, bidding documents, and contractual requirements applicable to public works access compliance projects  
Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures  
Construction, schedule management, budgeting, Division of the State Architect (DSA) coordination and processes, and project finalization (certification) requirements.  
Principles of organization, management and supervision  
Current software technologies utilized to survey access compliance of facilities  
Construction project/team scheduling software such as Primavera Scheduling  
Computer Aided Facilities Management (CAFM) systems

### Ability to:

Analyze situations, identify problems, and recommend solutions  
Plan, coordinate, and provide leadership in the construction of access compliance construction projects and the surveying of architectural barriers, as part of transition planning  
Provide effective delegation of multiple operations and evaluate operational effectiveness of contractors  
Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets  
Compile and analyze complex data  
Prepare clear and concise written communications in order to support and explain decisions and recommendations  
Conduct meetings and provide effective leadership to the construction project members  
Perform and utilize electronic site accessibility surveys

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or construction management or closely related field.

Or

Graduation from a recognized college or university with a bachelor's degree and a valid certification as a Certified Access Specialist (CASp) by the Division of the State Architect.

Experience:

Seven years of combined experience in providing Americans with Disabilities Act (ADA) compliance or access compliance support in the construction of multiple public or educational facilities and public works projects which includes application of State and federal accessibility laws, codes, and regulations; surveying existing conditions for compliance; recommending corrective actions or acceptance based on best case solutions, or working with public administrators on accessibility requests and providing accommodation solutions. Experience in a lead or management capacity is preferred.

Special:

A valid California Driver License.  
Use of an automobile.

The following certifications are preferable:

Certification as a Class 1, 2, or 3 Project Inspector credentialed by DSA

Certification(s) as a special inspector as identified in Title 24, Part I, California Code of Regulations (C.C.R.)

Certification as an Accessibility Inspector/Plans Examiner credentialed by the International Code Council (ICC)

A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers

A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Certification as a Certified Access Specialist (CAsp) by the Division of the State Architect-

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 the 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  
11-21-19  
LV

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO THE PERSONNEL COMMISSION  
FROM KARLA M. GOULD, PERSONNEL DIRECTOR  
SUBJECT TITLE CHANGE OF A CLASS IN MAINTENANCE AND OPERATIONS

**RECOMMENDATIONS:**

It is recommended that effective November 21, 2019:

- I. The following classification and positions be reclassified, for the purpose of title change only:

From:	To:
<u>Current Title</u> Central Shops Supervisor	<u>Proposed Title</u> Facilities Maintenance Supervisor

**BASES OF RECOMMENDATION:**

The administration for the Maintenance and Operations branch requested the proposed change in the class title of the Central Shop Supervisor classification to better reflect the concept of the job functions as the Maintenance and Operations Branch is reorganizing to align its services closer to schools. 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 of the incumbents.

RGK/HV

CENTRAL SHOPS FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Oversees a variety of seniors, craft journey-level employees, and other employees in both related and unrelated classes in the performance of construction, alteration, maintenance, repair work, and reviews work performed by contractors.

TYPICAL DUTIES

Supervises, plans, assigns, and certifies completion of work performed by District and contract personnel in a variety of crafts.

~~Supervises and inspects the work of employees in a variety of crafts, including, but not limited to Floor Covering Installer, Hardwood Floor Worker, Fire Equipment Servicer, Sign Designer, Stage Rigger, Steeplejack, Tile Layer, Tile Layer Helper, and Maintenance Worker.~~

Develops, reviews, and revises work schedules with the concurrence of ~~other craft supervisors~~ M&O management, principals, and administrators

Schedules projects according to indicated priorities and staffing levels.

Implements the preventative maintenance program and ensures work is completed on time for an assigned unit.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Participates, provides input, and implements M&O strategic goals with crew.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Initiates and coordinates jobs in compliance with administrative decisions and prepares job progress reports.

Confers with governmental agencies regarding work that requires permits and conformance to local codes.

Surveys work, makes job cost estimates, and writes and approves requisitions for materials and supplies.

~~Monitors the fiscal management of the unit.~~

Allocates resources for projects.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Identifies and evaluates equipment, supplies, techniques, and systems.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Applies provisions of collective bargaining agreements.

Approves employee time records and mileage reports.

Orders tools, materials, and equipment.

Enters work order and requisition data utilizing computer systems.

Ensures compliance with procurement procedures.

Coordinates resolution of project issues in accordance with District policy, applicable laws and regulations.

Communicates with District staff, consultants, and the public using District communication applications.

~~May coordinate, supervise, and inspect the work of contractors.~~

May participate or assist in obtaining contracts from private vendors.

May act in place of a higher-level supervisor or manager in case of absence.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The ~~Central Shops~~ Maintenance Supervisor oversees a variety of maintenance personnel in the construction, alteration, maintenance, and repair of facilities and equipment.

A Complex Project Manager is responsible for the coordination of all facilities-related activities with a group of schools, offices, or operational units.

~~A Senior Craft person assists a supervisor or manager in overseeing the overall respective craft operations in a designated Maintenance and Operations area.~~

A Craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

## SUPERVISION

General supervision is received from designated supervisor or manager. Supervision is exercised over seniors, craft journey-level employees and other employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Modern practices, processes, materials and tools of a variety of crafts, including, but not limited to, painting, floor covering, refinishing, fire equipment servicing, and sign design
- Principles of organization, and personnel management
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- City, County, State, federal and other codes, laws, and ordinances pertinent to designated crafts
- Pertinent provisions of labor contracts
- Budgetary, accounting, and legal procedures and practices of the District regarding procurement and disbursement of supplies and equipment
- Current labor and material costs relating to all types of construction and maintenance work
- Methods and procedures used in planning and estimating job projects
- Design, construction, installation, and maintenance of various craft equipment and systems
- Microsoft Word, Excel and Outlook

### Ability to:

- Estimate costs of material and labor
- Work effectively with administrators, other District personnel and the public
- Supervise, coordinate, train, and evaluate the work of direct and non-direct reporting personnel
- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Prepare budget estimates and keep controls of expenditures
- Communicate effectively, both orally and in writing
- Work well under pressure of multiple priorities and short deadlines
- Maintain confidentiality

### Special Physical Requirements:

- Manual dexterity and strength to use tools of the trades
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and



lift up to 50 pounds in inspecting or assisting projects when needed  
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment  
Ability to work safely in confined spaces

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

~~Four~~ Three years of ~~journey-level or higher~~ experience in ~~any craft or trade~~ involving the maintenance, construction, alteration, or repair of buildings, equipment, or grounds asphalt or concrete surfaces; two years of ~~the required~~ experience ~~must be~~ in a lead or supervisory capacity at or above the senior level is preferable.

### Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

~~A Facilities Planner Program certificate is required before completion of the probationary period.~~

A valid California Driver License.

Use of an automobile.

## SPECIAL NOTE

~~Exempt from FLSA.~~

A Facilities Planner Program certificate is required before completion of the probationary period.

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 law, Mmanagement retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Title Change  
11-21-19  
HV

District Notification: 7/1/19  
Union Notification: 7/18/19

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: **ESTABLISHMENT OF THE CLASSIFIED CLASSES OF OUT-OF-SCHOOL PROGRAM WORKER AND (RESTRICTED) AND OUT-OF-SCHOOL PROGRAM SUPERVISOR AND (RESTRICTED)**

RECOMMENDATIONS:

It is recommended that, effective November 21, 2019:

- I. A. The class of Out-of-School Program Worker and (Restricted) (NEW CLASS) be established in the Playground Group, Recreation Series.
  - B. The new class be allocated to salary range \$15.91350 an hour and that future salary movement be based on that of related classes in the Playground Group.
- II. A. The class of Out-of-School Program Supervisor and (Restricted) (NEW CLASS) be established in the Playground Group, Recreation Series.
  - B. The new class be allocated to salary range \$17.37692 an hour and that future salary movement be based on that of related classes in the Playground Group.

Pay Period Rates

\$	15.91350
\$	17.37692

BASES FOR RECOMMENDATIONS

- 1. Assembly Bill 2160, Thurmond deleted the provisions exempting part-time playground positions from the classified service, thereby making those positions a part of the classified service.

The Personnel Commission is now reviewing selected classifications that are no longer exempt due to the deletion of the above provisions. Therefore, it is recommended that the proposed new classes of Out-of-School Program Worker and (Restricted) and Out-of-School Program Supervisor and (Restricted) which were formerly exempted be established in the classified service.

2. Out-of-School Program Worker and (Restricted)

The proposed class of Out-of-School Program Worker and (Restricted) will learn and conduct various enrichment and recreation activities in out-of-school programs.

The recommended salary of the proposed class is based on internal alignment with the unclassified classification as both classifications perform the same duties, the distinction being that this class will receive all benefits commensurate with a merit system. Therefore, allocation of the class to the District salary range of \$15.91350/hr is appropriate.

3. Out-of-School Program Supervisor and (Restricted)

The proposed class of Out-of-School Program Supervisor and (Restricted) will conduct various structured enrichment activities in out-of-school programs; and/or coordinate the implementation of out-of-school program time at a site. No staff supervision will be performed. The title may be revisited in the near future.

The recommended salary of the proposed class is based on internal alignment with the unclassified classification as both classifications perform the same duties, the distinction being that this class will receive all benefits commensurate with a merit system. Therefore, allocation of the class to the District salary range of \$17.37692/hr is appropriate.

4. Class descriptions detailing the duties and responsibilities of the above new classes are submitted for approval in conjunction with this report.

STATUS OF INCUMBENTS

Incumbents in the existing unclassified classifications of Out-of-School Program Worker (8485) and Out-of-School Program Supervisor (8484) may be converted to the new classified classifications.

RGK:SD

OUT-OF-SCHOOL PROGRAM WORKER AND (RESTRICTED)

DEFINITION

Assists in conducting various enrichment and recreation activities in out-of-school programs on a part-time basis.

TYPICAL DUTIES

Assists in organizing and conducting a variety of enrichment and recreation activities, such as arts and crafts, athletics, games, roller skating, and dramatics, during out-of-school program time.  
Assists in maintaining safety and order at out-of-school program sites.  
Checks a variety of equipment in and out to adults and students and assists with equipment repair and maintenance.  
Administers first aid in cases of minor injury.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Program Worker and (Restricted) assists an Out-of-School Program Supervisor and (Restricted) or Out-of-School Senior Program Supervisor in conducting enrichment and/or recreation activities at an out-of school program school site.

An Out-of-School Program Supervisor and (Restricted) directs the enrichment and/or recreation activities at an out-of-school program school site.

SUPERVISION

General supervision is received from an Out-of-School Program Supervisor and (Restricted), Out-of-School Senior Program Supervisor, or Playground Program Specialist. Work direction may be given to Part-time Out-of-School Program Helpers.

CLASS QUALIFICATIONS

Knowledge of:

Sports, games, handicrafts, dramatics, and music  
Routine maintenance of enrichment and recreation equipment and supplies  
Standard first-aid techniques

Ability to:

Use good judgment in problem situations  
Travel to other District sites and locations. Mobility to traverse all areas of the work site.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or its equivalent is preferable.

### Experience:

Experience working with youth is preferable.

### SPECIAL NOTE:

A valid Red Cross First-Aide Certificate must be obtained within 90 days after employment.

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 relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

New Class  
11-21-19  
JXC

OUT-OF-SCHOOL PROGRAM SUPERVISOR AND (RESTRICTED)

DEFINITION

Supervises an enrichment or recreation program or programs on an out-of-school program school site and may monitor civic center activities in other school facilities.

TYPICAL DUTIES

Supervises, organizes, schedules, promotes, conducts, and participates in enrichment and/or recreation activities for all age groups at an out-of-school program school site.

Maintains order on the playground, checking to see that District regulations are being observed.

Orders, issues, makes minor repairs to, and supervises the use of enrichment and recreation supplies and equipment.

Inspects grounds and equipment for safety and proper operation, and assures safe and appropriate use.

Participates in developing community interest in enrichment and/or recreation activities and resolves complaints by students, parents, and the public.

Administers first aid in case of minor injury.

May monitor civic center activities in school facilities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Program Supervisor and (Restricted) directs the enrichment and/or recreation activities at an out-of-school program school site.

A Senior Out-of-School Program Supervisor directs the enrichment and/or recreation activities on a large out-of-school program school site where special community and disciplinary problems exist.

A Traveling Out-of-School Program Supervisor supervises the enrichment and/or recreation programs at educational complexes or elementary or secondary school playgrounds within a region.

An Out-of-School Program Worker and (Restricted) assists an Out-of-School Program Supervisor and (Restricted) or Senior Out-of-School Program Supervisor in conducting enrichment and/or recreational activities at an out-of-school program school site.

SUPERVISION

General supervision is received from a Traveling Out-of-School Program Supervisor.

CLASS QUALIFICATIONS

Knowledge of:

Techniques of initiating, teaching, and conducting enrichment and recreation activities such as sports, games, handicrafts, dramatics, and music

Safety rules and regulations pertaining to enrichment and recreation equipment, supplies and activities

Proper maintenance and repair of enrichment and recreation equipment and supplies  
Standard first-aid techniques

Ability to:

Organize and effectively supervise out-of-school programs  
Handle community and disciplinary problems with tact and exercise good judgment in emergency situations  
Travel to other District sites and locations. Mobility to traverse all areas of the work site.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent is preferable.

Experience:

Three months of experience in conducting enrichment and recreation activities.

SPECIAL NOTE:

A valid Red Cross First-Aide Certificate must be obtained within 90 days after employment.

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 relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

New Class  
11-21-19  
JXC

PERSONNEL COMMISSION  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
ESTABLISHMENT OF CLASS

CASE No. 11820

**RECOMMENDATION(S):**

**CLASS TITLE:**

Unemployment Claims Specialist

**EFFECTIVE DATE:**

November 21, 2019

**GROUP, SERIES:**

Administrative Analysis, Administrative Analysis and  
Assistant Series

**SALARY:**

\$35.53696 \$37.51217 \$39.66995 \$41.92731 \$44.26768/hr.

**SALARY SETTING BASIS:**

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

**BACKGROUND:**

The administration of the Office of Business Support requested the establishment of the proposed classification to provide payroll and assignment specifications in the development and maintenance of the unemployment management system; and research and analyze information and data related to all aspects of the District's unemployment efforts.

**BASES OF RECOMMENDATION:**

The incumbent in the proposed class of Unemployment Claims Specialist will collaborate with ITD in the development of an unemployment management system; maintain the system; and provide various data related to unemployment insurance benefit claims. The incumbent in the proposed class will also be responsible for:

- Compiling and analyzing data extracted from SAP and the UMS to prepare requested reports on such issues as claims, hearings, determinations, decisions and costs.
- Conducting research and providing required information and documentation related to employee's payroll and position assignment history.
- Identifies employees requiring annual reasonable assurance notices utilizing SAP and information provided by Human Resources; and uploads and maintains documentation of annual assurance notices into UMS.
- Responding to Employment Development Department's (EDD) requests for wage audits.
- Analyzing quarterly and first benefit payment notices provided by the EDD to confirm accurate wages and percentage of liability, and to allow the District an opportunity to protest and/or appeal the determination.

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

A search for external market data produced an insufficient number of comparable classifications. Internally, the recommended salary for the proposed classification is based on other District classifications of similar scope and responsibility that research, analyze data sets, and make recommendations for system improvements. Therefore, allocation of the proposed class to a salary range of \$35.53696 - \$44.26768/hourly is appropriate.

**RULE AMENDMENT(S):**

None



## UNEMPLOYMENT CLAIMS SPECIALIST

### DEFINITION

Provides payroll and assignment specifications in the development and maintenance of the unemployment management system; and researches and analyzes information and data related to all aspects of the District's unemployment efforts.

### TYPICAL DUTIES

Collaborates with various units in ITD (BASE, Enterprise Applications and Email) to develop and then maintain the unemployment management system (UMS), including system requirements, process designs, business analysis and data mapping as relevant to payroll and assignments. Responds to California State Employment Development Department's (EDD) requests for wage audits using payroll information in SAP.

Conducts research and provides required information and documentation related to employee's payroll and position assignment history, including identification of time reporting errors.

Analyzes initial and quarterly benefit payment notices provided by the EDD to confirm accurate wages and percentage of liability to provide the District data.

Compiles and analyzes payroll and assignment data extracted from SAP and the UMS to prepare requested reports on such issues as claims, hearings, determinations, decisions and costs.

Identifies employees requiring annual reasonable assurance notices utilizing SAP and information provided by Human Resources; and uploads and maintains documentation of annual assurance notices into UMS.

Collects, updates, and uploads summer assignments from various offices and divisions utilizing FileNet, SAP, UMS, and file-sharing software; and provides summer assignment reports and assignment history for claims and hearings.

Supports the coordination of internal functions to meet deadlines of actionable items, monitors deadlines, and ensures deadlines are met.

Develops and maintains standard operating policies and procedures and job aides related to the unemployment management system, and routine reporting and tasks.

Collects, organizes, and makes available: claim and hearing responses, communications provided to employees regarding summer assignments, suspensions, and separations.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Unemployment Claims Specialist provides guidance in the development of the unemployment management system related to payroll and assignment activities and provides continuous functional expertise; and maintains, extracts, and analyzes data related to unemployment claims.

An Unemployment Claims Coordinator administers and participates in the processing activities of unemployment claims made against the District and represents the District at hearings.

### SUPERVISION

General supervision is received from an administrator. No supervision is exercised.

### CLASS QUALIFICATIONS

Knowledge of:

Functionality and processes of SAP Human Capital Management System  
Principles, practices, and procedure of payroll administration  
Time reporting and pay procedures  
District employee assignments, including various District basis schedules  
Functions of various District divisions and offices and the positions within the divisions and offices  
Research, statistical, and forecasting methods used in payroll analysis and management  
Fundamentals of systems analysis for data processing

Ability to:

Analyze, interpret, and apply laws, rules, and regulations pertaining to unemployment insurance  
Effectively navigate through SAP and process transactions  
Understand payroll and data processing systems  
Conduct investigations and analyze systems, methods, and procedures  
Establish and maintain appropriate project deadlines and manage multiple projects  
Effectively utilize computer equipment and software in the performance of duties  
Effectively present information using attention to detail and accuracy  
Work under pressure and adapt to changes in work situations and priorities  
Write clear, comprehensive, and accurate reports  
Work effectively with District personnel and the public  
Utilize Microsoft operating systems: Word, Excel, and PowerPoint

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university. Qualifying experience beyond that required may be substituted for the required education on a year-for-year basis up to two years, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of experience utilizing the payroll functions of the SAP Human Capital Management System. Experience in utilizing the personnel/human resources functions of the SAP Human Capital Management System is preferable.

Special:

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
11-21-19  
SH

PERSONNEL COMMISSION  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
REESTABLISHMENT OF CLASS

CASE No. 11823

**RECOMMENDATION(S):**

**CLASS TITLE:**

Senior Advisor to the Superintendent

**EFFECTIVE DATE:**

November 21, 2019

**GROUP, SERIES:**

Executive/Administrative Group, Business Administrative Series

**SALARY RANGE OR FLAT RATE/MONTHLY:**

\$18,094.71 \$19,117.42 \$20,197.41 \$21,338.94 \$22,544.13

**SALARY SETTING BASIS:**

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

**BACKGROUND:**

The classification of Senior Advisor to the Superintendent was inactivated at the Personnel Commission meeting of September 5, 2019. The Office of the Superintendent has requested to use the classification to support the execution of his policies and goals. In case #10642A, the Commission staff was authorized to reactive abolished classes, subject to ratification by the Personnel Commission. Commission staff reestablished the class on November 12, 2019. Therefore, it is recommended that the class be ratified by the Personnel Commission for reestablishment.

**BASES OF RECOMMENDATION:**

An incumbent in the reestablished class will be responsible for overseeing, reviewing, and providing guidance on the administration of District services through executives, managers, and staff engaged in various areas of operation; reviewing and providing guidance on the District's facilities management functions; assisting the Superintendent of Schools in the development and control of the goals and objectives in accordance with District initiatives, making recommendations, and directing and implementing changes

A class description detailing the duties and responsibilities of the reestablished class is presented for approval in conjunction with this report.

The recommended salary for the reestablished class maintains the salary rate it would have been assigned had it not been abolished (\$18,094.71 - \$22,544.13/month).

**RULE AMENDMENT(S):**

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

Final approval is to be given to the amendment of Rule 765, Senior Management Employees to include Senior Advisor to the Superintendent in the list of designated senior management positions, contingent upon Board approval

## SENIOR ADVISOR TO THE SUPERINTENDENT

### DEFINITION

Responsible for assisting the Superintendent of Schools by overseeing operational activities and functions through assigned departments and participates in the development and implementation of policies and programs at the executive level.

### TYPICAL DUTIES

Represents and acts on behalf of the Superintendent.

Oversees, reviews, and provides guidance on the administration of District services through executives, managers, and staff engaged in information technology, district operations, data and accountability, KLCS, and enterprise governance functions.

Reviews and provides guidance on the District's facilities management functions.

Assists the Superintendent of Schools in the development and control of the goals and objectives in accordance with District initiatives, makes recommendations, and directs and implements changes.

Determines service delivery levels by addressing and assessing the needs of the District.

Researches and develops additional revenue sources and determines areas of potential cost reduction, revenue enhancements, or program improvements.

Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to areas of oversight.

Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions affecting facilities, district operations, data and accountability, enterprise governance, KLCS, and information technology services of the District.

Recommends the implementation of goals and objectives.

Evaluates the efficiency and effectiveness of business services and evaluates administrative and executive personnel.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Advisor to the Superintendent assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs and the maintenance of building and grounds.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

### SUPERVISION

The Senior Advisor to the Superintendent reports to the Superintendent of Schools and provides administrative direction to senior executives.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and practices of organization, management, public administration, budget preparation and expenditure control  
Administrative principles and methods, including goal setting, programs, and budget development and implementation  
Modern management theory  
Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community  
Collaborative problem solving methods  
School and District organization, operations, policies and objectives  
Computer system capabilities and methods applicable to a wide variety of services  
Principles of training, employee evaluation, collective bargaining and employee relations  
Principles of public relations  
Collective bargaining law, labor agreement negotiations and merit-system personnel  
Federal, state, and local legislation as it applies to all functional areas of responsibility

### Ability to:

Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units  
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations  
Analyze complex problems, identify solutions and implement plans to solve problems  
Produce results and quality work personally and through subordinates  
Represent the District before the public in a proactive and media-sensitive manner  
Resolve conflicts and promote cooperation  
Provide leadership to multiple, complex divisions  
Communicate effectively orally and in writing with persons at various levels of understanding  
Establish and maintain effective relationships with elected officials, District administrators and those of other public and private organizations, union officials and employees

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Seven years of business, legal, or operations experience at the executive or management level. Two years of the required experience must have included implementation and/or development of strategic plans for a large public organization.

### 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.

## SPECIAL NOTES

1. Senior Management classification
2. An employee in this class is 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. 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.

Reestablished  
11-21-19  
KG