

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

Council Meeting

TUESDAY, NOVEMBER 25, 2025  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, DECEMBER 4, 2025  
3:00 P.M., BOARDROOM  
BEAUDRY BUILDING, 1<sup>ST</sup> FLOOR



1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of November 6, 2025.
3. Receipt of minutes of the meeting of November 20, 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. Authorization of Field of Competition in Forthcoming Examination:

Class Title

Sergeant-at-Arms  
(\$30.62769-\$38.14527/hr.)

Class Description dated May 15, 2013.

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. Eligibility list for the class may be established for a period of six months. The Personnel Commission also authorizes that the eligibility list duration may be extended by the Personnel Director.

6. a. Establishment of the Class of Custodial Response Worker. (Case 12464)
- b. Approval of Class Description recommended, effective December 4, 2025:

Custodial Response Worker

6. Case 12464 (Continued)

c. Authorization of Field of Competition in forthcoming examinations:

<u>Class Title</u>	<u>Recommendation</u>
Custodial Response Worker (\$29.29106/Flat rate)	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.

7. Receipt of Correspondence and Recommended Disposition. (See Addendum)

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 Appeal for:

Licensed Vocational Nurse (L.J., Case 0289)

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

Personnel Manager (A.B., Case 0409)  
Senior Electrician (D.D., Case 0410)

12. Employment Bar Appeal. (D.S., Case 0411)

*Please send an email to Ana Reyes ([ana.reyes@lausd.net](mailto: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](mailto: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.*

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

**CASE No. 12464**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Custodial Response Worker (NEW CLASS)

**EFFECTIVE DATE:**

December 4, 2025

**GROUP, SERIES:**

Custodial Group, Custodial and Ground Operations Series

**HOURLY RATE:**

\$29.29106/ flat rate

**SALARY SETTING BASIS:**

Future salary movement to be based on related classes in the Custodial Group.

**BACKGROUND:**

The Maintenance and Operations branch is requesting the establishment of a new classification to perform emergency response, non-routine cleaning needs, and custodial support throughout an assigned maintenance area by ensuring buildings and grounds are maintained in a clean, sanitary, and safe condition. The emergency cleanup activities are hazardous, therefore, incumbents would be required to have medical clearance and be respirator fit tested in accordance with the California Code of Regulations. The establishment of the proposed classification will ensure ongoing support for these cleanup efforts.

**BASES OF RECOMMENDATION:**

Incumbents in this position will be responsible for leading and performing emergency response and custodial support as necessary throughout an assigned maintenance area. The duties of the proposed Custodial Response Worker class include, but are not limited to:

- Performs emergency cleanup resulting from fires, vandalism, spills, clogged drains, sewage backups or illness.
- Provides custodial coverage at school sites as needed to ensure continuity of operations.
- May lead a team of custodial personnel.

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

The recommended salary is based on both external market data and internal alignment considerations. Externally, several comparable classifications were found in other agencies such as the Banning Unified School District, Custodian II; Simi Valley Unified School District, Custodian II; and UC Riverside, Senior Custodian. The 75<sup>th</sup> percentile of geographically adjusted maximum annual rates for external positions of similar scope and level of responsibility is \$30.68822/hr. However, internal alignment considerations necessitate that salary recommendations based upon external market data be tempered dependent upon the salaries of existing District classifications operating above and below the proposed classification. Therefore, allocation of the proposed classification to the existing hourly rate of \$29.29106 is appropriate.

**RULE AMENDMENT(S):** NONE.

## CUSTODIAL RESPONSE WORKER

### DEFINITION

Performs emergency response, non-routine cleaning needs, and custodial support throughout an assigned maintenance area.

### TYPICAL DUTIES

Performs emergency clean-up resulting from fires, vandalism, spills, clogged drains, sewage backups or illness.

Washes ceilings, walls, blinds, light fixtures, vent covers, and kitchen appliances.

Provides custodial coverage at school sites as needed to ensure continuity of operations by:

- Cleaning, waxing, and polishing floors in classrooms, kitchens, dining halls, toilet rooms, offices, gymnasiums and similar facilities.

- Operating equipment, such as floor polishing and scrubbing machines, pressure washers, carpet shampooers, vacuum cleaners, yard vacuums, lawn mowers, lawn edgers, string trimmers, and power sweepers.

- Replacing light tubes.

- Moving and adjusting furniture, and equipment as needed.

- Receiving, checking, and delivering custodial and instructional supplies.

- Locking and unlocking doors, gates, windows, transoms, and storerooms.

- Removing and replacing screens, window blocks, grills and vent covers.

- Reporting broken windowpanes, unsafe equipment, unsafe window hooks, or loose window frames and screens to a supervisor.

- Assisting in providing security for buildings and grounds, contacting proper authority for assistance as needed, and may escort authorized and unauthorized persons in and from buildings and grounds.

- Identifying and reporting information regarding vandalism, theft, fire damage, and floods.

- Tending to lawns, turf, and shrubs by mowing, edging, and pruning.

- Making minor repairs to building hardware, plumbing, woodwork, building equipment, and furniture

May lead a team of custodial personnel.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Custodial Response Worker performs specialized custodial duties in response to emergency or non-routine cleaning needs, such as spills, vandalism, or illness. A Custodial Response Worker will also provide custodial coverage at school sites as needed to ensure continuity of operations.

A Building and Grounds Worker maintains building and grounds in a clean, sanitary, and safe condition. A Building and Grounds Worker (Restricted) is assigned in accordance with Personnel Commission Rule 518 and performs custodial duties under close supervision and specific direction.

## SUPERVISION

Supervision is received from a higher level supervisor. Work direction may be exercised over Building and Grounds Workers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Cleaning materials, such as soap, detergents, and solvents
- Methods of cleaning floors, lavatories, and other areas of school buildings
- Sterilization and sanitation methods used in custodial work
- General grounds maintenance practices, machinery, and equipment
- Hazardous waste and materials handling
- Safety regulations of the California Division of Occupational Safety and Health, better known as (CAL/OSHA) and the California Occupational Safety and Health Act

### Ability to:

- Understand and follow written and oral instructions
- Recognize maintenance needs and make minor repairs to materials, fixtures, and equipment
- Safely operate floor polishing and scrubbing machines, pressure washers, carpet shampooers, vacuum cleaners, lawn mowers, string trimmers, and other types of power machines
- Work harmoniously with students, administrators, P.T.A. groups, teachers, and others

### Special Physical Requirements:

- Safely lift and carry items weighing up to 100 pounds
- Safely move heavy supplies, machinery, and equipment
- Stamina to stand and walk for long periods of time

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a custodial training course approved by Maintenance and Operations.

### Experience:

Three years of experience maintaining buildings and grounds in a clean, sanitary, and safe condition, preferably for educational facilities.

### Special:

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

## SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance and pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials.

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

12-4-2025

JPK2