

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

Council Meeting
TUESDAY, DECEMBER 22, 2020
10:00 A.M., VIA ZOOM

Personnel Commission Meeting
THURSDAY, JANUARY 7, 2021
3:00 P.M., VIA ZOOM
<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>
Meeting ID: 994 9200 4544



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

Join Zoom Meeting
<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>
Meeting ID: 994 9200 4544

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

Dial by your location
+1 213 338 8477 US (Los Angeles)
Find your local number: <https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>
Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of December 3, 2020.
3. Receipt of minutes of the meeting of December 17, 2020.

CONSENT ITEMS

4. Approval of revised Class Descriptions recommended, effective January 7, 2021: **PULLED**

~~Broadcast Engineer~~
~~Broadcast Systems Operator~~

5. Authorization of Field of Competition in forthcoming examination: **PULLED**

Class Title

Recommendation

~~Broadcast System Operator
(\$32.14262-44.71583/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 January 7, 2021.~~

6. It is recommended that the following reclassification action be ratified: **APPROVED**

Case 11998

7. 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.

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

- a. Examination Appeals

- Accounting Analyst
- Area Carpentry Supervisor
- Central Shops Supervisor
- Forensic and Support Services Manager
- Senior Investigator

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

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

Accounting Analyst (Case 0111)
Area Carpentry Supervisor (Case 0112)
Forensic and Support Services Manager (Case 0110)
Senior Investigator (Case 0113)

11. Reconsideration of the recommendation of staff on the Examination Appeal for:

Central Shops Supervisor (Case 0108)

12. Receipt of the Personnel Commission Activity Report for the Second Quarter of the 2020-21 School Year.

Please send an email to Suzanne Morrow (suzanne.morrow@lausd.net) if you intend to address the Commissioners at this meeting including the item that you wish to discuss.

The Los Angeles Unified School District Personnel Commission, in complying with the Americans with Disabilities Act (“ADA”), requests individuals who require special accommodations to access and/or participate in Personnel Commission meetings to please contact the Personnel Commission (suzanne.morrow@lausd.net) or District office at (213) 241-7800. Please contact the District as soon as possible before the scheduled Personnel Commission meeting to ensure that the Commission or District may assist you.

BROADCAST ENGINEER

DEFINITION

Gives work direction and participates in the repair, fabrication, and maintenance of electronic and mechanical equipment used in production, post-production, and broadcasting and transmission of color television programs over the District's ultra-high frequency (UHF) and digital television stations.

TYPICAL DUTIES

Participates in and provides work direction to ~~lower-level television engineering and production~~ staff relative to the operation, installation, removal, and servicing of television production and digital and analog broadcasting equipment such as cameras, videotape recorders, audio recorders, switchers, amplifiers, studio lighting, encoders, transcoding engines, IT networking equipment, and a UHF digital and microwave system.

Troubleshoots equipment, the television station's network system and engineering problems, and makes repairs or provides work direction over equipment and system repairs.

Analyzes and diagnoses engineering and software problems using schematics and logic probes down to the circuit level.

Makes recommendations to the Director of Television Engineering and Technical Operations regarding operating procedures and the purchase or modification of equipment and related matters.

Assists in training operations staff in the set up and operation of equipment.

Operates and maintains scheduling, automation, and traffic system equipment to transfer data to master control.

Maintains, reviews, and makes corrections to Federal Communications Commission (FCC) logs.

Integrates newly acquired equipment with existing systems and fabricates parts as needed.

Monitors equipment and output to assure quality of transmission according to Federal Communications Commission regulations and maintains service records.

Uses operational manuals, schematic drawings, and diagnostic equipment and software to locate equipment malfunctions.

Wires, labels, and maintains the database for the television station.

Calibrates equipment using oscilloscopes, voltage meters, current meters, signal generators, digital logic analyzers, and audio and spectrum analyzers.

Makes the required detailed inspections of transmission and microwave equipment at the transmitter site.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Broadcast Engineer services and integrates existing and new equipment to support the operational needs of the KLCS-Channel 58 television station at the studio, transmitter, and remote sites; advises the Director of Television Engineering and Technical Operations regarding equipment conditions and purchase needs; ~~provides work direction to lower-level engineering staff~~; and provides detailed project direction of vendor installation efforts.

~~The Chief Broadcasting Engineer supervises Broadcast Engineers in the operation and maintenance of television broadcasting equipment in the television station, studios, mobile or remote units, and at the transmitter and is responsible for compliance with related FCC regulations.~~

The Director of Television Engineering and Technical Operations is responsible for managing the

engineering department and technical operations of KLCS television.

The General Manager, KLCS is the administrator responsible for the development and implementation of policies regarding the goals, purpose, and operation of Television Station KLCS and the administrative direction of the station's operation.

SUPERVISION

General supervision is received from the Director of Television Engineering and Technical Operations. Work direction is exercised over the work of lower-level production-crew members.

CLASS QUALIFICATIONS

Knowledge of:

- Installation, operation, and maintenance of video recording, playback, and multi-track audio production equipment
- Installation, operation, and maintenance of ~~videotape for 1/2", 3/4", and Beta~~ video servers for recording, electronic editing, and playback machines
- Design, installation, operation, and maintenance of master control, switching control, microwave, radio, and UHF analog and digital transmission systems
- FCC regulations, pertaining to broadcasting standards and practices and to technical operations
- Safety practices related to the operation and maintenance of electronic and mechanical equipment in the studio, in the field, and at the transmitter site
- Networking principles, protocols, and infrastructure including wiring principles, file structure, V, and routers
- Network analysis tools
- Video compression including MPEG 1, 2 and 4, DV, and HD-DV
- Windows and Macintosh based computer operating systems, ~~including Windows 98, 2000, and XP~~
- Principles and practices of digital television
- Data, video, and audio diagnostic tools including IP network and Spectrum analyzers

Ability to:

- Diagnose and repair malfunctions in electronic and mechanical broadcasting equipment
- Give work direction and coordinate the engineering activities of the production crew
- Operate and service master control, switching control, microwave, radio, and main transmission UHF TV systems and color videotape machines
- Maintain accurate logs and records
- Communicate effectively, orally and in writing
- Schedule personnel for film equipment set-up and shoots
- Schedule traffic systems
- Set up and use Command and Control systems
- Program video and audio routers and control panels
- Wire, label, and maintain the database

Special Physical Requirements:

- Safely lift and carry equipment weighing up to 50 pounds
- Auditory and visual acuity to analyze color broadcast television signals
- Manual dexterity to safely operate hand tools
- Climb ladders measuring up to 16 feet
- Work in crawl spaces

ENTRANCE QUALIFICATIONS

Education:

Sixty semester units from a recognized college or university, preferably including 18 units of college-level courses in telecommunications, information technology, electronics, computer science, electrical engineering or a related field. A certificate of completion of specialized curriculum in telecommunications from the armed forces may be substituted for the required education or additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience in a broadcast cable, or post production facility with responsibility for the maintenance of technical equipment used in color video production, recording, and transmission, and the maintenance of FCC-required logs and reports.

Special:

A valid California Driver License
Use of an automobile
FCC General Class License, Society of Broadcasting Engineers (SBE) Broadcast Technologist Certification, or higher certification is preferable.

SPECIAL NOTE:

Employees in this class may work any shift in a 24 hour, 7 days a week broadcast operation.

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 relevant 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
01-07-2021
CA

District Notification: 12-15-20
Union Notification: 12-15-20

BROADCAST SYSTEMS OPERATOR

DEFINITION

Operates a variety of electronic and mechanical equipment used in the production, recording, editing, dubbing, and broadcasting of digital programs.

TYPICAL DUTIES

Operates a variety of electronic and mechanical equipment including cameras; audio, video, teleprompters, lighting, editing, and duplicating systems; recorders; system servers; broadcast automation equipment; and character generators during studio and remote production of programs post production, and broadcast operations.

Operates Master Control by performing a combination of the following duties:

- Activate and control the transmitter.
- Air programs in a multi-channel schedule.
- Record and check the program's quality from various sources.
- Access and solve on-air problems in Master Control and Production Control.
- Assure that the transmissions meet the Federal Communications Commission (FCC) standards.

- Assists Broadcast Engineers in installing and removing technical equipment and wiring.
- Assists in setting up and testing analog and digital studio and transmission equipment.
- Operates studio and field cameras for a variety of productions.
- Edits raw footage for use in video content production and news stories for broadcasting online and related media platforms.
- Manages and maintains files and assets for a variety of mediums, including web.
- Provides technical expertise and creative insight to staff and Station clients when coordinating and executing media projects.
- Writes and edits for news, promos, public service announcements, and scripts.
- Sets up, lights, paints, maintains, and repairs equipment, and scenery and props used in television production and broadcasting in-studio and on location.
- Uses multiple source editing systems and makes adjustments to maintain edit decision lists and proper audio/video levels and placement.
- Serves as technical director on productions.
- Conducts on-camera interviews.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Broadcast Systems Operator provides operational support by setting up, loading, adjusting, and operating a variety of analog and digital equipment used in television production, post-production, and transmission of programs.

A Broadcast Engineer services and integrates existing and new equipment to support the operational needs of the KLCS-Channel 58 television station at the studio, transmitter, and remote sites; advises the ~~Chief Broadcast Engineer~~ Director of Television Engineering and Technical Operations regarding

equipment conditions and purchase needs; ~~provides functional supervision to lower-level engineering staff;~~ and provides detailed project supervision of vendor installation efforts.

SUPERVISION

General supervision is received from a ~~Chief Broadcasting Engineer~~ the Director of Television Engineering and Technical Operations. ~~Functional supervision~~ Work direction is received from a Broadcast Engineer and TV Producer-Director. ~~Work direction may be exercised over the work of production crew members.~~ No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Proper operation of analog and digital broadcast television and production equipment
- FCC regulations pertaining to broadcast operations
- Safety practices related to the operation of television production equipment
- Windows and Macintosh computer operating systems
- Microsoft Office Suite
- Adobe ~~Production Suite~~ Creative Cloud with an emphasis in Premiere Pro, After Effects, and Photoshop
- Computerized video automation systems and the use of video servers

Ability to:

- Properly operate digital broadcasting equipment
- Use computer hardware to input, edit, and format data and information
- Use multiple source editing equipment
- Maintain accurate logs and records
- Work independently ~~as needed~~
- Manage workload to accommodate shifting deadlines
- Produce word-processing and email documents
- Safely and competently use hand tools
- Make informed and appropriate decisions under pressure
- Use editing software to assemble video, graphic, and audio into a visual presentation
- Apply color correction and finishing to video projects
- Perform multiple job functions in a professional and cooperative manner
- Take creative direction and collaborate within a team
- Stay current with changing media and technology such as video cameras and non-linear editing
- Maintain a clean and safe work environment
- Give functional supervision to production crew members as Technical Director
- Demonstrate good customer service/client and teamwork skills
- Maintain accurate logs and records

Special Physical Requirements:

- Safely lift and carry equipment weighing up to 50 pounds
- Stand for long periods while shooting video
- Sit for extended periods while editing video
- Auditory and visual acuity as required to analyze quality of television broadcast signals
- Color perception as required to evaluate color transmissions
- Climb ladders measuring up to 16 feet

Work in crawl spaces

ENTRANCE QUALIFICATIONS

Education:

~~An Associate in Arts degree with a major in television or film production/broadcasting, communications or digital media;~~ Two years in a recognized college, university, or technical school with courses in television or film production, broadcasting, communications, digital_media, or computer technology or a certificate of completion of specialized curriculum in communications from the armed forces. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from a high school or evidence of equivalent educational proficiency is met. An Associates in Arts degree with a major in television or film production/broadcasting, communications, or digital media is preferable.

Experience:

Two years of experience operating video and audio equipment and editing in a broadcast, cable, production or post-production facility.

Special:

A valid California Driver License.

Use of an automobile.

Federal Communications Commission (FCC) General Class License or Society of Broadcast Engineers (SBE) Television Operator Certification or higher is preferable.

SPECIAL NOTE:

Positions in this class may be required to work various shifts in a 24-hour, 7-day a week broadcast operation.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and /or abilities. 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
01-07-21
CA

District Notification: 12-15-20
Union Notification: 12-15-20

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	SAP Functional Analyst (BN, BW, Security) (4836) (\$8,801.51-10,921.86/mo.)	To:	Computer Applications Administrator (1160) (\$9,631.09-11,933.38/mo.)
POS:	30091695 (A Basis)	POS:	30091695 (A Basis)
Location:	Business Applications, Information Technology Division	Incumbent:	K. Kam (EN741238) (PN 30091695) Cost Center (1079001)

A 2.75 percent responsibility differential be granted to the incumbent from December 14, 2020 to March 31, 2021 or until the incumbent leaves the position, whichever is sooner, and that the Personnel Director be authorized to amend the effective date of reclassification and termination date of the differential should testing be delayed, the position become vacant, or the incumbent become eligible for appointment prior to the reclassification date.

Reason for Reclassification:

The position meets the class concept of Computer Applications Administrator in that it manages and supports non-SAP business applications for the Transportation department and manages projects for all Transportation business applications such as Synovia GPS and FASTER Fleet. This position is responsible for coordinating business application change requests for developments and enhancements; providing recommendations to streamline existing processes and improve business applications to increase efficiency; leading, coordinating, and supporting project management activities such as developing project plans, timelines, scopes, requirements, and overseeing implementation; providing post-production support; providing technical best practice recommendations that align with District goals for automation of business applications; managing project budget and expenditures; and presenting project related information to all levels.

Status of Incumbent: Incumbent K. Kam (EN741238) must compete in the examination for Computer Applications Administrator, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned. In the absence of an eligibility list, the incumbent may be provisionally assigned to the position pending the results of the examination.

Approval Date: December 14, 2020

Delayed Effective Date: April 1, 2021

RGK/MCV

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

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

Date: January 7, 2021

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE SECOND
QUARTER OF 2020-2021 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
<u>TOPICS</u>		<u>NUMBER OF</u>	
New Hire Actions		315	
Rehire Actions (from Reemployment Lists)		1	
Promotion Actions		194	
Leave Actions		407	
Substitute Calls - Filled		13383 (85%)	
Substitute Calls - Unfilled		2453 (15%)	
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
New Classifications		1	
Abolished classifications		7	
Reclassification Studies	No Changes	1	19
	Reclassifications	18	
Salary Reallocations		2	
CD Revisions		12	
Duty Statement Reviews		205	
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced		79	
Number of Eligibles on Eligibility Lists		814	
Number of Applications Received		4,795	
Number of Candidates Tested		3,389	

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	41
Number of Training Participants	9,357
Number of Tuition Reimbursement Requests	50
Number of Online Training Modules Completed	5,034