

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

Council Meeting

TUESDAY, JANUARY 11, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JANUARY 20, 2022
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/u/acY4DTotmn>

Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Resolution Making Certain Findings to Permit Meetings to Be Held Through Teleconferencing Pursuant to Assembly Bill 361 and in Compliance with Government Code Section 54953[e][3].

FIND that in accordance with AB361 Section 3(e)(3) that, while the state of emergency, due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, District employees and the members of the Commission, will meet in a virtual setting accessible to the public for a period of 30 days or until such time as proper authorities shall deem it safe to resume in-person meetings, whichever occurs first.

3. Approval of minutes of the meeting of December 2, 2021.
4. Receipt of minutes of the meeting of December 16, 2021.

5. ~~Reappointment of Personnel Commissioner.~~ **POSTPONED**

CONSENT ITEMS

- 6. Ratification of Reclassifications by Director’s Approval: **APPROVED**
 - a. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-23.21376/hr.) to Special Education Assistant (\$20.87546-25.75835/hr.), effective December 13, 2021. (RDA 1697, Instructional Assistance Series)
 - b. Position at Valley Oaks Center for Enriched Studies, Local District Northeast, from Office Technician (\$15.77250-21.51552/hr.) to Senior Office Technician (\$18.41162-22.69396/hr.), effective January 1, 2022. (RDA 3041, Clerical Series)

- 7. Approval of revised Class Description recommended, effective January 20, 2022: **APPROVED**

Driver Trainer (Truck)

- 8. Authorization of Field of Competition in forthcoming examination:

<u>Class Title</u>	<u>Recommendation</u>
Driver Trainer (Truck) (\$32.48640-40.44627/hr.) Class Description Dated January 20, 2022.	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
Administrative Aide (\$24.12972-29.83125/hr.) Class Description dated September 15, 2020	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.

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

Case 12186

- 10. Amendment to Case 12137 Reclassification of an Associate Electrical Engineer. (Case 12137-A) **APPROVED**
- 11. Salary Reallocation Recommendation for the class of Director of IT, Security. (Case 12197) **APPROVED**

12. a. Establishment of the classification of Supervising Stock Clerk (Music). (Case 12184) **APPROVED**
- b. Approval of Class Description recommended, effective January 20, 2022: **APPROVED**

Supervising Stock Clerk (Music)

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

Class Title

Recommendation

Supervising Stock Clerk (Music)
(\$26.16293-31.23714/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.

13. Receipt of Correspondence and recommended disposition. (See Addendum)

14. 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.

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

a. Examination Appeals

- Assistant Project Manager
- Building & Grounds Worker

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

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

~~Assistant Project Manager (Case 0156)~~ **POSTPONED**
Building & Grounds Worker (Case 0157)

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.

DRIVER TRAINER (TRUCK)

DEFINITION

Conducts and evaluates in-service training and instructional programs in driving efficiency, material handling equipment, safety, and rules and regulations for District and contract truck drivers and other District personnel.

TYPICAL DUTIES

Analyzes training needs and recommends training programs for the Materiel Management Branch. Evaluates the driving and material handling equipment safety practices of truck drivers and other District personnel, and provides instructions as necessary.

Conducts in-service training classes in driving efficiency and safety; material handling equipment and delivery practices; and pertinent provisions of the California Motor Vehicle Code and Occupational Safety and Health Administration regulations.

Administers driving performance tests to truck drivers and evaluates the driving skills of applicants. Certifies truck drivers and other District personnel on material handling equipment.

Investigates accidents and maintains accident report files and records.

May drive any truck or tractor-trailer combination as permitted with a Class A Commercial Driver License and may hook and unhook trailers related to in-service training.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Driver Trainer (Truck) trains District and contract truck drivers and other District personnel in safe and efficient driving practices, material handling equipment skills, and in various laws, rules, regulations, and District policies. A Driver Trainer (Truck) performs site visits to evaluate District and contract driver activities.

The Truck Operations Manager plans and directs the Truck Operations Section and Mail Unit of the Procurement Services Group and provides technical advice to other branches that provide trucking services. The Assistant Truck Operations Manager assists the manager in the performance of duties.

A Driver Trainer (Bus-Truck) trains District bus and truck drivers and contract bus drivers in safe and efficient driving practices and in various laws, rules, regulations, and policies pertaining to transportation.

SUPERVISION

General supervision is received from the Truck Operations Manager or an Assistant Truck Operations Manager. Technical supervision is exercised over the activities of truck drivers and lower-level staff such as Stock Workers.

CLASS QUALIFICATIONS

Knowledge of:

Safe and efficient driving principles and techniques, especially as they pertain to the operation of heavy trucks and load securement, as outlined in federal, State and local regulations
All braking systems including air, electric, hydraulic, and vacuum brakes
Design fundamentals and characteristics of internal combustion engines, including gasoline, and diesel, compressed natural gas, liquefied natural gas, and propane power plants related to proper operating techniques, and the various mechanical components of various vehicle chassis and related material handling equipment
Principles and practices of in-service training, including the learning process
Federal, State, local agencies, and District rules, regulations, or codes governing Truck Operations and traffic laws
Microsoft Windows Operating Systems and Office Suite Programs
Recordkeeping and report preparation techniques

Ability to:

Operate a wide variety of trucks including rubbish, semi-trucks, all trailers/forklifts configuration, truck trailer configurations, and material handling equipment safely and competently
Make effective oral and written presentations
Interact effectively and diplomatically with District administrators and officials of other public agencies
Analyze work situations to determine training needs and implement effective training sessions or programs
Operate a computer and associated peripheral equipment

Special Physical Requirements:

Ability to reach overhead and safely lift, carry, push, or pull weights up to 100 pounds
Ability to stand, walk, bend, and kneel
Ability to stand and work in extremely cold temperatures for short periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in human relations, driver education, and motor vehicle safety.

Experience:

Five years of experience driving heavy vehicles, such as rubbish trucks and semi-trucks that require a California Commercial Class A Driver License.

Special:

A valid unrestricted California Commercial Class A Driver License ~~with both special endorsements for hazardous materials and doubles/triples is required at the time of appointment.~~
Completion of a certified forklift driver's instructor course ~~must be obtained prior to completion of the probationary period.~~

SPECIAL NOTES

Special endorsements for hazardous materials and doubles/triples are required prior to completion of the probationary period.

A K-4 record indicating valid special endorsements for hazardous materials and doubles/triples is required prior to completion of the probationary period.

An Occupational Safety and Health Administration (OSHA) Forklift Train-the-Trainer certification is required prior to completion of the probationary period.

Employees in this class may be required to work varying shifts.

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

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

Revised
01-20-2022
JPK

District Notification Date: 12-21-2021
Union Notification Date: 12-22-2021

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

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:	Selection Technician (2963) (\$20.43660- \$25.21692/hr)	To:	Assignment Technician (2730) (\$20.42831- \$25.21692/hr)
POS:	(30300499) A Basis		(30300499) A Basis
Location:	Classified Employment Services Branch Personnel Commission	Incumbent:	Vacant (P30300499) (Cost Center 01060601)

Reason for Reclassification: The subject position meets the class concept of an Assignment Technician in that an incumbent in the position will be responsible for processing requests of Facilities Services Division and Maintenance & Operations assignment transactions; maintaining eligibility lists and sending candidate names to appointing authorities; making official classified job offers; and processing employee transactions such as appointments, reinstatements, reassignments, promotions, and separations in SAP.

Status of Incumbent: The position is vacant.

Effective Date: January 3, 2022

RGK/HV

C: Classified Employment Services Branch
Files Unit

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: **AMENDMENT TO CASE 12137 RECLASSIFICATION OF AN ASSOCIATE ELECTRICAL ENGINEER TO ELECTRICAL ENGINEERING DESIGNER.**

RECOMMENDATION:

On October 14, 2021, the Commission ratified a report reclassifying an Associate Electrical Engineer position to Electrical Engineering Designer with the Position Control Number (PCN) of 30365143. Staff was informed afterwards that the PCN listed in the report is incorrect. Therefore, it is recommended that the reclassification report, case 12137, be amended to change the PCN of the Associate Electrical Engineer to Electrical Engineering Designer position from PCN 30365143 to PCN 30104605.

RGK/CP

C: Classified Employment Services Branch
Files Unit

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: SALARY REALLOCATION RECOMMENDATION FOR THE CLASS OF DIRECTOR OF IT,
SECURITY

RECOMMENDATION:

It is recommended that the salary of the following class be reallocated effective upon approval of the Board of Education:

A. Director of IT, Security (4810)

	<u>Monthly Rates</u>				
Current	\$10,159.83	\$10,720.80	\$11,304.14	\$11,933.38	\$12,584.98
Proposed	\$12,504.30	\$13,210.49	\$13,957.64	\$14,745.76	\$15,578.55

BASES OF RECOMMENDATION:

The Information Technology Division requested the proposed salary reallocation to address recruitment and retention issues. Furthermore, staff conducted a salary survey and found that this classification is below the market rate for comparable classifications.

The proposed salary is based on external salary data and internal alignment with the existing Senior ERP Director, Business Systems class. Data was collected from eight external public organizations to determine external market rates for positions of similar scope and responsibility. The most comparable classifications are the Chief Information Security Officer at the City of Los Angeles (top step \$17,551.38/month), the Departmental Information Security Officer II at the County of Los Angeles (top step \$16,352.24/month), and the Director, Information Technology Security at Broward County Public Schools (top step \$15,025.33/month). Based on the external data collected, the salary rate at the 75th percentile is \$184,284.72/year. Additionally, after an internal review, it was found that the level of scope and responsibility required of the subject classification's scope and level of accountability aligns with that of the Senior ERP Director, Business Systems (\$186,942.60 annual top step). Increasing the salary will meet the market rate making the salary competitive and lessening the likelihood for employee turnover. Therefore, the recommended reallocation of \$12,504.30 - \$15,578.55/month is appropriate.

RGK/MCV

c: Classified Employment Services Branch
Files Unit

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

CASE No. 12184

RECOMMENDATION(S):

CLASS TITLE:

Supervising Stock Clerk (Music)

EFFECTIVE DATE:

January 20, 2022

GROUP, SERIES:

Purchasing and Storekeeping Group, Purchasing and Storekeeping Series

SALARY RANGE:

\$26.16293 \$27.34845 \$28.58768 \$29.88306 \$31.23714/hr.

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Purchasing and Storekeeping Group, Purchasing and Storekeeping Series

BACKGROUND:

On August 31, 2021, the Los Angeles Unified School Board approved the Division of Instruction's plans to expand the Arts Music program by an additional 84,000 students over the following four years. Facilities is planning to expand the footprint of the Elementary Orchestra Office (EOO) by at least double in the same amount of time. In addition to the two Stock Clerks (Music) positions requested for the 2022-2023 instructional year, an increase of two more positions have been approved by the Board for the following year. The administration of Arts Education Branch has requested the establishment of the proposed classification to provide on-site supervision.

BASES OF RECOMMENDATION:

The incumbent in the proposed class of Supervising Stock Clerk (Music) will supervise, assign, inspect, evaluate, and participate in the work of assigned staff in the inventory of, and the receiving, storing, and issuing of musical instruments and supplies in the Elementary Orchestra Office of the Arts Education Branch.

The incumbent in the proposed class will also be responsible for:

- Supervising the inventory of all items in the Elementary Orchestra Office, including but not limited to instruments, materials, musical scores and associated equipment; and performing inventory as needed.
- Supervising, and participating in the shipping and receiving of elementary orchestral inventory and general music instruments and supplies.
- Maintaining policies and communicates updates, shipping logistics, and personnel issues with the Arts Education Branch administration.
- Supervising the maintenance and functionality of all office and warehouse equipment and related inventory databases.
- Supervising and maintaining communication with the Music Instrument Repair Shop.

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 no comparable classifications. External classifications were primarily certificated positions that provided musical instrument instruction as well as maintained musical instruments and supplies. The proposed classification and salary is based on internal alignment to existing classifications with similar scope and responsibility of supervising and participating in manual and clerical duties that involve the receiving, storing, or issuing of school supplies, materials, and equipment. Although the core concepts are similar, the proposed classification will supervise the maintenance and inventory of musical instruments and supplies for the Elementary Orchestra Office of the Art Education Branch that requires knowledge of instrument construction and functionality. Therefore, the salary range of \$26.16293-\$31.23714/hr is appropriate.

RULE AMENDMENT(S):

None

SUPERVISING STOCK CLERK (MUSIC)

DEFINITION

Supervises, assigns, inspects, evaluates, and participates in the work of assigned staff in the inventory of, and the receiving, storing, and issuing of musical instruments and supplies in the Elementary Orchestra Office of the Arts Education Branch.

TYPICAL DUTIES

Supervises the inventory of all items in the Elementary Orchestra Office, including but not limited to instruments, materials, musical scores and associated equipment; and performs inventory as needed.

Supervises and participates in the shipping and receiving of elementary orchestral inventory and general music instruments and supplies.

Maintains policies and communicates updates, shipping logistics, and personnel issues with the Arts Education Branch administration.

Supervises the maintenance and functionality of all office and warehouse equipment and related inventory databases.

Prepares various reports such as inventory and shipping logistics.

Composes Loss Letters to schools and communicates with teachers regarding the recovery of assets as needed.

Supervises and maintains communication with the Music Instrument Repair Shop.

Trains and orients staff in the proper and safe handling and storage of instruments.

Maintains the Elementary Orchestra Office and ensures the safety, orderliness, and cleanliness of all workspaces.

May travel to school sites to assist with musical instrument inventory.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Stock Clerk (Music) plans, organizes, participates in and is responsible for the operations of the Elementary Orchestra Office and supervises personnel in the manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

A Stock Clerk (Music) performs manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

SUPERVISION

General supervision is received from a certificated administrator. Supervision is exercised over Stock Clerk (Music).

CLASS QUALIFICATIONS

Knowledge of:

- Basics of music notation, scores, and terminology
- Supply-handling methods and equipment
- Construction, functionality, and playability of instruments
- Routine maintenance of instruments
- Record-keeping and inventory procedures

Safe lifting procedures
Safety practices pertaining to warehouse layout and storage of musical instruments and supplies
Principles of supervision and training
Microsoft Windows operating systems
Microsoft Word, Excel and Outlook

Ability to:

Maintain musical scores in good repair
Identify musical instruments
Read basic music notation
Keep accurate records and produce written reports
Train and supervise employees
Provide effective work direction and maintain good working relationships with District personnel
Use a computer to input, edit, extract and format data and information

Special Physical Requirements:

Safely lift and carry musical instruments weighing up to 80 pounds
Stand and walk on concrete floors for extended periods
Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, and pull

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in music.

Experience:

Two years of inventory experience that included the maintenance of music supplies and scores, or three years of other storekeeping experience supplemented by college-level courses in music.

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 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.

New Class
1-20-22
SH

District Notification Date: 12-9-2021