

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

Council Meeting

TUESDAY, JANUARY 12, 2021
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JANUARY 21, 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

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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-____-____-____)*

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Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of December 17, 2020.
3. Receipt of minutes of the meeting of January 7, 2021.

CONSENT ITEMS

4. 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 December 30, 2020. (RDA 1680, Instructional Assistance Series)

5. Approval of revised Class Descriptions recommended, effective January 21, 2021:

~~Deputy Director of Payroll Administration~~ **PULLED**
Director of Payroll Administration **APPROVED**
~~Payroll Administration Manager~~ **PULLED**
Senior Payroll Specialist **APPROVED**

6. Authorization of Field of Competition in forthcoming examination:

<u>Class Title</u>	<u>Recommendation</u>
Deputy Director of Payroll Administration (\$9,349.39-11,575.21/mo.) PULLED	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.
Director of Payroll Administration (\$10,522.22-13,108.73/mo.) APPROVED	
Payroll Administration Manager (\$8,097.53-10,048.11/mo.) PULLED	
Class Descriptions dated January 21, 2021.	

Chief Inventory Analyst (\$6,813.47-8,484.66/mo.) APPROVED Class Description dated August 6, 2020.	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.
Senior Payroll Specialist (\$39.78786-49.62995/hr.) APPROVED Class Descriptions dated January 21, 2021.	

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

Case 12011

8. Amendment to the Review of the Classification of Assistant Plant Manager Position. (Case 12010) **APPROVED**

9. Amendment to Rule 615, Employment Examination Administration. Tentative Approval recommended, effective January 21, 2021. (Case 11997) **APPROVED**

Purpose: To give a better representation of the current employment assessment procedures and branch titles.

10. 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.

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

- a. Disciplinary Appeals
 - Senior Human Resources Representative
- b. Examination Appeals
 - Principal Administrative Analyst
 - Senior Contract Administration Manager

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

13. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeal for:

Senior Human Resources Representative (Case 0273)

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

Principal Administrative Analyst (Case 0114)
Senior Contract Administration Manager (Case 0115)

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.

LOS ANGELES UNIFIED SCHOOL DISTRICT
DESCRIPTION PERSONNEL COMMISSION

CLASS

	Class Codes	Units
DIRECTOR OF PAYROLL ADMINISTRATION	1033	VE
DEPUTY DIRECTOR OF PAYROLL ADMINISTRATION	1037	VV

DEFINITION

Plans, organizes, directs, coordinates, drives continuous process improvement, and controls the activities of the Payroll Administration Branch of the Accounting and Disbursements Division. The Deputy Director assists in the management of the Branch and acts for the Director as required.

TYPICAL DUTIES

Directs the activities of the Payroll Administration Branch and coordinates with administrators at school sites, and departments such as in the Office of General Counsel, Personnel Commission, Human Resources, Office of Labor Relations, Benefits Administration, Integrated Disability Management, Information Technology, BASE, and other offices regarding:

Audit, reporting, and payment of and accounting for salary, payroll deductions, benefits, retirement-system contributions, and related obligations of the District.
Maintenance, review, and analysis of records of personnel assignment actions, time reports, salary payments, benefits, and payroll deductions.
~~Audit, accounting, and reporting of retirement-system contributions.~~
Investigation and correction of payroll problems and the maintenance of working schedules and procedures ~~in cooperation with the Information Technology Division.~~
Development and maintenance of records related to SAP processing of time, payroll data, and information to assure proper documentation and distribution of funds.

Develops, recommends, or approves Branch payroll policies and procedures and recommends new or revised policies and regulations affecting the Branch and the District.

Develops, plans, directs, and coordinates the training of and communication of payroll concepts, updates, changes, and policies to time-reporting personnel in schools, and offices and assures maintenance of procedural instructions.

Directs the preparation of presentation material for end users in regards to working knowledge of SAP activities, timekeeping, time approval and school front end.

~~Management of Payroll Customer Services desk and job tickets for time keeping and approval support.~~

Confers with a variety of groups, including school administrators, officials of public agencies and private corporations, and union representatives regarding payroll policies and procedures, including compensation theories and policies, benefits, deferred compensation, and prerequisites.

Directs, manages, ~~and oversees,~~ and recommends solutions to all customer service activities and reviews metrics related to the District shared business processes as they relate to Benefits, Personnel Commission, Human Resources, and Training.

Oversees and manages with the assistance of the Information Technology BASE team with the development of system requirements, process designs, detailed business activities, data mapping, and data modeling to support the maintenance of SAP time and payroll processes.

Oversees and manages the development of District work schedules, calendars, and workshop presentation for District staff.

Reviews and participates in the analysis of laws, regulations, collective bargaining unit contracts, legal opinions, and legal decisions that affect the payroll process.
Directs and administers Branch personnel functions, including staff training, grievance adjustment, transfer approval, selection and evaluation of supervisory personnel, and liaison with other organizational units regarding personnel matters.
Directs the preparation of and approves Branch budget requests and reports originating in the Branch.
~~Directs the preparation of and approves reports originating in the Branch.~~
Participates in the development and implementation of Division policies, procedures, and programs.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Payroll Administration manages the Payroll Administration Branch of the Accounting and Disbursements Division. The Deputy Director assists in the management of the Branch and acts for the Director as required and in the exercise of delegated authority.

The Controller directs and coordinates the administration of the Accounting Controls, Financial Audits, Student Body Accounting, Accounts Payable, General Accounting, Treasury, Revenue, and Payroll Administration Branch of the Accounting and Disbursements Division.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

The Payroll Administration Manager plans and supervises various elements of the payroll operations program and recommends long-range developmental plans to ensure the efficiency of payroll services.

SUPERVISION

The Director receives administrative direction from the Deputy Controller. The Director exercises general direction over the Deputy Director; both provide general direction over the Payroll Administration Manager, section heads, and other Branch personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of payroll, business administration, financial management, and fringe benefit administration, including goal setting, and program and budget development and implementation

Theory and practice of business management with particular emphasis on systems design and control techniques Provisions of the Education Code and other law relative to wages, salaries, fringe benefits, and deductions

Principles and practices of benefits, Human Resources, and Personnel Commission as related to providing first level customer service to employee

Collaborative problem solving methods for resolving conflicts and promoting cooperation

The District's day-to-day operating environments, available tools and procedures related to customer service

Federal, State, and local laws pertinent to the activities of the Branch and Division

Capabilities, operations, and SAP applications of electronic data-processing hardware and software

Laws, regulations, collective bargaining unit contracts, court decisions, and legal interpretations concerning certificated, classified, and other employee salaries and benefits

Ability to:

- Make critical payroll operational decisions based upon an objective evaluation of the facts and considering all possible options
- Measure, leverage, and analyze complex statistical and financial data and workforce models, and resolve issues to maximize organizational performance
- ~~Coordinate payroll activities with administrators at school sites, in the Office of General Counsel, Personnel Commission, Human Resources, Benefits Administration, Information Technology, BASE, and other offices~~
- ~~Oversee and manage with the assistance of the Information Technology BASE team with the development of system requirements, process designs, detailed business activities, data mapping, and data modeling to support the maintenance of SAP time and payroll processes~~
- ~~Oversee and manage the development of District work schedules, calendars, and workshop presentation for District staff~~
- Coordinate personnel management activities and resolve immediate and long-range problems
- Apply technology in solving business problems
- ~~Evaluate current practices, procedures, and issues, problems, and develop and implement continuous improvements activities with the Branch~~
- Train supervisory staff and direct training of time-reporting personnel
- Oversee process improvement and organize activities to meet deadlines
- Analyze laws, regulations, and make interpretations
- Conduct and participate in meetings and conferences, and develop and build effective teams
- ~~Prepare effective reports, letters, job aids, and other documents~~
- Establish and maintain effective working relationships Deal effectively with District administrators, employees, union representatives, management personnel, and others individuals from private and public organizations
- Communicate clearly and effectively both orally and in writing, and convey complex information to persons at various levels of understanding

ENTRANCE QUALIFICATIONS

Education:

~~Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business administration, accounting, collective bargaining, school law, school business management, economics, public administration, and electronic data processing.~~

Director:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, accounting, public administration, information systems, or a related field.

Deputy Director:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, accounting, public administration, information systems, or a related field. Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Director:

Four years of management-level experience in payroll administration involving critical deadlines, interpretation and application of laws and rules, and control of applicable procedures in a public jurisdiction or private firm with at least 1,000 employees. Management level experience in accounting, finance, business administration, budget development, or personnel administration may be substituted on a year-for-year basis for up to two years of the above experience. The aforementioned experience within an SAP environment is preferable.

Deputy Director:

Four years of management-level or supervisory experience in payroll administration accounting, finance, business administration, budget development or personnel administration involving critical deadlines, interpretation and application of laws and rules, and control of applicable procedures in a public jurisdiction or private firm with at least 1,000 employees. At least three years of the aforementioned experience must be at the management level.

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. Management classes, exempt from bargaining units.
2. An employee in this class may be 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 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
01-21-21
RGK/JXC

District Notification Date: 9-18-20

PAYROLL ADMINISTRATION MANAGER

DEFINITION

Plans, coordinates, drives continuous process improvement, and supervises the analysis, development, and implementation of new and revised policies and procedures and other elements of the payroll operations program.

TYPICAL DUTIES

- Formulates concepts, develops, and supports the payroll processes of the District's SAP time and payroll modules.
- Confers with a variety of groups, including District administrators, officials of public agencies and private corporations, and union representatives regarding payroll policies and procedures, ~~such as~~ compensation theories and policies, benefits, deferred compensation, retirement, and perquisites.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods, objectives, policies, and procedures and recommends and implements strategic plans for improvement.
- Advises internal staff regarding various retirement related policies, procedures, legislation, and regulatory changes.
- Directs the work of payroll services personnel in activities related to development and maintenance of records associated with ~~computer~~ processing of payroll data in SAP to assure proper documentation and compliance with laws, rules, and regulations.
- Confers and coordinates with other Branches and Divisions in the District regarding the resolution of payroll processing related errors and activities resulting from SAP payroll runs and recommends and supervises the implementation of procedures for problem prevention and/or solution.
- Assists the BTS teams with the development of system requirements, process designs, detailed business activities, data mapping, and data modeling to support the maintenance of SAP time and payroll processes.
- Analyzes and identifies data integrity issues, and the effect of ~~with~~ existing and proposed systems to payroll processes and provides solutions.
- Develops and recommends new and revised payroll policies, ~~and procedures, and Branch policies~~ and regulations in relation to new developments in the SAP modules to comply with laws, rules, and regulations.
- Develops, implements, and coordinates ~~Collaborates with the District training team in the development, implementation, and coordination of~~ training programs for District school and office time-reporting personnel and Payroll ~~Services Administration~~ Branch staff.
- Reviews and participates in the analysis of laws, regulations, collective bargaining contracts, Board rules, Personnel Commission rules, Education Code changes, legal opinions, and legal decisions that affect the payroll processes and recommends and assures implementation of changes in procedures, forms, and records as necessary.
- Recommends long range developmental plans related to ~~computerization and the improvement of~~ the overall payroll operations.
- ~~Identifies payroll processing problems by consulting with associates, supervisors, and section heads and by examining time reports, assignments, benefits, deductions, adjustments and corrections, salary delivery, and reports and recommends and supervises the implementation of procedures for problem prevention and/or solution.~~
- ~~Analyzes union contracts, Board of Education and Personnel Commission rules and reports, and Education Code changes to determine effect on payroll processing and recommends and assures implementation of changes in procedures, forms, and records as necessary.~~

Analyzes, evaluates, and makes recommendations regarding cost/benefit factors in various areas of payroll operations.
May manage payroll runs, monitor the process, and resolve payroll run issues and interruptions over a 24- hour period.
May consult with employees and their representatives and Staff Relations personnel to resolve payroll grievances and complaints; determine the Branch's position in regard to individual cases; and represent the Branch in grievance hearings.
May represent the Branch at Divisional and inter-Divisional meetings as necessary. ~~in place of the Director of Payroll Administration.~~
~~May act for the Director of Payroll Administration in the event of absence.~~
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Payroll Administration Manager plans and supervises various elements of the payroll operations program and recommends long-range developmental plans to ensure the efficiency of payroll services.

The Director of Payroll Administration manages the Payroll Services Branch of the Accounting and Disbursement Division. The deputy Director assists in the management of the Branch and acts for the director as required and in the exercise of delegated authority.

The Senior Payroll Specialist analyzes the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

SUPERVISION

General direction is received from the Director of Payroll Administration. Technical supervision is exercised over work performed by section supervisors in implementing changes in payroll policies and procedures. Supervision is exercised over Payroll Specialists and ~~secretarial and other~~ clerical support personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Functionality and processes of SAP Time and Payroll Modules
Federal and State statutes, codes, laws, regulations, bargaining labor agreement related to payroll and benefit processing, calculations, and reporting requirements
Fundamental concepts of employment laws, codes, and regulations, and applicable provisions of collective bargaining agreements
Principles, practices, and procedures of SAP payroll processing, including personnel assignments, time reporting, deduction control, records maintenance and documentation, and payroll accounting
SAP best practices for K-12 employee lifecycle business processes
Integration points across SAP modules including impact of changes made within modules
Principles and practices of business management and payroll administration with emphasis on organization, systems design, procedures, and control techniques
Education Code, Board of Education, and Personnel Commission rules and regulations, and union contracts, court decisions, and legal interpretations as they affect wages, salaries, fringe benefits, and deductions
Grievance procedures
Principles of work simplification and forms design
Principles of supervision
Training and orientation methods
Fundamentals of systems analysis for data processing

Ability to:

~~Perceive~~ Identify and analyze payroll system problems and develop and implement changes
Identify improvements for business processes and supporting systems
Analyze functional requirements, interpret rules, regulations, policies, and collective bargaining agreements
Analyze administrative, operational, procedural, organizational, and/or financial problems; evaluate alternatives, and reach logical fact-based conclusions and recommendations
Respond positively to change and modifying behavior, as necessary
Make recommended changes and translate best practices solutions within SAP
Apply strong lateral and analytical thinking skills and adopt an effective course of action
Express difficult and complex concepts clearly and concisely in oral and written form
Work effectively across functional, technical, and organizational teams to ensure communication and coordination of system resolutions
Manage projects and meet stringent project deadlines
Conduct and participate in meetings involving technical subjects
Organize activities to meet the pressure of deadlines
Work effectively with all levels of District employees and employee organization representatives
Supervise and train subordinates

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, information systems, or a related field. Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of professional experience in payroll administration in the SAP Human Capital Management system in a school district with an average daily attendance of at least 10,000, or a large public or private sector company of 5,000 or more employees including at least two years in a supervisory capacity.

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. Management class
2. Exempt from FLSA.

~~This 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. Management retains the discretion to add or change typical duties of a position at any time.~~
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 the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
01-21-21
RGK/JXC

District Notification Date: 9-18-20

SENIOR PAYROLL SPECIALIST

DEFINITION

Plans, coordinates, and supervises the analysis, development, and implementation of new and revised policies and procedures, of payroll to improve the efficiency of the services including but not limited to financial, retirement, legal, payroll related expenditures, and postings into the general ledger of the District.

TYPICAL DUTIES

Oversees and evaluates the work of payroll services personnel developing and maintaining payroll processing data records in SAP to insure proper documentation and compliance with laws, rules, and regulations.

Reviews existing documents, and develops new practices, transactions, procedures, and reports related to the responsibilities of the division as they relate to payroll and accounting functions.

Coordinates with Business Tools for Schools (BTS), Benefits, Human Resources, Personnel Commission, Human Resources, General Accounting, and other departments on procedural forms and controls impacting payroll processes, for the purpose of developing more efficient systems.

Collaborates with BTS teams on the development of system requirements, process designs, detailed business activities, and data mapping and modeling to support the maintenance of SAP Payroll accounting and financial processes.

Monitors and analyzes operational processes and workflow to identify specific opportunities for improvement, and evaluates user feedback to modify and remediate defects in workforce models and forecasts, in collaboration with key stakeholders.

Assists BTS teams by identifying problems in payroll and accounting systems and makes recommendations and implements long range developmental ~~computerization~~ plans, and procedures for problem prevention or solution.

Analyzes, evaluates, and makes recommendations regarding cost and benefit factors in taxation, banking, and deduction areas of payroll operation to improve operating effectiveness through process improvements.

Analyzes union contracts, Personnel Commission and Board of Education rules and reports, and Education Code changes to determine effect on payroll processing and to recommend changes in payroll procedures, forms, and records as necessary.

Gathers and analyzes data related to payroll grievances; consults with employees and their representatives and Staff Relations personnel to resolve grievances and complaints; determines the Branch's position in regard to individual cases; and represents the Branch in grievance hearings.

Oversees payroll accounting duties such as tax reporting and reconciliation, posting and reconciling payroll disbursements, monitoring automatic payroll depositions, and warrant reconciliation functions and coordinates the resolution of related errors.

Composes bulletins, memoranda, procedural manuals, and reports for Branch and District-wide distribution.

Provides technical support, direction, and training to section and unit supervisors in implementing changes.

Develop and present programs to provide training and to administrators, time reporters, and other personnel regarding payroll procedures and problem resolution.

Research, analyze, prepare, and review various projections, transactions, reports, and statements

and ensure accuracy and conformance with guidelines, policies, procedures, and laws.
May represent the Branch at Divisional and inter-Divisional meetings, as necessary, in place of the
Director or Deputy Director of Payroll Administration or Payroll Administration Manager.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Payroll Specialist oversees and supervises the activities of multiple units with the Payroll Administration Branch and monitors the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

The Payroll Administration Manager plans and supervises various elements of the payroll operations program and recommends long-range developmental plans to ensure the efficiency of payroll services.

The Payroll Specialist III analyzes the payroll system and procedures and provides technical support and oversight for Payroll Administration Branch staff.

SUPERVISION

General direction is received from a Payroll Administration Manager. General supervision is exercised over professional, technical, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Functionality and processes of SAP Human Capital Management System
Policies, rules, and regulations related to the States Teachers' Retirement System, Public Employees; Retirement System, and Public Agency Retirement System
Principles, practices, systems, and procedures involved in payroll including deduction control, records maintenance and documentation, and payroll accounting
Federal, state, local, and District laws, policies, rules, and regulations related to payroll and accounting processes Internal Revenue Service (IRS) and Franchise Tax Board (FTB) circulars as they pertain to salary taxation
Research, statistical, and forecasting methods used in payroll analysis and management
Grievance procedures
Principles of work simplification and forms design
Principles of Supervision, leadership, and training methods
Best customer service practices and the measurement (metrics) of those practices
Fundamentals of systems analysis for data processing

Ability to:

Plan, schedule, and coordinate the operation of complex payroll and retirement systems
Effectively manage the work of and provide leadership to multiple units of professional, technical, and clerical personnel
Analyze and interpret data by drawing meaning and conclusions from quantitative or qualitative data
Focus on attention to detail of work content, work steps, and final work products
Leverage technology for improvements in organizational efficiency and effectiveness
Develop and interpret rules, regulations, policies, procedures, and practices related to Payroll Accounting
Anticipate complex payroll and accounting system problems and apply research and analytical techniques for resolution

Work effectively and cooperatively with all levels of District personnel, representatives of government agencies, and various private organizations
Effectively utilize computer equipment and software in the performance of duties
Train and supervise employees in systems and procedures implementation
Prepare clear and concise instructions, manuals, and reports
Remain calm and pleasant under pressure and in stressful situations
Work in a fast-paced environment with multiple deadlines
Listen, and communicate effectively with customers
Develop effective written and oral presentations
Utilize Microsoft operating systems: Word, Excel, and PowerPoint

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, accounting public administration, information systems, or a related field. Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of experience as a professional or lead providing work direction utilizing the SAP Human Capital Management system in payroll processing with responsibilities in such areas as payments, deductions, personnel assignments, accounting, customer service, grievance processing, application of payroll regulations, employee service error resolution computer programming, time and attendance, or systems analysis in a school district with an average daily attendance of at least 10,000 or a large public or private sector company of 25,000 employees or more.

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 the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
01-21-21
RGK/JXC

District Notification Date: 9-18-20

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:	Senior Financial Analyst (1114) \$38.15060-47.56204/Hr	To:	Fiscal Services Manager (1115) \$7,951.84-9,871.02/Mo.
POS:	30305511 (A Basis)	POS:	30305511 (A Basis)
Location:	School Fiscal Services, Budget Services & Planning Division	Incumbent:	J. Ly (784196) (PN 30305511) (Cost Center 1056501)

Reason for Reclassification: The revised duties and responsibilities of the position are consistent with the recommended classification.

The subject position has been assigned duties that meet the class concept of Fiscal Services Manager in that the incumbent is responsible for planning, coordinating, and analyzing activities concerning the California Adult Education Program (CAEP) \$150 million dollar budget within Adult Education which includes supervising seven staff, the incumbent compiles and analyzes data, reviews and prepares reports and participates in discussions with Division of Adult Education executive staff and others regarding budget matters including personnel, payroll, accounts payable and procurement; and participates in income estimation and analysis including making recommendations on balancing budgetary shortfalls.

Status of Incumbent: Incumbent J. Ly (EN 784196) is reachable on the current eligibility list for Fiscal Services Manager and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: January 8, 2021

RGK/SD

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA GOULD, PERSONNEL DIRECTOR

SUBJECT: AMENDMENT TO THE REVIEW OF THE CLASSIFICATION OF ASSISTANT PLANT MANAGER POSITION

RECOMMENDATIONS:

It is recommended that effective May 7, 2020, the following reclassification recommendations be rescinded:

- A. Reclassification from Assistant Plant Manager I to none at Mulholland MS

BASIS OF RECOMMENDATION:

On May 7, 2020, the Personnel Commission approved the Review of the Classification of Plant Manager and Assistant Plant Manager positions report, in which effective July 1, 2020, it was recommended that positions that did not meet the labor allotment formula were to be reclassified downward if the positions were vacated before the next biennial review in 2022-2023. During the review, the labor allotment data provided in September 2019 by the Maintenance and Operations (M&O) Branch reported 28 labor allotment hours for Mulholland MS. Therefore, staff recommended that the position at Mulholland MS be reclassified downward. As of December 29, 2020, the Assistant Plant Manager I position at Mulholland MS became vacant and is scheduled to be reclassified downwards.

The Maintenance and Operations Branch and school administrators have expressed an ongoing need for schools to have Plant Manager presence at all sites, especially during the current COVID 19 pandemic. On January 5, 2021, PC staff was informed by Mr. Edward Sanchez, Area Facilities Services Director, that Mulholland MS should not be downgraded as the school purchased 4 labor hours around November 2019 resulting in an increase of the school's labor allotment hours to 32 hours. Due to the 4 labor hours purchased, the school meets the classification criteria to maintain the Assistant Plant Manager I position. Therefore, it is recommended that the earlier proposed Assistant Plant Manager reclassifications for Mulholland MS be rescinded.

STATUS OF INCUMBENTS:

The vacant position at Mulholland MS will remain as an Assistant Plant Manager I.

RGK/MHO

c: Classified Employment Services Branch
Files Unit

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: AMENDMENT OF RULE 615, EMPLOYMENT EXAMINATION ADMINISTRATION (TENTATIVE APPROVAL)

EXPLANATION:

The proposed amendments are to give a better representation of the current employment assessment procedures and branch titles.

It is, therefore, recommended that tentative approval be given to the amendment of Rule 615 effective January 21, 2021.

AMENDMENT:

615 EMPLOYMENT EXAMINATION ADMINISTRATION

Education Code 45260

The commission shall prescribe, amend, and interpret...rules...

Education Code 45261

The rules shall provide for the procedures...regarding...examinations...public advertisement of examinations...

Education Code 45272 (a) ~~(NEW)~~

(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. The commission shall place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

Education Code 45273

Examinations shall be administered objectively, and shall consist of test parts that relate to job performance.

For classes of positions deemed by the commission to require an oral examination, the oral examination board shall include at least two members. Where a structured objective examination is to be administered to the entire field of candidates, a single member oral examination board may be utilized. A "structured objective examination" means, for this purpose, an examination for which the examiner exercises no discretion in the selection of questions or in the evaluation of the answers.

Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination board shall confine itself to evaluating general fitness for employment in the class. When the oral examination board is directed to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area. Members of the governing board or personnel commission shall not serve on an oral examination board. A district employee may serve on an oral examination board if he or she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

The personnel commission shall provide for the proceedings of all oral examinations to be electronically recorded. In no case will an oral examination board be provided with confidential references on employees of the district who are competing in promotional examinations. Scores achieved by the candidate on other parts of the examination shall not be made available to the oral examination board.

Education Code 45278

(a) Written notices concerning tests, vacancies, transfer opportunities, and other such selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected not later than 15 working days prior to the closing date of filing appropriate applications, together with the normal use of newspapers and bulletins for public notice for open or promotional vacancies. If the subject of those notices affects a probationary or permanent classified employee who will not be reporting at his or her work location during periods when that employee is not normally required to work, including Christmas, Easter, summer recesses, and other paid or unpaid leaves of absences, including vacations, and who has previously requested notification, those notices shall be mailed to the employee. However, the failure of an employee to receive such notice shall not invalidate any procedure, if in fact the notice was placed in the U.S. mail and postage paid.

(b) (1) Subdivision (a) does not apply to a school district that publishes and distributes to all work locations examination bulletins at least once each month, provided that records of employee requests for transfer and change of location are maintained and that the names of all candidates for transfer and change of location to a vacancy are certified to the appointing authority along with names of appropriate applicants from employment lists.

(2) A School district may publish and distribute pursuant to paragraph (1) by electronic means.

(c) The personnel commission shall establish procedures for the maintenance of employee requests for transfer, change of locations, change of shift, and notification of forthcoming examinations.

- A. When an eligibility list is required, the Personnel Commission staff is authorized, subject to the provisions of Rule 705, to
1. recruit applicants
 2. plan, design, construct, and administer the selection process.

3. place on a list all eligibles in order of their merit and fitness for services as determined by the selection process, plus seniority credits, and veteran's preference points, whenever applicable. Such a list shall constitute the eligibility list.
- B. Notifications of forthcoming ~~examination~~ selection process shall be published and distributed electronically to all schools and offices at least once each month.
- C. Every person who meets requirements set forth for a job classification for which a selection for admission to an examination is being administered, complies with the procedural requirements applied to other applicants, and is not rejected pursuant to Rule 600, shall be permitted to compete. A candidate who obtains a score below the pass point in any one part or in of the combination of parts of an ~~examination~~ shall be eliminated from further competition in that ~~examination~~. An unsuccessful candidate shall be permitted to compete in future ~~examinations~~, if current admission requirements are met. However, the restrictions upon repeating an ~~examination~~ may be applied to any applicant as provided below.
- D. Applications for an ~~examination~~ with a specific recruitment filing period will be accepted ~~only in received in-~~ designated Personnel Commission offices during business hours, ~~prior up~~ to the close of the recruitment filing period. The recruitment filing period, which includes each extension thereof, shall be announced by public notice specifying the date by which applications must be received electronically or postmarked.

Late applications may be accepted by the ~~Assistant Director, Personnel Selection Branch~~ Personnel Manager, Selection; the Personnel Director; or the Deputy Personnel Director in the following circumstances:

1. Verifiable cases involving prolonged hospitalization, a serious accident, prolonged illness, or death in the family.
2. An error detrimentally affecting the applicant when made by an employee of an office designated by the Personnel Commission to perform classified recruitment or selection functions.
- ~~3. Verifiable misdelivery, prolonged delivery, or error by the U.S. Postal Service or the District's Mail Unit.~~
- ~~4.~~ 3. Subpoena or order to appear in court during a significant portion of the filing period.
- ~~5.~~ 4. Assigned emergency or overtime work for the District during a significant portion of the recruitment filing period; or verifiable District authorized paid vacation during half or more of the recruitment filing period.
- ~~6.~~ 5. When the Personnel Commission staff ~~recommends~~ such action because an employee learned subsequent to the close of recruitment filing that he or she is the incumbent of a position that is under consideration or study for reclassification to the class for which the ~~examination~~ is being conducted.
- ~~7.~~ 6. When it can be documented that the reasons for failing to file timely are beyond the candidate's control and it is in the best interest of the District to augment the field of competition.

Actions of the ~~Assistant Director, Personnel Selection Branch~~ Personnel Manager, Talent Acquisition and Selection in regard to the acceptance of late applications may be appealed to the Personnel Commission within seven calendar days after notification is given ~~or mailed~~ to the applicant.

- E. When the Personnel Commission reclassifies a position to a higher class for which an eligibility list exists, it may authorized a special administration of the selection process for the higher class to the incumbent of that position. Such authorization shall not be made if the incumbent was unsuccessful in the selection process for the higher class within four months of the date of the Commission's reclassification action. The same tests of fitness and the

same examination standards applied in the original examination shall be used in the special administration. If the incumbent is successful, his or her name shall be merged into the existing eligibility list in rank according to examination score, with seniority credit, if applicable, for service up to date applied to other eligibles in the original examination. Actions authorized pursuant to this paragraph shall not be construed as constituting a new examination or eligibility list.

- F. All interviews, including technical interviews, shall be electronically recorded by the Personnel Commission staff.
- G. Unless the Personnel Director, or his/her designee or the Personnel Commission waives the no-repeat rule for an examination for a specific classification or a particular examination administration, the Personnel Commission shall prohibit an applicant from repeating examinations for the same classification or repeating tests or test parts which are comprised of essentially the same questions or problems in an examination for the same or another class, until at least four calendar months have elapsed between
 1. the first comparable part of the two examinations, or
 2. ~~the date of the first part of the previous examination in which the applicant was a candidate and the date of the subsequent opening of filing.~~
- 32. The same restrictions shall be uniformly applied to all applicants in the examination. However, an applicant who is barred from repeating the same test or test part of an examination for one class under the provisions of this paragraph shall be permitted to compete in the examination for another class, if the score most recently obtained in that test or test part being repeated is used in the later examination.
- H. For examinations that are administered more than one time in a calendar year, the Personnel Commission staff may refuse to ~~examine~~ allow an applicant to participate in an exam for the same class more than once within any 12-month period, provided that the same restriction is uniformly applied in the examination for that class, and provided that the time period between the test parts in question does not exceed 12 months.
- I. Except for an executive or administrative class on the staff of the Personnel Commission, members of the Personnel Commission shall not participate directly or indirectly in any procedures related to the ~~examining~~ process.

KG/SLD