

CORRECTED

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

Council Meeting

TUESDAY, JANUARY 18, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JANUARY 27, 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. Approval of minutes of the meeting of December 16, 2021.
3. Receipt of minutes of the meeting of January 20, 2022.
4. Reappointment of Personnel Commissioner.

CONSENT ITEMS

5. Ratification of Reclassifications by Director's Approval: **APPROVED**
 - a. Position in the Classification and Compensation Branch, Personnel Commission, from Human Resources Specialist III (\$38.85242-48.19729/hr.) to Human Resources Specialist I (\$25.83937-31.96414/hr.), effective January 27, 2022. (RDA 392, Human Resources Series)

6. Approval of revised Class Description recommended, effective January 27, 2022: **APPROVED**

Health Office Clerk

7. Authorization of Field of Competition in forthcoming examination: **APPROVED**

Class Title

Health Office Clerk
(\$18.41162-22.69396/hr.)
Class Description Dated January 27, 2022.

Recommendation

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.

8. 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.

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

- a. Examination Appeals
 - Administrative Secretary I
 - Assistant Project Manager
 - Building and Grounds Worker

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

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

Administrative Secretary I (Case 0158)
Assistant Project Manager (Case 0156)
Building and Grounds Worker (Case 0159)

12. Receipt of the Personnel Commission Activity Report for the Second Quarter of the 2021-22 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.

HEALTH OFFICE CLERK

DEFINITION

Under general direction of the credentialed administrator and the credentialed school nurse, assists in the daily operation of a school health office by, administering minor basic first aid, assisting students in taking prescribed medications who are ill or injured in accordance with State laws and District policies, and performing a variety of clerical duties related to the school health programs.

TYPICAL DUTIES

~~Assists students in taking prescribed medications.~~

Assists the school nurse in maintaining electronic student health records and files, and preparing reports, performing clerical support, and maintaining cleanliness and organization of the school health office.

~~Files student health records.~~

Assists with the administration of medication to students as prescribed by a licensed healthcare provider, in accordance with established policy, and under the guidance of the school nurse.

Communicates orally or in writing with parents and school personnel.

Prepares documents and reports ~~for~~ requested by the school nurse related to the health program.

Reviews student immunization records and alerts the school nurse or the school administrator when immunizations are not in compliance with current state law.

Assists students with toileting and activities of daily living.

Maintains supplies in the health office including first aid kits, and prepares requisitions for needed replacements.

Provides ~~minor~~ basic first aid for ill or injured students.

Maintains efficiency in the flow of student health office visits.

~~Records temperature readings.~~

Contacts parents/guardians if a student must be released from school for health reasons.

Responds to emergency needs of students, accidents, and emergency illnesses at school.

Assists the school nurse with the exclusion and readmission of students with infectious or communicable diseases or inadequate immunizations according to established policy.

Performs limited specialized physical healthcare procedures (treatments) such as blood glucose monitoring testing, treatment of low blood sugar, mechanical nebulizer treatment or administration of emergency injections of medication with appropriate training and supervision by the school nurse.

Reports suspected child abuse to appropriate agency.

Maintains confidentiality in accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Health Office Clerk provides clerical support to the school health office and delivers specialized health care procedures and medical treatments not requiring a nursing license to students on an as-

~~needed basis. assists a credentialed School Nurse in a school health office by maintaining health records and administering minor first aid in emergencies.~~

A Health Care Assistant assists teachers and nurses by helping in the training and education of disabled students by presenting educational material or exercises and applying approved medical procedures.

An Office Technician performs a variety of clerical duties ranging from entry-level to those requiring the exercise of judgment based on training and experience.

SUPERVISION

General supervision is received from a credentialed administrator ~~or designee such as higher-level clerical personnel~~ and the credentialed school nurse. Supervision and training for medical/health procedures must be received from a credentialed ~~School N~~nurse.

CLASS QUALIFICATIONS

Knowledge of:

Office practice and procedures, ~~especially those involved in a health office~~
English usage, correct spelling, punctuation, vocabulary, and grammar
Operation of various office machines
First aid principles and techniques
Cardio-pulmonary resuscitation procedures
Suspected child abuse reporting requirements
Basic medical terminology
Microsoft Word and Outlook and other software applications.
~~Web browsing techniques~~

Ability to:

Maintain confidential health information
Read, write and orally communicate in English
Communicate effectively orally and in writing with students, parents, and District personnel
Establish effective rapport with students, teachers, health personnel, and parents
Alphabetize and maintain files
Keep accurate records and perform ~~simple~~ basic arithmetic computations
Accurately type and perform data entry
Accurately follow oral and written instructions
Perform first aid and cardio-pulmonary AED resuscitation
Operate and use a computer and internet
Understand and correctly implement specialized physical healthcare procedures as trained by the credentialed school nurse.

Special Physical Requirements:

Physical agility sufficient to push/pull, squat, twist, turn, bend, stoop and to reach overhead
Ability to lift up to ~~25~~ 50 pounds or over 50 pounds with assistance to, ~~assist with lifting,~~ push,
and pull students, ~~and push a in~~ wheelchairs

~~Hearing~~ - Sufficient hearing to conduct in person and telephone conversations
Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone
~~Vision~~ - Sufficient vision to read printed materials and visually inspect students
Manual dexterity sufficient to write, use telephone and business machines, and perform limited medical treatments
Physical stamina sufficient to sit, stand or walk for prolonged periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, and business English.

Experience:

Six months of clerical experience.

Special:

A first-aid certificate issued by the American Heart Association or American Red Cross must be current and kept valid during the term of employment.

A CPR/AED certificate issued by the American Heart Association or American Red Cross must be current and kept valid during the term of employment.

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 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
01-27-22
RGK

District Notification Date: 12-14-21
Union Notification Date: 12-14-21

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

Date: January 27, 2022

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE SECOND
QUARTER OF 2021-2022 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)			
<u>TOPICS</u>			<u>NUMBER OF</u>
New Hire & Rehire Actions (not from Reemployment Lists)			1,316
Rehire Actions (from Reemployment Lists)			10
Promotion Actions			509
Leave Actions			1,572
Substitute Calls - Filled			31,420 (41%)
Substitute Calls - Unfilled			45,303 (59%)
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)			
New Classifications			9
Abolished classifications			4
Reclassification Studies	No Changes	3	28
	Reclassifications	25	
Salary Reallocations			4
CD Revisions			26
Duty Statement Reviews			445
TALENT ACQUISITION AND SELECTION BRANCH (TASB)			
Number of Lists Produced			130
Number of Eligibles on Eligibility Lists			2,623
Number of Applications Received			13,404
Number of Candidates Tested			6,103

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	55
Number of Training Participants	3,040
Number of Tuition Reimbursement Requests	88
Number of Online Training Modules Completed	8,836