

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

Council Meeting

TUESDAY, JANUARY 25, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, FEBRUARY 3, 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>

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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. 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 January 20, 2022.
4. Receipt of minutes of the meeting of January 27, 2022.

## CONSENT ITEMS

5. Approval of revised Class Description recommended, effective February 3, 2022: **PULLED**

Deputy Director of Transportation

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

Class Title

Recommendation

Deputy Director of Transportation  
(\$9,755.69-12,154.78/mo.)  
Class Description Dated February 3, 2022.

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.

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

Case 12159

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

9. 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.

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

- a. Examination Appeals
  - Senior Office Technician

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

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

Senior Office Technician (Case 0160)

*Please send an email to Suzanne Morrow ([suzanne.morrow@lausd.net](mailto: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](mailto: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.*

## DEPUTY DIRECTOR OF TRANSPORTATION

### DEFINITION

Assists the Director of Transportation in planning, monitoring, directing, and evaluating the administrative, technical, and analytical activities of the Transportation Services Division.

### TYPICAL DUTIES

- Assists in planning, developing, coordinating, and leading Division-wide strategic operational activities.
- Assists in planning, organizing, directing, and coordinating the dispatching, operation, inspection, maintenance, repair, and storage of buses, and all other District vehicles.
- Assists in administering the activities and functions of the Transportation Services Division in accordance with legal regulations and Board of Education policies.
- Develops data-driven business strategies.
- Formulates, recommends, and implements changes in rules, regulations, and procedures affecting Transportation Services Division activities.
- Assists in the preparation of the Division budget by reviewing budget requests submitted by section heads and analyzing Division functions and services.
- Confers with administrators, contractors, officials of public agencies, and the public regarding transportation issues and compliance with legal regulation and Division policies and procedures.
- Directs studies and prepares recommendations concerning additions or reductions in service, need for equipment, facilities, and personnel and other matters related to Division activities.
- Coordinates organization plans and activities with those of other District organizations.
- Establishes or recommends standards, schedules, and priorities, including contingency plans, and may direct the allocation of resources in emergencies.
- Manages or assists in managing Division communication activities relative to staff, other organizations, the media, and the public.
- Directs and evaluates or assists in directing line management and supervision of the organization's staff.
- Directs and participates in liaison and coordination with other units involved in staff functions, such as finance, data processing, personnel, procurement, and labor relations.
- Prepares and presents reports to committees of the Board of Education.
- Directs or leads the implementation of business applications.
- May direct or participate in the planning of data processing applications and their implementation.
- May represent the Division, or District in presentations to public agencies, legislative committees, or other official bodies.
- Directs in-service training programs including driver training, safety training, vehicle inspection, and the proper usage of business applications and related data analysis.
- Acts for the Director of Transportation in his/her absence.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Deputy Director of Transportation assists the Director of Transportation in the direction and supervision of the Transportation Services Division and acts for the Director in his/her absence and as directed.

The Director of Transportation is the administrative head of the Transportation Services Division including student transportation and fleet maintenance, and supervises contracting transportation companies while on duty for the District.

A Regional Transportation Manager manages student transportation services of a student transportation section of the Transportation Services Division and supervises the transporting of students from pickup points to schools and return on special trips in a geographic region of the District or for a District-wide program.

## SUPERVISION

General direction is received from the Director of Transportation. General supervision is exercised over lower-level transportation management personnel, and technical and clerical employees of the Transportation Services Division.

## CLASS QUALIFICATIONS

### Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Basic principles of merit-system personnel administration
- Basic concepts and business applications of data processing systems and procedures
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline
- Principles and practices of business and public administration as applied to organization and management, budgeting and fiscal practices, personnel management, procurement, and public relations
- Sections of the California Education Code; City and County ordinances; and rules, regulations, and policies of the Los Angeles Unified School District, which pertain to pupil transportation and fleet maintenance
- Computer applications related to transportation operations, including telematics/GIS, routing, and fleet maintenance
- Principles of supervision and in-service training
- Maintenance and management problems encountered in the transportation industry
- Current practices used in motor vehicle transportation and fleet maintenance operations
- Motor vehicle specifications, types, and uses

### Ability to:

- Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Analyze and interpret data and draw logical conclusions
- Analyze written materials and oral communications
- Communicate effectively orally and in writing
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Plan, organize, assign, direct, and review the activities of a large group of employees

Develop and implement school bus transportation operating rules, regulations, procedures, and policies  
Analyze school bus transportation operations, conduct research, and prepare clear and concise recommendations and reports  
Interpret policies and procedures relating to the transportation program of the District  
Maintain effective relationships with contractors and with officials of the District and other public agencies

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, transportation management, logistics or a related field.

### Experience:

~~Four~~ Three years of management-level experience in bus and/or truck transportation operations ~~which includes experience in at least one of the following operational areas:~~ (1) transportation business operations (logistics, fleet management, human resources/personnel management, safety/training, or budget, finance, or accounting), or (2) procurement, ~~or (3) bus operations~~. One year of the aforementioned experience must include the responsibility for interpreting, and managing performance management data.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

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 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  
2-03-22  
SH

District Notification Date: 1-19-22

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:

<b>From:</b>	Administrative Assistant (2071) (\$30.86867-38.23830/hr.)	<b>To:</b>	Senior Administrative Assistant (2062) (\$32.35229 - \$40.29639/hr.)
<b>POS:</b>	30437269 (A Basis)	<b>POS:</b>	30437269 (A Basis)
<b>Location:</b>	Office of School Culture, Climate, and Safety	<b>Incumbent:</b>	R. Guadamuz (EN723639) (P30437269) (Cost Center 1051901)

**Reason for Reclassification:**

The position meets the class concept of Senior Administrative Assistant in that it has been assigned supervisory responsibilities over clerical processes in the Office of School Culture, Climate, and Safety. The position is responsible for supervising a Senior Office Technician and an Office Technician; overseeing and participating in the preparation and review of District bulletins, reference guides, memorandums, and inter-office correspondence for the Associate Superintendent's approval signature and uploading them to the eLibrary; managing and scheduling appointments for the Associate Superintendent's calendar which often involves the Board of Education members, District executive staff, and other division administrators; assisting with the creation of PowerPoint presentations; managing purchase orders, the office's Toshiba account, and office P-card for supplies and equipment; and carrying out payroll responsibilities for the office.

**Status of Incumbent:** Incumbent R. Guadamuz (EN723639) is reachable on the eligibility list for Senior Administrative Assistant and may be appointed to the reclassified position, or be otherwise assigned.

**Effective Date:** January 19, 2022

RGK/JPK

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