

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

Council Meeting

TUESDAY, FEBRUARY 8, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, FEBRUARY 17, 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*

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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

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1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of January 27, 2022.
3. Receipt of minutes of the meeting of February 3, 2022.

**CONSENT ITEMS**

4. Ratification of Reclassifications by Director's Approval: **APPROVED**
  - a. Position in Maintenance and Operations, Facilities Services Division, from Administrative Staff Aide (\$24.95967-\$30.86867/hr.) to Assistant Administrative Analyst (\$30.11342-\$37.27561/hr.), effective February 17, 2022. (RDA 78, Administrative Analyst & Assistance Series)

4. Continued - Ratification of Reclassifications by Director's Approval: **APPROVED**

- b. 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 January 24, 2022. (RDA 1698, Instructional Assistance Series)
- c. 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 January 31, 2022. (RDA 1699, Instructional Assistance Series)
- d. Position at Limerick Elementary School, Local District Northwest, from Office Technician (\$15.77250-21.51552/hr.) to Senior Office Technician (\$18.41162-22.69396/hr.), effective January 27, 2022. (RDA 3042, Clerical Series)

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

Case 12206

Case 12209

6. a. Establishment of the classification of Student and Family Resource Ambassador. (Case 12208) **APPROVED**

b. Approval of Class Description recommended, effective February 17, 2022: **APPROVED**

Student and Family Resource Ambassador

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

Class Title

Recommendation

Student and Family Resource Ambassador  
(\$20.18042-25.00000/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.

7. Starred Rate for Incumbent of Deputy Superintendent, Business and Operations. (Case 12205) **APPROVED**

8. Amendment of Rule 812, Vacations. Tentative Approval recommended, effective February 17, 2022. (Case 12171) **PULLED**

Purpose: LAUSD has entered into agreements with the majority of bargaining units to modify the vacation cap to limit vacation accrual and has requested that we align our rule accordingly.

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

## 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. Examination Appeals
    - Assistant Project Manager
    - Senior Electrician
  - b. Conference with Legal Counsel
    - Disciplinary Appeals
12. Reconvene Regular Session and report of actions taken in Closed Session.
13. Consideration of the recommendation of staff on the Examination Appeal for:

Assistant Project Manager (Case 0156)  
Senior Electrician (Case 0161)

*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.*

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification action be approved:

<b>From:</b>	School Administrative Assistant (2500) (\$20.44008-\$28.42362 /hr.)	<b>To:</b>	Administrative Secretary I (2406) (\$26.34886-\$32.84928 hr.)
	30479151 (E Basis)		30479151 (A Basis)
<b>Location:</b>	City of Angels, Virtual Academy	<b>Incumbent:</b>	D. Davis (EN 784075) (PN 30479151) (Cost Center 1880107)

A 2.75 percent responsibility differential be granted to D. Davis (EN 784075) from February 3, 2022 to May 31, 2022 or until the incumbent leaves the position, whichever is sooner, and that the Personnel Director be authorized to amend the effective date of reclassification and termination date of the differential should testing be delayed, the position becomes vacant or the incumbent become eligible for appointment prior to the reclassification date.

**Reason for Reclassification:** The subject position meets the class concept of Administrative Secretary I in that the position is responsible for providing guidance and training related to time reporting and teacher absence protocols to School Administrative Assistants assigned to the six Virtual Academies; providing administrative support to the newly created Executive Cabinet for the Virtual Academy by assisting each administrator with purchase orders, compiling reports and data; and time reporting of teachers, assistant principals, counselors, and support staff. Additionally, the position will be assigned the responsibility of providing support to the Executive Cabinet Administrators with expenditure controls by setting up control sheets, itemizing purchases, and providing guidance regarding purchases; and assisting in the coordination of the expansion of the Virtual Academy, creating six new schools to replace the current six academies. The position will have supervisory responsibility over one Senior Office Technician and possibly additional clerical staff as the program expands.

**Status of Incumbent:** Incumbent D. Davis (EN 784075) must compete in the examination for Administrative Secretary I, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned.

**Approved Date:** February 3, 2022

**Delayed Effective Date:** June 1, 2022

RGK/SH

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

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>	Human Resources Specialist III (4989) (\$38.85242- \$48.19729/hr)	<b>To:</b>	Senior Human Resources Specialist (4998) (\$42.55261- \$52.95015/hr)
<b>POS:</b>	(30447886) A Basis		(30447886) A Basis
<b>Location:</b>	Personnel Commission Organizational Excellence (Cost Center 1060001)	<b>Incumbent:</b>	S. Johnson (EN 779420)

**Reason for Reclassification:** The subject position meets the class concept of a Senior Human Resources Specialist in that the incumbent in the position will be responsible for supervising, coordinating, prioritizing, and evaluating the work of human resources staff; coordinating large-scale training programs offered to all Classified employees; and conferring with District staff and union representatives in the planning of staff development programs.

**Status of Incumbent:** Incumbent S. Johnson (EN 779420) is reachable on the Senior Human Resources Specialist eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

**Effective Date:** February 17, 2022

KG/CP

C: Classified Employment Services Branch  
Files Unit

PERSONNEL COMMISSION  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
ESTABLISHMENT OF CLASS

CASE No. 12208

RECOMMENDATION(S):

CLASS TITLE:

Student and Family Resource Ambassador

EFFECTIVE DATE:

February 17, 2022

GROUP, SERIES:

Clerical Series, Supervisory & General Group

HOURLY RANGE:

\$20.18042 \$21.29034 \$22.46131 \$23.69668 \$25.00000

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Clerical Series, Supervisory & General Group.

BACKGROUND:

Student Health and Human Services (SHHS) identified a need to build a social work career path in the District and therefore, requested the establishment of a new classification to address this need. The proposed classification of Student and Family Resource Ambassador will work with the existing Student and Family Resource Navigators, Student and Family Resource Coordinators, and SHHS administrators in providing various social service information and resources to families.

BASES OF RECOMMENDATION:

In addition to providing support and assistance to families by offering information regarding available resources and services, incumbents in this classification will also:

- Assist families in establishing contacts and making appointments for services in the community and appropriate supportive agencies.
- Assist in scheduling appointments and offering transportation resources to service providers.
- Contact families to encourage participation and assists in arranging and coordinating school and community activities.
- Assist with clerical duties such as collecting and compiling program information including case management data, data entry, and generating reports.

Additional duties and responsibilities are listed on the class description presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external alignment considerations. The proposed class is similar in concept to the City of Los Angeles' Community Services Representative (approx. \$27.33955/hour max) and the County of Los Angeles' Community Health Worker (approx. \$24.9117/hour max) in that these classes assists professional staff in providing information regarding various programs and services to the community in various areas such as health, mental health, or social services. Therefore, the salary range of \$20.18042 - \$25.00/hour is appropriate.

RULE AMENDMENT(S):

None

## STUDENT AND FAMILY RESOURCE AMBASSADOR

### DEFINITION

Provides support and assistance to families by offering information regarding available resources and services from Los Angeles Unified School District and the community.

### TYPICAL DUTIES

Provides information to families regarding available community resources and services.  
Assists families in establishing contacts and making appointments for services in the community and appropriate supportive agencies.  
Assists in scheduling appointments and offering transportation resources to service providers.  
Contacts families to encourage participation and assists in arranging and coordinating school and community activities.  
Assists Student and Family Resource Navigators, Student and Family Resource Coordinators, and other School Health and Human Services (SHHS) staff with outreach and enrollment efforts in various support programs.  
Assists with clerical duties such as collecting and compiling program information including case management data, data entry, and generating reports.  
Assists in maintaining records and files in accordance with laws and grant requirements.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Student and Family Resource Ambassador assists in providing information and resources regarding various social service resources in the community.

A Student and Family Resource Navigator performs case management services within a local School-based Health Clinic, Wellness Center, Wellness Network or student support service program; conducts locally driven outreach and enrollment efforts for Medi-Cal and Healthy Families; and may coordinate the overall support program at some school sites.

A Student Support Services Program Coordinator manages the day-to-day operation of a school-based health and student support service program and supervise Student and Family Resource Navigators.

### SUPERVISION

General supervision is received from a certificated administrator or a designated supervisor. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Needs, problems, strengths, assets, and resources of students and families of diverse socio-economic, linguistic, and cultural backgrounds  
Community organizations, programs, services, and resources in the areas such as health, mental health, social services, recreation, housing, education, and employment

Ability to:

- Communicate and work effectively with students, families, LAUSD staff, agency and community representatives, and the public
- Keep information pertaining to students and families confidential based on Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)
- Gather and compile information
- Use a computer to input, edit, extract, and format data and information

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by high school or college courses in child development, community development, sociology, or courses offered through the LAUSD Career Technical Education (CTE) pathways such as Education, Child Development and Family Services (ECDFS) or other related pathways.

Experience:

Three months of paid experience or verifiable volunteer experience in assisting families in social service activities or in agencies or programs serving children and families, or participation in student advisory boards or related groups or networks is preferable.

SPECIAL NOTE:

Willingness to work flexible hours as needed.  
Fluency in a non-English language may be required for some positions.

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

New Class  
02-17-22  
KG/RGK



LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR  
SUBJECT: **STARRED RATE – M.K. REILLY**

**Recommendation:**

it is recommended that a starred rate be granted to incumbent Megan K. Reilly, Deputy Superintendent, Business and Operations through June 30, 2022 as follows:

Current: \$25,833.33 (monthly)

Proposed: \$29,166.67 (monthly)

The starred rate will terminate at the end of day on June 30, 2022.

**Basis of Recommendation:**

The Board of Education requests and is in support of a salary of \$350,000 annually for the incumbent as she returns from the position of Interim Superintendent of Schools to the position of Deputy Superintendent, Business and Operations, pending Personnel Commission's recommendation. During the coming months, the incumbent is expected to carry increased responsibilities as the Deputy Superintendent, Business and Operations, as she aids in the transition of the newly appointed Superintendent of Schools. Therefore, a starred rate is recommended for a pre-determined amount of time.

KG

c: Classified Employment Services Branch  
Files Unit

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR  
SUBJECT: PERSONNEL COMMISSION AMENDMENT OF RULE 812 VACATIONS, ALIGNMENT WITH BARGAINING UNIT AGREEMENTS (TENTATIVE APPROVAL)

EXPLANATION:

LAUSD has entered into agreements with the majority of bargaining units to modify the vacation cap to limit vacation accrual as below and has requested that we align our rule accordingly.

It is, therefore, recommended that tentative approval be granted the amendment of Rule 812, effective February 17 2022.

AMENDMENT:

812 VACATIONS

\* \* \*

I. No employee shall be permitted to accrue vacation in an amount greater than that which the employee earns in 18 months pay periods (the employee's "vacation cap amount"). ~~The average of 21.75 days per month is used when calculating the vacation cap.~~ Once the employee has accrued vacation in an amount equal to the employee's vacation cap amount, the employee shall cease to accrue vacation until he or she uses vacation in an amount sufficient to reduce the accumulated vacation balance below the vacation cap amount. ~~All appropriate adjustments shall be made annually at the end of each fiscal year so that the earned vacation balance carried forward to the next fiscal year shall not exceed the employee's "vacation cap amount."~~

1. Consistent with the 18 month pay period vacation cap amount set forth in I. above, the following procedure for scheduling of vacation time shall be in effect:

\* \* \*

\* \* \*

K. Lump-sum payment for vacation earned during substitute, relief, and provisional assignments during the period excluded from the basic assignment may be made at the discretion of the head of the division or area in which the employee is regularly assigned. Such lump-sum payment shall be:

1. Authorized by the division head and/or ~~Educational Service Center~~ Local District administrator by not later than November 1 of each year.
2. Calculated at the rate at which the employee is paid during the limited-term assignments. If the employee is paid for limited-term assignments at more than one rate, the lump-sum payment shall be calculated at the last rate paid for such assignments on which vacation is earned.

\* \* \*

- S. 1. Notwithstanding the foregoing provisions and in order to facilitate a complete transition from an unlimited vacation accrual system to the 18 ~~month~~ pay period vacation cap system, the District shall, for each employee employed by the District, calculate the employee's total accrued vacation as of June 30, 1994 (the "1994 accrual bank"). The District will then credit each employee with the employee's 1994 accrual bank as vested vacation to be paid out at the time the employee separates from the District, but at the employee's salary rate in effect as of June 30, 1995.

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