

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

Council Meeting

TUESDAY, FEBRUARY 22, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, MARCH 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 February 3, 2022.
4. Receipt of minutes of the meeting of February 17, 2022.

**CONSENT ITEMS**

5. Ratification of Reclassification by Director’s Approval: **APPROVED**

- a. Position at Diego Rivera Learning Complex, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective February 8, 2022. (RDA 3043, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective March 3, 2022: **APPROVED**

Stock Clerk (Music)  
UI/UX Designer

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

<u>Class Title</u>	<u>Recommendation</u>
Stock Clerk (Music) (\$21.47913-\$26.50723/hr.) Class Description Dated March 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.
UI/UX Designer (\$43.83192-\$54.30547/hr.) Class Description Dated March 3, 2022.	Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service

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

Case 12210

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. Disciplinary Appeals
    - Campus Aide & Restricted
    - Food Service Manager I
    - Special Education Assistant
  - a. Examination Appeals
    - Assignment Technician

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

12. Consideration of the recommendation of staff on the Disciplinary Appeals for:

Campus Aide & Restricted (Case 0353)  
Food Service Manager I (Case 0003)  
Special Education Assistant (Case 0371)

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

Assignment Technician (Case 0162)

*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.*

## STOCK CLERK (MUSIC)

### DEFINITION

Coordinates and monitors redistribution of musical instruments to elementary schools, and performs manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

### TYPICAL DUTIES

Receives, inspects, stores, and catalogs musical instruments, musical scores, and supplies used by elementary school music students.  
Issues musical instruments, musical scores, recordings, and supplies to elementary schools as requested by instructors or administrators.  
Regularly updates and reports the status of the musical instruments inventory for the Musical Instrument Repair Supervisor and the Arts Education Branch designees using various computer applications such as word processing programs, spreadsheets, and FileMaker Pro.  
Maintains a lending library of choral and instrumental music.  
~~Prepares requisitions and r~~Requests for purchases of musical instruments and supplies.  
Maintains an accurate database of the musical instruments inventory and sheet music.  
Informs administrators and teachers about policies and procedures for the use of musical instruments by the elementary schools.  
Informs teachers regarding the care and storage of instruments to reduce theft and vandalism.  
Conducts inventory of musical instruments and supplies at school sites as necessary.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

~~A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.~~

Other specialized Stock Clerk classes, such as Stock Clerk (Braille) and Stock Clerk (Computer Repair) are assigned manual and clerical duties in relation to the ordering, receipt, storage, and distribution of the types of supplies and equipment indicated in the class title.

## SUPERVISION

General supervision is received from the ~~Director of Arts Education or designee~~ Supervising Stock Clerk (Music). Work direction may be exercised over an Office Technician and part-time student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basics of music notation, scores, and terminology
- Supply-handling methods and equipment
- Record-keeping and inventory procedures
- Safe lifting procedures
- Microsoft Windows operating systems
- Microsoft Word, Excel and Outlook

### Ability to:

- ~~Assist teachers in the selection of materials suitable to the grade level of the students involved~~
- Maintain musical scores in good repair
- Identify musical instruments
- Read basic music notation
- Keep accurate records and produce written reports
- ~~Operate various office machines, including a typewriter, computer, calculator, and copier~~
- Provide effective work direction and maintain good working relationships with District personnel
- ~~Operate a personal computer~~
- Operate a computer and associated peripheral equipment

### Special Physical Requirements:

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

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Six months of inventory experience that included the maintenance of music supplies and scores, or one year of other storekeeping experience supplemented by college-level courses in music.

### Special

A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.

~~This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the 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 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  
03-03-22  
SH

District Notification Date: 12-9-2021  
Union Notification Date: 01-28-22

## UI/UX DESIGNER

### DEFINITION

Designs, develops, and implements various user interfaces and user experience designs (UI/UX) for use in print, webpages, applications, and mobile devices with a focus on maximizing usability and user experience.

### TYPICAL DUTIES

- Gathers business needs and product requirements in order to create user-focused and intuitive products, device interfaces, and platforms for mobile applications, desktops, and websites/web enabled applications.
- Updates and maintains UI/UX standards to be used across all IT projects and platforms.
- Participates in the development and/or review of content, such as electronic and print, to be widely consumed by District customers by applying UI/UX expertise.
- Develops web page designs and layouts to meet UI/UX guidelines, best practices, and standards.
- Collects and analyzes user behaviors and needs data through various types of user research, such as focused group observation, project team input, and surveys.
- Generates and evaluates data usage and web analytics to establish a baseline of user experience and engagement to modify designs accordingly.
- Designs a consistent UI/UX brand image across ITD projects and platforms.
- Performs thorough quality checks of layout consistency and usability.
- Utilizes web and database technologies, such as application design and development across multiple platforms to create prototypes or wireframes for web applications, dashboards and/or workflows.
- Designs product mock-ups, graphical storyboards, and original artwork, and tests them against real user feedback.
- Analyzes qualitative and quantitative data to translate customer needs.
- Collaborates with programmers, subject matter experts, consultants, and other District employees in all phases of the development life cycle for software applications and various projects to provide input to solution modifications and enhancements.
- Performs related duties as assigned

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A User Interface/User Experience (UI/UX) Designer designs user interfaces with the focus on maximizing usability and user experience.

A Multimedia Designer analyzes designs, develops, implements, and evaluates multimedia knowledge sharing solutions.

A Web Architect directs and manages global architecture activities, analyzes existing business practices, and develops workflow improvements and conducts feasibility studies for the development and maintenance of web applications.

## SUPERVISION

General supervision is received from an IT administrator or designee. Functional supervision may be exercised over the development and implementation activities by project teams.

## CLASS QUALIFICATIONS

### Knowledge of:

- UI/UX best practices
- Design principles such as layout, visual hierarchy, typography and color
- Branding and design standards
- Design, wireframe and web production tools
- Website design and navigation
- Information Architecture (IA) practices
- Interaction Design (IxD) practices
- Designing, planning, and conducting user experience research
- Section 504/508 compliance
- Software and hardware fundamentals
- Microsoft, Apple, and mobile device operating system concepts
- Various user testing methods

### Ability to:

- Collaborate with stakeholders to understand business needs and product requirements
- Facilitate the design process and present solutions
- Research, understand requirements, processes, and problems to ensure that designs and layouts meet guidelines, best practices, and standards
- Convey research findings and/or design approaches to diverse audiences in both written and oral format
- Analyze qualitative and quantitative data
- Conduct information gathering meetings
- Collaborate and design projects from conception to delivery
- Participate in multiple concurrent projects
- Work independently with minimum supervision
- Adjust and adapt to changing departmental and business unit needs
- Create consistent and intuitive design systems across multiple platforms
- Work under pressure and deadlines, effectively prioritizing assignments

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in Human Computer Interaction (HCI), Art, Web Design, Interaction Design, Computer Science, Graphic Design, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.



Experience:

Two years of experience in one or more of the following design areas: UI/UX; graphic/visual design or interaction design; information architecture (IA) and workflow; or creating prototypes and wireframes. One year of experience developing, creating, and/or producing web-based multimedia programs and other knowledge sharing solutions is preferable.

Special:

~~A valid California Driver License.  
Use of an automobile.~~

**SPECIAL NOTES**

~~Incumbents in this classification may be required to travel throughout the District.~~

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  
03-03-22  
JAP

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>	Secretary (2800) (\$19.39093-\$23.89735/hr.)  30078319 (B Basis)	<b>To:</b>	Senior Secretary (2865) (\$22.69396-\$27.96393/hr.)  30078319 (A Basis)
<b>Location:</b>	Early Childhood Education Division	<b>Incumbent:</b>	Vacant (PN 30078319) (Cost Center 1155501)

**Reason for Reclassification:** The subject position meets the class concept of Senior Secretary in that the position will be responsible for communicating enrollment requirements to families and explaining the various programs within the Early Childhood Education Division; maintaining the Board meetings on the Executive Director's calendar; scheduling meetings for professional development, Division meetings and collaborative trainings with other District groups; preparing and formatting Interoffice Communication (IOC) and Board Informatives (BI); monitoring updates to bulletins and memos relative to the Division and uploading documents in E-Library; reconciling and balancing the Division's budget as well as the Imprest account; creating purchase and p-card orders; and serving as back-up time reporter.

**Status of Incumbent:** The position is vacant

**Effective Date:** February 15, 2022

RGK/SH

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