

REVISED

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

Council Meeting

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

Personnel Commission Meeting

THURSDAY, MARCH 17, 2022
3:00 P.M., VIA ZOOM

<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVILlVnZzJhUT09>

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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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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Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of February 17, 2022.
3. Receipt of minutes of the meeting of March 3, 2022.

CONSENT ITEMS

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. 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 February 22, 2022. (RDA 1700, Instructional Assistance Series)
 - 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 February 24, 2022. (RDA 1701, Instructional Assistance Series)

4. Continued – Ratification of Reclassification by Director’s Approval:

- 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 February 28, 2022. (RDA 1702, Instructional Assistance Series)
- d. 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 March 1, 2022. (RDA 1703, Instructional Assistance Series)
- e. 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 March 2, 2022. (RDA 1704, Instructional Assistance Series)
- f. 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 March 4, 2022. (RDA 1705, Instructional Assistance Series)

5. Approval of revised Class Descriptions recommended, effective March 17, 2022: **APPROVED**

Deputy Director of Food Services

Director of Food Services

6. Authorization of Field of Competition in forthcoming examinations: **APPROVED**

Class Title

Recommendation

Demographic Research and Planning Analyst I
(\$36.53696-\$45.26768/hr.)
Class Description Dated May 9, 2007.

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.

Deputy Director of Food Services
(\$9,349.37-\$11,574.70/mo.)
Director of Food Services
(\$12,960.68-\$15,855.03/mo.)
Class Description Dated March 17, 2022.

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

Case 12235

8. a. Establishment of the classification of Supervising Landscape Architect and the Reestablishment of the classification of Landscape Architectural Associate. (Case 12147) **APPROVED**

8. Continued – Case 12147

b. Approval of Class Descriptions recommended, effective March 17, 2022: **APPROVED**

Landscape Architectural Associate
Supervising Landscape Architect

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

<u>Class Title</u>	<u>Recommendation</u>
Landscape Architectural Associate (\$41.19227-\$51.0300/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.
Supervising Landscape Architect (\$54.62510-\$67.67092/hr.)	

9. a. Reestablishment of the classification of Bus Park Attendant. (Case 12201) **APPROVED**

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

Bus Park Attendant

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

<u>Class Title</u>	<u>Recommendation</u>
Bus Park Attendant (\$16.91350-\$18.62876/hr.)	Open.

10. a. Establishment of the classification of Facilities Estimating Administrator. (Case 12208) **APPROVED**

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

Facilities Estimating Administrator

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

<u>Class Title</u>	<u>Recommendation</u>
Facilities Estimating Administrator (\$12,200.23-\$15,120.58/mo.)	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.

11. a. Establishment of the classification of Executive Director, ~~Expanded Learning Opportunity Beyond the Bell~~ Programs. (Case 12232) **APPROVED AS AMENDED**
- b. Approval of Class Description recommended, effective March 17, 2022: **APPROVED AS AMENDED**

Executive Director, ~~Expanded Learning Opportunity Beyond the Bell~~ Programs

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

<u>Class Title</u>	<u>Recommendation</u>
Executive Director, Expanded Learning Opportunity Beyond the Bell Programs (\$15,042.15/Monthly Flat Rate)	Open.

12. 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.

13. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:
 - a. Examination Appeals
 - IT Support Technician II
 - Fiscal Services Manager
 - Principal Administrative Assistant

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

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

IT Support Technician II (Case 0163)
Fiscal Services Manager (Case 0164)
Principal Administrative Assistant (Case 0165)

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.

DEPUTY DIRECTOR OF FOOD SERVICES

DEFINITION

Assists the Director of Food Services in planning, organizing, scheduling, assigning, reviewing, and supervising the activities of District-wide food services programs.

TYPICAL DUTIES

Plans, organizes, directs, coordinates, and reviews District-wide food service programs.
Assures that food service programs, services, equipment, facilities, and procedures conform to applicable regulations and District policies.
Manages the activities of the Field Operations Section, Food Production Section, and the Human Resources Section of the Food Services Division.
Develops, reviews, and implements departmental policies and procedures.
Plans and administers or assists in administering the division budget and may control expenditures for other appropriations.
Analyzes financial reports including budgets, profit and loss statements, and key financial indicators such as food costs and labor costs.
Directs, reviews, and participates in food service operations studies to analyze and evaluate needs and services; equipment, supply, and human resources; feasibility and cost effectiveness; cafeteria planning; and other aspects of management.
Directs and evaluates or assists in directing line-management and supervision of the organization's staff.
Plans, directs, and reviews the in-service training program for cafeteria personnel.
Meets with and may address a variety of groups, including employees, school administrators, officials of public agencies, and community organizations.
Prepares and presents reports for the evaluation and improvement of food service operations.
Develops the use of technology in food service operations.
Communicates with a variety of groups including employees, school administrators, officials of public agencies, community organizations, and the media to disseminate information regarding the District's food service program.
Participates in menu planning, product development, and selection.
May act for the Director of Food Services in the Director's absence.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Director of Food Services assists the Director of Food Services in planning, organizing, scheduling, assigning, reviewing, and supervising the activities of division; acts for the Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the division.

The Director of Food Services manages the Food Services Division.

A Regional Food Services Manager plans, directs, reviews, and supervises all food services operational, training, and human resources activities within a Local District, and participates in Districtwide menu development activities.

~~A Deputy Branch Director assists in the administration of a branch; participates in planning,~~

~~organizing, and reviewing branch functions; acts for the Branch Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the branch.~~

An Area Food Services Supervisor provides general supervision over the operations of feeding programs within an assigned area.

SUPERVISION

The Deputy Director of Food Services receives administrative direction from the Director of Food Services, and exercises general direction over lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management as applied to a large-scale, decentralized cafeteria and food services operation
- Legal bases and sources of finance of California public education
- Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit-system personnel administration
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Basic concepts and business applications of data processing systems and procedures
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- District collective bargaining law and labor agreements, and Personnel Commission rules
- Applicable concepts of progressive discipline

Ability to:

- Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Develop and implement policies, rules, regulations, and procedures
- Develop and maintain a planned program of technical field supervision of cafeterias
- 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
- Direct and evaluate staff training

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in restaurant management, dietetics, nutrition, business administration, or a related field.

Experience:

~~Four~~ Five years of experience above the professional entry level in a multi-unit food service organization serving at least ~~7,000~~15,000 meals a day, preferably in a public school setting. The aforementioned experience must include including at least two three years of supervisory management experience.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. 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 rRequirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, mManagement 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
03-17-22
SD

DIRECTOR OF FOOD SERVICES

DEFINITION

Plans, organizes, directs, and coordinates the activities of the Food Services Division in the administration of food services for students and employees.

TYPICAL DUTIES

- Directs the compilation and analysis of costs and revenues, the development of staffing formulas, and the allocation of staff to food services units.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed.
- Directs the determination of item and overhead costs and recommends price and portion schedules.
- Plans, organizes, and directs centralized food services activities, including meal and recipe planning, nutrition and quality evaluation, manufacturing of meal components, preparation and delivery of packaged meals and other items, and the sanitation, inspection, and analysis of food service facilities and equipment.
- Establishes a strategic plan with performance measures to monitor the progress of the organization on the attainment of goals.
- Directs the planning of food service facilities and equipment and the coordination of their construction, alteration, replacement, or procurement with various District units.
- Directs the compilation, verification, and reporting of data in order to meet federal and State requirements relative to subsidized nutrition programs.
- Assures that services, equipment, facilities, and procedures conform to federal and State nutrition and food services guidelines, District policies, and other applicable regulations.
- Develops and reviews personnel management policies and procedures, reviews organizational configuration and staffing competencies, and reviews positions needed for effective implementation of food services in the District to ensure conformance with District policies and federal and State regulations
- Directs a planned program of technical supervision of school cafeterias and nutrition units.
- Participates at the executive level in the development and implementation of internal cross-divisional policies, procedures, and planning.
- Prepares and presents reports to committees of the Board of Education and other interested parties.
- Analyzes legislation related to food services and coordinates the response to proposed legislation.
- Plans, directs, reviews, and conducts training for staff and others affected by the services of the organization.
- Consults, advises, and may provide leadership in relation to projects that affect the functions of the organization.
- Facilitates labor management meetings and maintains collaborative relationships with collective bargaining units.
- Establishes effective communication to schools sites regarding policies, procedures, and regulatory requirements.
- Receives formal input from principals in the evaluation of service.
- Implements market research techniques to measure student demand for products.

Meets with and may address a variety of groups, including employees, school administrators, officials of public agencies, and community organizations to disseminate information regarding the District's food service program.
Identifies, plans, and coordinates implementation technology solutions to enhance the efficiency and effectiveness of the Food Services Division.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Food Services is the administrative head of the Food Services Division.

The Chief Executive Officer, Educational Services is responsible for directing the District's educational services which includes after school programs, environmental safety, food services, procurement services, school operations, student health, and transportation.

A Deputy Director of Food Services assists in the administration of the Division; participates in planning, organizing, and reviewing division functions; acts for the Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the Division.

SUPERVISION

Administrative direction is received from the ~~Chief Executive Officer, Educational Services~~ Business Manager. The Director of Food Services exercises general direction over Deputy Directors and, through them exercises general direction over a large number of lower-level managers and staff support personnel and technical supervision over food services employees in school cafeterias and other nutrition units.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of management as applied to food services operations
- Federal Dietary Guidelines
- Food programs such as National School Lunch Program, School Breakfast Program, and Summer Food Service Program
- Basic principles of contract law, public purchasing, research, cost analysis, accounting, budget preparation, expenditure control, and personnel administration
- Collective bargaining law and labor agreements
- Principles of training, employee evaluation, and employee relations
- Principles of public relations
- Concepts of progressive discipline

Ability to:

- Plan and organize programs for maximum efficiency
- Direct through subordinate managers and supervisors
- Prepare and edit written materials
- Remain calm under stress
- Make appropriate decisions in emergencies
- Evaluate objectively the effectiveness of programs and personnel
- Speak effectively before a variety of groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in restaurant management, dietetics, nutrition, business administration, or a related field.

Experience:

Five years of executive or management experience with direct administrative authority over a multi-unit food services operation serving at least 15,000 meals a day, preferably in a public school setting.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. 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 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
03-17-22
SD

District Notification Date: 03-01-22

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:

From:	Principal Administrative Assistant (2054) (\$6,584.03-\$8,198.01/mo.)	To:	Senior Administrative Assistant (2062) (\$32.35229-\$40.29639/hr.)
	30098898 (A Basis)		30098898 (A Basis)
Location:	Office of the Chief Information Officer, Information Technology Division	Incumbent:	Z. Orozco (EN 662608) (PN 30098898) (Cost Center 1004401)

Reason for Reclassification: In case 12189, the subject position was reclassified from Senior Administrative Assistant to Principal Administrative Assistant effective December 16, 2021. In the absence of an eligibility list, the incumbent was provisionally assigned to the reclassified position. On February 25, 2022, Sarah Houston, Division Human Resources Administrator I for the Information Technology Division, notified Personnel Commission staff that the higher-level duties assigned to the subject position will be reassigned to the Special Assistant to the Chief Information Officer effective March 7, 2022. The remaining duties assigned to the incumbent fall within the class concept of Senior Administrative Assistant. Therefore, it is recommended to reclassify the Principal Administrative Assistant to Senior Administrative Assistant.

Status of Incumbent: Incumbent Z. Orozco (EN 662608) will be reassigned back to the reclassified position of Senior Administrative Assistant.

Effective Date: March 7, 2022

RGK/MHO/JPK2

c: Classified Employment Services Branch
Files Unit

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: ESTABLISHMENT OF THE CLASS OF SUPERVISING LANDSCAPE ARCHITECT AND THE REESTABLISHMENT OF THE CLASS OF LANDSCAPE ARCHITECTURAL ASSOCIATE

RECOMMENDATIONS:

It is recommended that effective March 17, 2022:

- I. A. The following class be established in the Landscape Architectural Group, Architectural and Engineering Series

Supervising Landscape Architect

- B. The established class be allocated to the following salary range and that future salary movement be based on that of related classes in the Landscape Architectural Group, Architectural and Engineering Series.

Hourly Rates

Proposed	\$54.62510	\$57.62948	\$60.79910	\$64.14305	\$67.67092
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- II. A. The following class be reestablished in the Landscape Architectural Group, Architectural and Engineering Series

Landscape Architectural Associate

- B. The reestablished class be allocated to the following salary range and that future salary movement be based on that of related classes in the Landscape Architectural Group, Architectural and Engineering Series.

Hourly Rates

Proposed	\$41.19227	\$43.45785	\$45.84803	\$48.36967	\$51.0300
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BACKGROUND:

A significant increase in greening projects has occurred in recent years due to such programs as the Sustainable Environment Enhancement Developments for Schools (SEEDS) Program that encourages the development or improvement of gardens and sustainability projects at schools and the Nature Explorer Program that focuses on creating playground and activity gardens at early education centers. The department currently has 38 projects in various stages (upcoming, in-progress, and plan review). LAUSD's goal is to reach 30% greening throughout its

campuses. Additionally, with the implementation of bond Measure RR, the department anticipates receiving approximately 40-50 additional landscape related projects in the next year and approximately 200-250 over the next several years that will involve scoping/pre-design, design, and design review. Currently, the unit has 1 Landscape Architect who is responsible for all projects and a Facilities Services Coordinator who assists with administrative tasks. Due to lack of additional landscape architectural staff, the unit is overburdened and unable to keep up with the number of projects in queue. A&E Services is requesting the establishment of two new positions to support these efforts: a Supervising Landscape Architect and a Landscape Architect Associate. The current Landscape Architect Unit will benefit from the addition of these two classifications by easing the burden on the current unit through an increase in staff with landscape design-related knowledge.

BASES OF RECOMMENDATIONS:

1. Supervising Landscape Architect

The incumbent in the proposed Supervising Landscape Architect classification will provide overall supervisory responsibility for the Landscape Architecture Unit. It will be responsible for supervising the personnel and prioritizing current and anticipated projects and activities of the Unit and will confer with school personnel and commissioned architects and engineers on matters related to landscape architectural design of District sites. Additional duties include serving as the Landscape Architect or Record for District architectural work requiring Division of State Architect (DSA) or other relevant governing agency approval; consulting, advising, and giving technical direction to commissioned landscape architects and their consulting engineers on District policies and guides for facilities design; and directing the preparation of specifications and standards for landscape architectural site planning and building design and maintains these guides to assure conformance with codes within the framework of quality, economy, and District policies

A class description detailing the duties and responsibilities of the classification is presented for approval in conjunction with this report.

Salary data was collected from external public organizations to determine what the external market pays for a position of similar scope and responsibility. Comparable external classifications include City and County of Denver's Landscape Architect Supervisor, City of Sacramento's Supervising Landscape Architect, Cosumnes Community Services District's Landscape Architect, Senior, State of Nevada's Landscape Architect Supervisor, and County of Los Angeles' Supervising Landscape Architect I. The geographically adjusted salary distribution of public sector data indicates a maximum annual salary of \$140,670.50 at the 75th percentile. Therefore, allocation of the proposed class to a salary range of \$54,625.10 - \$67,670.92 (\$141,296.88/yr.) is appropriate.

2. Landscape Architectural Associate

The incumbent in the proposed class of Landscape Architectural Associate will assist the Architectural Landscaping Unit in the design and preparation of plans for the landscape treatment of school grounds and confer with commissioned architects regarding landscape standards and design policies. The incumbent in the proposed class will also be responsible for providing computer-aided design assistance for in-house landscape design and greening projects; developing and processing Design Service Proposals; conducting pre-design visits and construction administration site visits; coordinating with internal and external

personnel and project stakeholders; organizing and maintaining all project documents and delivering them to field supervisors; providing technical and project support using project tracking database.

A class description detailing the duties and responsibilities of the classification is presented for approval in conjunction with this report.

Salary data was collected from external public organizations to determine what the external market pays for a position of similar scope and responsibility. Comparable external classifications include Cosumnes Community Services District's Landscape Associate, Sacramento County's Landscape Architect I/II, Los Angeles County's Landscape Architectural Associate, City and County of Honolulu's Landscape Architect I, and City of Fremont's Landscape Architect/Landscape Designer II. The geographically adjusted salary distribution of public sector data indicates a maximum annual salary of \$106,558.00 at the 75th percentile. Therefore, allocation of the proposed class to a salary range of \$41.19227/hr. - \$51.0300/hr. (\$106,550.64/yr.) is appropriate.

RGK/LKD/CP

LANDSCAPE ARCHITECTURAL ASSOCIATE

DEFINITION

Assists the Landscape Architectural Unit, participates in the design and preparation of plans for the landscape treatment of school grounds, and confers with commissioned architects, engineers, and consultants regarding landscape standards and design policies.

TYPICAL DUTIES

- Develops landscape architectural details and coordinates with District design guidelines and standards.
- Provides computer-aided design (CAD) and general design assistance for in-house landscape design and greening projects.
- Prepares Design Service Proposals for landscape design projects.
- Conducts pre-design and construction administration site visits for all landscape design and greening projects.
- Coordinates with internal and external personnel and project stakeholders, including school principals, teachers, non-profit groups, parent-groups, in-house design managers, engineers, architects, technical staff, project planning staff, and Maintenance and Operations for landscape design projects and greening projects.
- Organizes and maintains all project documents and pictures in project folders and delivers project documents to field supervisors.
- Provides technical and project support using project tracking database and assists in maintaining greening database for garden projects.
- Assists in grant applications.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Landscape Architect supervises the activities and personnel of the Landscape Architectural Unit, assists in the selection and directs the activities of commissioned landscape architects, and represents District interests relative to landscape architectural concerns.

A Landscape Architect provides technical direction to District landscaping personnel, commissioned landscape architects, and consulting engineers and reviews the work of commissioned landscape architects.

A Landscape Architectural Associate assists in the operation of the Landscape Architectural Unit and confers with commissioned landscape architects and school personnel regarding landscape matters.

SUPERVISION

General supervision is received from the Landscape Architect or the supervising Landscape Architect. Work direction is exercised over Facilities Services Coordinator and Engineering Aide.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural and engineering practices as related to grading, drainage, irrigation, and soil erosion
- State and local codes pertaining to landscaping and school construction
- Principles and standard practices of landscape architecture
- Principles, practices, and current trends in sustainability related to landscaping and irrigation systems
- Plant characteristics, their suitability for school usage, and the relation to climatic and soil conditions
- Functional site planning and school sites
- Major computer-aided design software system such as AutoCAD
- Graphic design and rendering software such as Adobe Suite, including Photoshop and Illustrator
- Microsoft Word, Excel, and Outlook

Ability to:

- Develop pleasing and functional landscape designs for school and recreational areas
- Select appropriate plants, grasses, synthetic turf, trees, and shrubbery for specific purposes
- Inspect landscape projects and irrigation systems for conformance with approved plans and specifications
- Estimate landscaping and irrigation systems cost
- Effectively utilize AutoCAD and graphic design software to create and update engineering plans and designs
- Write clear, concise directions and reports
- Work effectively with commissioned architects, landscape architects, engineers, consultants, and District personnel

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, pull and lift up to 50 pounds
- Ability to work safely in confined spaces and uneven surfaces
- Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in landscape architecture or evidence of equivalent educational proficiency

Experience:

Three years of landscape architectural design experience on large commercial, government, or school projects that include the use of at least one computer-aided design software system such as AutoCAD.

Special:

- A valid California Driver License
- Use of an automobile

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.

Reestablishment of Class
03-17-22
CP

District Notification: 03-07-22

SUPERVISING LANDSCAPE ARCHITECT

DEFINITION

Supervises the personnel, projects, and activities of the Landscape Architectural Unit and confers with school personnel and commissioned architects, engineers, and consultants on matters related to the design of District landscape projects.

TYPICAL DUTIES

Supervises the personnel, projects, and activities of the Landscape Architectural Unit engaged in: the preparation of landscape architectural designs, working drawings, and specifications for projects; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs; management of the scope of work, budget, schedule, and contracts of projects in the planning and design phases; and review and approval of plans, drawings, and specifications prepared by commissioned landscape architects and consulting engineers for compliance with regulations and to identify inconsistencies between architectural and engineering plans and specifications.

Serves as the Landscape Architect of Record for District landscape architectural work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Consults, advises, and gives technical direction to commissioned landscape architects and their consulting engineers on District policies and guides for facilities design.

Prepares or directs the preparation of specifications and standards for landscape architectural site planning and building design and maintains these guides to assure conformance with all applicable codes including CALGreen, within the framework of District quality, economy, and greening policies.

Advises school personnel on the landscape architectural planning and architecture/engineering design implications of District sites and equipment standards.

Negotiates agreements on compensation for performance of extra services by commissioned landscape architects and engineers.

Consults with personnel in other branches regarding the interpretation of landscape architectural standards and policies and other landscape architectural design considerations.

Guides commissioned landscape architects in the selection and review of materials and colors.

Assists in the selection of the District's commissioned landscape architects, evaluates proposals on the scope of work and fees, reviews completed work, and recommends approval of partial and final fee payments.

Assists in establishing project allocations and is responsible for negotiating with commissioned landscape architects for agreements on preliminary estimates of construction costs.

Assists in establishing and directing procedures for the review of drawings and specifications.

Performs the landscape architectural work for more complex projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Landscape Architect supervises the activities and personnel of the Landscape Architectural Unit, assists in the selection and directs the activities of commissioned landscape architects, and represents District interests relative to landscape architectural concerns.

A Landscape Architect provides technical direction to District landscaping personnel, commissioned landscape architects, and consulting engineers and reviews the work of

commissioned landscape architects.

A Landscape Architectural Associate assists in the operation of the Landscape Architectural Unit and confers with commissioned architects and school personnel regarding landscape matters.

SUPERVISION

General supervision is received from the Director of Architectural and Engineering Services, Deputy Director of Architectural and Engineering Services or designee. General supervision is exercised over Landscape Architects, Landscape Architectural Associates and other lower-level professional, technical, and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural and engineering practices applied in the planning of landscaping and irrigation projects
- Preparation of landscape architectural specifications and related contract documents
- State and local codes and their application to landscaping and school construction
- Civil, landscape, and structural engineering principles, practices, and specifications as they pertain to schools and other buildings
- DSA regulatory process and requirements related to access compliance, structural safety, and fire and life safety.
- Public agencies' requirements and jurisdiction over project areas such as those related to county, city, fire department, and fire marshal
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project and design management

Ability to:

- Prepare and review standards and specifications of landscape architectural projects
- Provide technical review and advice tactfully and effectively
- Coordinate and oversee to complex plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Supervise effectively
- Develop scope of work, budget, and schedules for projects
- Manage multiple projects simultaneously

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, pull and lift up to 50 pounds
- Ability to work safely in confined spaces and uneven surfaces
- Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience as a licensed Landscape Architect in planning and designing large commercial, government, or school landscape projects.

Special:

Possession of the Certified Construction Manager (CCM) credential is preferable
LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is preferable.

A valid Certificate of Registration as a licensed Landscape Architect issued by the California State board of Landscape Architects

An IA Certified Landscape Irrigation Auditor Certification is preferable.

A valid California Driver License

Use of an automobile

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.

New Class
03-17-22
LKD

District Notification: 03-07-22

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
REESTABLISHMENT OF CLASS

CASE No. 12201

RECOMMENDATION(S):

CLASS TITLE:

Bus Park Attendant (Class code 5788)

EFFECTIVE DATE:

March 17, 2022

GROUP, SERIES:

Automotive Maintenance Group, Transportation Series

SALARY RANGE OR FLAT RATE/PP:

\$16.91350 17.69187 18.62876 (3 steps)

SALARY SETTING BASIS:

Future salary movement be based upon the classes in the Automotive Maintenance Group, Transportation Series.

BACKGROUND:

The Bus Park Attendant class was abolished in March 2021 as there were no positions. The District has had an influx of unauthorized individuals coming on to the District bus parking lots and stealing District transportation parts. The department has recently requested the reestablishment of this class to provide additional yard monitoring, specifically during the night shift. In addition to monitoring a bus yard, a Bus Park Attendant would check vehicles and the premises, clean the yards and buses, and be assigned other fleet-specific duties such as monitoring a yard for repairs or hazards, and documenting them for the Garage Supervisors. The department foresees opening 7-21 positions.

BASES OF RECOMMENDATION:

The salary level of the reestablished class maintains the hourly range it would have had if it had not been abolished (\$16.91350 - 18.62876/hour). A revised class description is submitted for approval in conjunction with this report.

RULE AMENDMENT(S):

None.

BUS PARK ATTENDANT

DEFINITION

Monitors activities at a District bus parking lot, checks vehicles and premises, and cleans buses.

TYPICAL DUTIES

~~Checks~~ Monitors and verifies authorization of incoming and outgoing vehicles from at a District bus park ~~to assure authorized entry or exit.~~

Checks incoming visitors for appropriate business purposes and ~~bars~~ prohibits unauthorized persons.

~~Secures or~~ Checks vehicles, buildings facilities, fences, and gates to ensure they are locked and secured.

Takes periodic inventories of vehicles on the lot.

Makes ~~periodic~~ telephone or radio reports on the status of the facility and calls emergency personnel as necessary.

Directs District vehicles to proper parking locations, and controls safe movement of vehicles on the lot, ~~and may issue written warnings to offenders.~~

Sweeps out buses, cleans windows, and performs other cleaning duties on the parking facility.

Checks air pressure in bus tires, inspects vehicles for damages or chemical leaks, and monitors electric and compressed natural gas (CNG) connectivity for overnight refueling.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Bus Park Attendant controls access to vehicles and vehicular movement within a District bus park.

A Garage Attendant fuels, ~~services,~~ and washes automotive equipment and performs other manual tasks in a garage or parking area.

SUPERVISION

General supervision is received from supervisory personnel such as a Garage Supervisor or Assistant Garage Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Accident and fire hazards in a bus park
Use of fire extinguishers

Ability to:

Understand and follow directions
Give courteous and clear directions ~~courteously and firmly~~

Make quick decisions in emergencies
Read an air gauge

Special Physical Requirement:

Stand and walk for the assigned period

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

Special:

Employees in this class may be required to work varying shifts.

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

Reestablished and revised
03-17-2022
JPK

District Notification Date: 02-08-2022

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
RECLASSIFICATION OF POSITION OR CLASS TO A NEW CLASS**

CASE No. 12208

RECOMMENDATION(S):

FROM:

Chief Estimator
(\$10,045.65 - \$12,516.70/mo.)

TO:

Facilities Estimating Administrator (New Class)
(\$12,200.23 \$12,874.15 \$13,577.87 \$14,333.72 \$15,120.58/month)

EFFECTIVE DATE:

March 17, 2022

GROUP, SERIES:

Executive/Administrative Group, Business Administrative Services

SALARY SETTING BASIS:

Future salary movement to be based on related classes in the Executive/Administrative Group, Business Administrative Services.

INCUMBENT(S):

L. Luu (EN 576575)
PN 30105136 (A Basis); Cost Center (1063801)

LOCATION:

Program Support Services Branch; Facilities Services Division

BACKGROUND:

The Chief Estimator position from the Facilities Services Division was studied and it is recommended to be reclassified to the proposed new classification of Facilities Estimating Administrator. The proposed classification will be responsible for developing and implementing recommendations regarding school construction costs and budgets to Facilities Services Division (FSD) senior management. This includes coordinating with FSD senior management in administering quality controls for validating construction costs, value engineering, constructability of projects, and bid analysis and alternates.

BASES OF RECOMMENDATION:

An incumbent in this position will be responsible for assisting FSD senior management in reviewing construction project costs prior to bid, implementation of bid status, and ensuring projects adhere to budget. The duties of the proposed Facilities Estimating Administrator class include, but are not limited to:

- Implementing quality control for validating construction costs, value engineering, constructability of projects and bid alternates and analysis.
- Advising on the Division of State Architect (DSA) application process to ensure compliance and completeness before submission.
- Overseeing the application and implementation of value engineering practices throughout the pre-construction review process.
- Overseeing the review of commissioned architect and engineer construction cost estimates and area diagrams.

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

The proposed salary is based on internal alignment considerations. Externally, only one comparable classification was found from Los Angeles County Metropolitan Transportation Authority – Deputy Executive Officer, Cost Estimating (\$213,907.20 top step). Internally, the proposed class has been evaluated to be similar in scope and responsibility to other existing classifications that are responsible for providing support services to FSD senior management in implementing guidelines related to school construction program costs and budget management. Therefore, establishment of the proposed classification at the internal salary range of \$12,200.23 - \$15,120.58/month (\$146,402.76 – 181,446.96/year) is appropriate.

STATUS OF INCUMBENT(S):

Incumbent L. Luu (EN 576575) must compete in the examination for Facilities Estimating Administrator, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned. In the absence of an eligibility list, the incumbent may be provisionally assigned to the position pending the results of the examination.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime, to include the Facilities Estimating Administrator in the list of classes exempt from the overtime payment provisions of the Rule and to remove the Chief Estimator.

FACILITIES ESTIMATING ADMINISTRATOR

DEFINITION

Provides strategic direction in the planning and development of construction project budgets, cost estimates, quality and cost controls, and bid preparedness to ensure effective cost planning of school construction bond projects.

TYPICAL DUTIES

Administers quality control for validating construction costs, value engineering, constructability of projects, and bid alternates and analysis.

Advises architects on the Division of State Architect (DSA) application process to ensure compliance and completeness before submission

Advises on the application and implementation of value engineering practices throughout the project life cycle.

Coordinates with the Regional Construction Directors in reviewing projects prior to bid to ensure adherence to budget, implementation of bid strategies, alternates, and, preparedness, and completion of construction document checklist.

Oversees the review of commissioned architect and engineer construction cost estimates and area diagrams to ensure District needs are met.

Oversees cost estimating staff responsible for preparing estimates for construction project proposals, bid estimates and post-bid proposals.

Oversees the review and analysis of fair cost estimates for contractors' change orders on construction work under contract.

Develops and maintains estimating policies and procedures to meet District and funding agency requirements.

Manages construction cost estimates for funding applications.

Liaison with the Office of Public School Construction on matters relating to funding legislation and eligibility for construction or modernization projects.

Testifies on behalf of the District to state agencies regarding the impact of construction cost trends and state grant regulations.

Represents the District in presentations to internal and external parties such as the Board of Education, Bond Oversight Committee, public agencies, legislative committees, or other bodies.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Estimating Administrator oversees the standards, methods, and implementation of cost planning for school construction bond projects.

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities program.

The Chief Estimator directs and oversees the construction cost estimating and budgeting activities for school building projects, and advises on cost estimating procedures to secure State and federal funding.

SUPERVISION

The Facilities Estimating Administrator receives administration direction from the Director of Facilities Program Support Services. Administrative direction is exercised over lower-level management and support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- School design and construction process, including applicable agency review
- Basic principles of contract administration, public purchasing, research, cost analysis and control, budgeting, accounting and the competitive bid process
- Building and maintenance programs and activities within the Los Angeles Unified School District, the laws, regulations, and the complexities of construction projects and programs
- Methodologies related to project management, time management, and construction cost budgeting, value engineering and constructability practices
- School facilities project funding process
- Division of the State Architect procedures and reporting requirements
- Workplace safety practices

Ability to:

- Provide leadership and coordination in complex activities involving government agencies and District staff
- Read architectural and engineering drawings and specifications
- Estimate material and labor costs
- Collect, classify, analyze, interpret and explain statistical and budgetary data
- Review State, federal and local policies to obtain construction funding
- Prepare clear, concise written reports and make recommendations
- Operate various office machines
- Work effectively with District employees, commissioned architects/engineers, and contractors

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree in business administration, construction management, construction technology or a related field to construction such as structural, civil, electrical, or mechanical engineering or architecture.

Experience:

Eight years of supervisory or management experience in cost estimating and building facilities for large or major facilities programs from an architectural, engineering, or facilities project management function. Experience in school construction cost estimating is preferable.

Special:

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

SPECIAL NOTES

1. Management class, 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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

New Class
03-17-22
LKD

District Notification Date: 02-15-22

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS

CASE No. 12232

RECOMMENDATION(S):

CLASS TITLE:

Executive Director, Beyond the Bell Programs

EFFECTIVE DATE:

March 17, 2022

GROUP, SERIES:

Business Administrative Series, Executive Administrative Group

MONTHLY FLAT RATE:

\$15, 042.15/month

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Business Administrative Series, Executive Administrative Group.

BACKGROUND:

The District administration has identified the need for a classification in the classified service to lead the Expanded Learning Opportunity Program for the Beyond the Bell Branch.

BASES OF RECOMMENDATION:

The proposed classification will direct the expanded learning opportunity programs for the pre-K-12 students for Beyond the Bell. Duties and responsibilities include:

- Directs the development, implementation, evaluation, and monitoring of District-wide policies and procedures for expanded learning opportunity programs.
- Establishes program quality improvement processes and ensures compliance with State, local and federal guidelines
- Manages outreach and cultivates fundraising partnerships through community groups and corporations to enhance and augment expanded learning programs.
- Prepares a variety of program-mandated reports to ensure ongoing funding by complying with District and/or grant/program requirements.

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 internal alignment. The proposed classification is similar in scope and level of responsibility and accountability with classifications with a top salary step of \$15, 042.15/month. These classes are similar with the proposed class in that they direct, oversee, and manage various programs and projects. Therefore, the allocation of the proposed class to the flat rate of \$15, 042.15/month or \$180,505.80/year is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Executive Director, Beyond the Bell Programs in the list of classes exempt from the overtime payment provisions of the rule.

Final approval is to be given to the amendment of Rule 765, Senior Management Employees to include Executive Director, Beyond the Bell Programs in the list of designated senior management positions, contingent upon Board approval.

EXECUTIVE DIRECTOR,
BEYOND THE BELL PROGRAMS

DEFINITION

Directs the expanded learning opportunity programs for pre-K-12 students for Beyond the Bell.

TYPICAL DUTIES

Directs and administers the District's expanded learning opportunity programs.
Directs the development, implementation, evaluation, and monitoring of District-wide policies and procedures for expanded learning opportunity programs.
Establishes program quality improvement processes and ensures compliance with State, local and federal guidelines
Manages outreach and cultivates fundraising partnerships through community groups and corporations to enhance and augment expanded learning programs.
Facilitates and supports a wide network of Beyond the Bell agency partner organizations to leverage their contributions and expertise.
Prepares a variety of program-mandated reports to ensure ongoing funding by complying with District and/or grant/program requirements.
Oversees training and professional development for all program sites.
Collaborates with the local district superintendents and Community of School administrators to meet local needs by providing quality expanded learning opportunity programs.
Represents the District in collaboration with community-based organizations including city, State, and federal agencies in the development of partnerships to support the expanded learning opportunity programs.
Organize regional and city-wide events.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Director, Beyond the Bell Programs provides leadership and central support for establishing and directing out-of-school programs.

SUPERVISION

General direction is received from the Superintendent of Schools or designee. General supervision is exercised over certificated and classified management personnel.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structures, functions, and negotiated contracts.
District instructional objectives and strategies
Budget preparation and control.
Effective administrative and managerial practices and the ability to implement them.
Leadership skills in facilitating group processes, including consensus building and conflict resolution.
Enrichment activities in areas such as performing arts, and recreation
Quality standards for expanded learning programs

Education code relating to expanded learning programs
Long-term goals of the enrichment program
Fund-raising and philanthropic efforts

Ability to:

Plan, develop, implement, manage, and coordinate multiple projects and programs
Problem solve with data that requires analysis
Work collaboratively and effectively with a diverse group
Communicate effectively orally and in writing
Deliver effective presentations before groups
Work cooperatively with communications media, employees, students, private agencies, and the public, and lead others into working cooperatively to achieve goals
Adapt to changing work priorities
Build collaborative relationships

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably in the areas of sociology, social work, education, psychology, or related fields. A master's degree or advanced degree in a related field is preferable.

Experience:

Five years of experience managing expanded learning programs that included compliance monitoring, data program analysis, and/or staff training. Two years of the required experience must have included fund-raising, partnership development, and/or community outreach.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code

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New Class
KG/RGK
03-17-22