
2. Approval of minutes of the meetings of March 7, 2019.

3. Receipt of minutes of the meeting of March 18, 2019.

CONSENT ITEMS

4. Ratification of Reclassification by Director’s Approval: APPROVED


   b. Various positions in the Division of Special Education, from Special Education Trainee ($17.83519-22.21376/hr.) to Special Education Assistant ($19.87546-24.75835/hr.), effective March 15, 2019. (RDA 1646, Instructional Assistance Series)

5. Approval of revised Class Description recommended, effective April 4, 2019: APPROVED

   CTEIG Coordinator
   Director of Student Safety Investigations
   Selection Technician
   Senior Selection Technician
   Senior Secretary
6. Authorization of Field of Competition in forthcoming examination: **APPROVED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Technician ($19.05549-23.74208/hr.)</td>
<td>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.</td>
</tr>
<tr>
<td>Senior Secretary ($21.26859-26.43523/hr.)</td>
<td></td>
</tr>
<tr>
<td>Senior Secretary (CPOS) ($20.44769-25.42834/hr.)</td>
<td></td>
</tr>
<tr>
<td>Class Description dated April 4, 2019.</td>
<td></td>
</tr>
<tr>
<td>Chief Boundary Coordinator ($7,371.05-9,148.11/mo.)</td>
<td>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</td>
</tr>
<tr>
<td>Class Description dated April 17, 2013.</td>
<td></td>
</tr>
<tr>
<td>Director of Student Safety Investigations ($9,844.62-12,240.65/mo.)</td>
<td>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; and employees who have completed 160 hours of paid experience in the class of Early Education Center Office Manager.</td>
</tr>
<tr>
<td>Class Descriptions dated April 4, 2019.</td>
<td></td>
</tr>
<tr>
<td>Early Education Center Office Manager ($19.04736-23.74208/hr.)</td>
<td></td>
</tr>
<tr>
<td>Class Description dated July 17, 2013.</td>
<td></td>
</tr>
</tbody>
</table>

7. 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.
8. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:

   a. Disciplinary Appeals
   b. Examination Appeals
      ➢ District Proficiency
   c. Potential Litigation

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

10. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeals for:

    Class “A” Commercial Truck Driver
    Forklift Operator

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

    District Proficiency
CTEIG COORDINATOR

DEFINITION

Coordinates and oversees the administrative functions and requirements pertaining to the Career Technical Education Incentive Grant (CTEIG).

TYPICAL DUTIES

Coordinates, manages, and plans the Career Technical Education (CTE) pathway self-assessment and work plan with school personnel.
Manages and coordinates the budget and procurement of assets and services acquired using the CTEIG.
Establishes and maintains the pathway Industry Advisory Board and conducts employer outreach by networking amongst the local and regional employers, Linked Learning intermediary partners, and other organizations.
Reviews and verifies that required internship/work experience forms and documentation are submitted to the Work Experience Office and employer for each student.
Conducts a needs assessment and develops a plan to improve the program using the 11 elements of the CTE.
Monitors grant budgets and expenditures and ensures compliance with CTEIG, Strong Workforce Program (SWP) grants and Perkins grants.
Assists teachers in creating and disseminating marketing materials for their CTE and Linked Learning programs to feeder middle schools, post-secondary institutions, and the community.
Conducts research and recommends available industry recognized certifications and licenses for students to obtain as part of their pathway completion process.
Conducts professional development for CTE teachers regarding current labor market data, non-traditional careers, post-secondary training, and employment options for students.
Collects and analyzes data pertaining to certifications, internships, post-secondary training, college enrollment, and employment.
Provides assistance to sites regarding work-based learning data collection on MiSIS.
Coordinates visits to school sites by industry practitioners and CTE community college representatives to identify locally available career pathways, credentials, and certifications for students wishing to advance in the industry.
Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A CTEIG Coordinator performs a variety of administrative duties in support of the (CTEIG) using specialized knowledge and experience in one of the fifteen industry pathways.

The Program and Policy Development Advisor, Budget serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal matters.
An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

SUPERVISION

General supervision is received from an administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Industry area of responsibility
- Project management methodology
- Current and future trends relating to industry pathways
- Basic procedures, methods, and techniques of procurement and budget preparation and control
- Principles of public relations
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)

Ability to:

- Ability to investigate and understand common administrative and budgetary problems
- Analyze problems and communicate and implement solutions
- Review and implement detailed project management plans and manage project process
- Analyze, interpret, and explain project budgets
- Plan and organize work to meet deadlines
- Work effectively with District personnel, representative of other organizations, and the public
- Prepare clear, concise reports, and make recommendations
- Communicate effectively both orally and in writing
- Exercise tact and good judgement

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with an associate’s degree or completion of 60 semester units or 90 quarter units from a recognized college or university. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

3 years of professional-level experience in one of the following industries or a related field:

- Agriculture and natural resources; arts, media, and entertainment; building and construction trades; business and finance; education, child development, and family services; energy, environment, and utilities; engineering and architecture; fashion and interiors; health science and medical technology; hospitality, tourism, and recreation; information and communication technologies; manufacturing and product development; marketing, sales, and service; public services; or transportation.
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 the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised 04-04-2019
JAP

District Notification: 03/05/2019
Union Notification: 03/05/2019
DIRECTOR OF STUDENT SAFETY INVESTIGATIONS

DEFINITION

Plans, develops, and directs the operations of the Student Safety Investigations Unit (SSIU) and oversees staff engaged in complex and sensitive investigations of employee misconduct involving students.

TYPICAL DUTIES

Directs, plans, and coordinates employee misconduct investigations involving violations of District policies.
Directs and oversees the establishment and effectiveness of policies, guidelines, requirements, and strategies for employee misconduct investigations.
Ensures that the investigations are thorough, timely, and conducted with the highest level of integrity and discretion.
Directs the department in analyzing cases, establishing timelines, gathering and examining evidence, interviewing witnesses or person(s) of interest, and accurately writing the reports.
Directs and supervises the District’s forensic unit.
Reviews all preliminary and final investigative reports, summaries, and statements to ensure compliance with investigative protocols, standards, and guidelines.
Ensures the protection, storage, and confidentiality of all documents and information concerning the parties and witnesses involved in investigations consistent with the Family Educational Rights and Privacy Act (FERPA), Freedom of Information Act (FOIA), and Public Records Act (PRA).
Serves as the District lead in State Audits of Reassigned Employees under investigation for allegations of misconduct.
Supervises and coordinates the external contracted bench of investigators.
Coordinates with law enforcement agencies and the Department of Children and Family Services (DCFS) to release information for employee criminal cases.
Consults and advises District management and local district and school administrators to resolve discrepancies identified in investigations and improve management and operational controls and procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Safety Investigations administers, directs, and coordinates the investigative functions pertaining to employee misconduct with students.

The Supervising Investigator plans, directs, organizes and supervises the investigators and investigations assigned to his/her group.

The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.
SUPERVISION

General supervision is received from an Associate General Counsel II. Supervision is exercised over a Supervising Investigator, Senior Investigators, Investigators, and other support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative procedures, theory, and techniques
- Child abuse reporting requirements and laws
- Provisions of the Education Code, Government Code, and other State and federal laws, rules, and regulations that govern the activities of the Los Angeles Unified School District
- District organization, programs, policies, regulations, and procedures
- Office organization, methods, and procedures
- Laws, rules, regulations, court decisions, and legal interpretations concerning employee misconduct
- Legal terminology, practices, and procedures for the conduct of administrative hearings
- Rules of evidence and expert witness
- Principles of public relations

Ability to:

- Supervise, direct, and coordinate complex investigations
- Establish investigative priorities and assign investigative personnel
- Effectively analyze and interpret data
- Communicate effectively and express sensitive and complex information clearly, in writing and orally
- Supervise the preparation of clear, concise, and conclusive reports
- Work effectively with a wide range of District personnel and the public
- Develop, understand, interpret laws and execute, rules, regulations, policies, and procedures
- Develop and implement strategic plans
- Maintain confidentiality of evidence gathered

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience conducting investigations pertaining to background, fraud, employee misconduct, or abuse in a public agency, including three years of supervisory or management experience.

Special:

A valid California Driver License.
Use of an automobile.
SPECIAL NOTE:

An employee in this class may be subject to the reporting requirements of the District’s Conflict of Interest Code.

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

Revised
4-4-19
SH

District Notification Date: 3-8-19
DEFINITION

Performs specialized support duties related to recruitment, employment selection, and/or new employee processing as part of a talent acquisition and employment selection team working centrally or at a satellite employment office. A Senior Selection Technician provides work direction and reviews the work performed by support staff as part of a talent acquisition and employment selection team and serves as the primary technical resource on procedures for team members.

TYPICAL DUTIES

Applies knowledge of laws, rules, policies and procedures in performing specialized personnel-clerical recruitment, employment selection, and/or new employee processing duties including the following:

- Obtaining or imparting and/or providing information about salaries, class requirements, employee benefits, position vacancies, employment test administration, employer references, new hire processing, and other related matters.
- Checking a variety of forms related to employment, and other personnel matters for completeness, consistency, accuracy, and following up to resolve discrepancies or concerns.
- Screening applications to determine whether entrance requirements for job opportunities are met.
- Addressing customer complaints and providing resolution in person, over the telephone, and via email.
- Administering written and performance tests and assisting in proctoring interviews and other employment test parts.
- Operating the computerized item analysis program and uploading the data into the applicant tracking system.
- Processing applicant statistical data to generate a variety of reports including lists of candidate scores, distributions, histograms, scatter grams, item analysis, and computing and checking computations of employment test scores and compiling employment eligibility lists and reviewing the accuracy of products produced.
- Interpreting codes and other information on rosters and related records in order to obtain and verify employee information, including seniority credit for promotional employment tests.
- Scheduling appointments for and assisting with new hire processing appointments.
- Fingerprinting prospective employees and providing and explaining the purpose of various employment forms, such as tuberculosis testing, conviction records, and other clearances requirements.
- Compiling, capturing, and providing daily new hire data for other departments.
- Scheduling appointments for and assisting with the employment test review process for candidates.
- Assembling and editing computerized employment tests according to Analyst's instructions.
- Recruiting individuals to assist as raters for employment tests.
- Maintaining employment lists and employment test records in the applicant management system.
- Completing and filing personnel forms, correspondence, reports, and other material.
- Operating computer systems to query, input and obtain data, and produce reports such as item analysis and written tests.
Composing and preparing drafts of recruitment literature and advertisements and posting recruitment ads on the internet.

May compile reports and compose routine correspondence related to personnel matters. May participate in gathering job analysis information. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Selection Technician provides work direction and reviews the work of several support staff as part of a talent acquisition and employment selection team working centrally or at a satellite employment office.

A Selection Technician performs complex personnel clerical duties related to recruitment, employment test preparation and administration, and new employee processing.

An Employment Services Manager manages one or more classified employment field office(s) that is responsible for recruitment, testing, and employee processing.

SUPERVISION

A Senior Selection Technician provides work direction to Selection Technicians. Both classes may provide work direction to lower-level clerical classes and receive general supervision from higher-level supervisory personnel in clerical, technical or administrative positions.

CLASS QUALIFICATIONS

Knowledge of:

- Personnel Commission, Human Resources Division, and Board of Education rules and guides concerned with policies and procedures applicable to personnel
- Various classes and categories of employment found in the District
- Principles and practices of human resources
- Computerized human resources systems and related concepts as applied to recruitment, employment selection, and new employee processing
- Office practices and procedures
- Time reporting and payroll procedures
- Organization and key personnel of the District
- Computer operations
- Basic statistical concepts

Ability to:

- Deal tactfully and effectively in contact with applicants, eligibles, employees, school administrators, and the public
- Work effectively under pressure of a heavy workload and conflicting priorities
- Work on multiple assignments and shift priorities
- Work effectively within a team environment
- Learn, apply, and explain personnel laws, rules, procedures, and related concepts of human resources
- Make arithmetic computations and present data in graphic and tabular format
- Establish and keep manual and automated records and maintain files
- Type accurately and format, edit and revise data utilizing computer programs
- Operate various office machines, including 10-key calculator and scanner
- Accept responsibility and exercise sound judgment
- Compile reports
Compose routine correspondence  
Keep information confidential  
Learn a variety of computer programs  
Train and provide coordination to a small group of clerical personnel within various teams (only for Senior Selection Technician)

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Selection Technician:

One year of personnel clerical experience in an office where the primary responsibilities include recruitment, employment selection, or assignment human resources or related functions. This year of experience must include the use of a computerized human resources system. Experience with a computerized applicant tracking system is preferable.

Senior Selection Technician:

Two years of personnel clerical experience in an office where the primary responsibilities include recruitment, employment selection, or assignment functions. One year of the aforementioned experience must include the use of a computerized human resources system. Experience with a computerized applicant tracking system is preferable. Six months of lead person experience is preferable.

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 04-04-19  
District Notification: 03-04-19  
04-04-19  
Union Notification: 03-06-19  
CA
SENIOR SECRETARY

DEFINITION

Serves as secretary and provides work direction in one of the higher administrative offices.

TYPICAL DUTIES

Has responsibility for the personnel and office procedures in an office which has administrative control of a major District function and has a large staff to carry out its functions.
Interprets the policies and practices of the office and explains related rules and regulations to employees and the public.
Composes, organizes, and edits material originating in the office.
Maintains and oversees the maintenance of the administrator calendar and arranges appointments and meetings.
Prepares complex and specialized correspondence and reports.
Prepares or assists in the preparation of the annual branch or office budget and maintains expenditure controls.
Keeps time records and prepares office payroll.
Plans work flow and provides work direction to subordinate clerical employees.
Prepares requisitions and maintains records of supplies and equipment budgets.
Operates a variety of office machines, such as copiers, calculators, computer terminals, mobile devices, and office computers.
May supervise the distribution of mail.
May do miscellaneous clerical work such as filing, and making statistical tabulations.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Secretary provides secretarial services for an administrator, provides work direction, and is responsible for the clerical functions in one of the higher administrative offices.

An Administrative Secretary I performs a combination of secretarial and administrative duties for an individual who has jurisdiction over one or more major organizational segments of the District. In addition to being responsible for day-to-day operations of the office and coordination of all clerical procedures and practices that affect the work of that office and its subunits, an Administrative Secretary I is responsible for representing the unit and interpreting its policies to school personnel and the public.

A Secretary provides secretarial services for one or more supervisors and/or administrators, usually is responsible for the clerical work of the office, and may provide work direction over a small clerical staff.

SUPERVISION

General supervision is received from administrative personnel. Work direction is exercised over lower-level clerical employees.
CLASS QUALIFICATIONS

Knowledge of:

Office practices, methods, and procedures
Correct punctuation, spelling, and grammatical usage
Methods and techniques of organizing the work of a group of clerical employees and planning workflow
Rules, regulations, policies, and procedures of the Los Angeles Unified School District
Applications of a variety of office machines, such as computers and reprographic equipment
Microsoft Office Outlook, Word, and Excel

Ability to:

Type accurately and rapidly
Keep accurate records
Make accurate arithmetical calculations and prepare tabulations
Plan and provide direction to clerical work performed by lower-level personnel
Work effectively with District personnel and the public
Communicate clearly both orally and in writing
Exercise good judgment in scheduling work, establishing priorities, and responding to emergencies
Maintain accurate records
Maintain confidentiality on sensitive matters
Use computers with Microsoft operating systems and word processing and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Three years of experience in a secretarial position work. An Associate in Arts degree in Secretarial Science or designation as a Certified Professional Secretary (CPS) may be substituted for one year of the required experience.

Special:

Appointments to positions in the School Police Department are subject to fingerprinting, a review of conviction record, and a background investigation.

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 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.

Revised 04-04-19
District Notification: 02-24-19 Union Notification: 03-06-19