

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

Council Meeting

TUESDAY, APRIL 5, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, APRIL 14, 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>

Meeting ID: 994 9200 4544

If you join the meeting by phone and wish to make an unscheduled comment, please press *9 and you will be selected from the meeting queue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers (*67 1-____-____-____)

Dial by your location

+1 213 338 8477 US (Los Angeles)

Find your local number: <https://lausd.zoom.us/u/acY4DTotmn>

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 March 3, 2022.
4. Receipt of minutes of the meeting of March 17, 2022.
5. Banding Presentation.

CONSENT ITEMS

6. Ratification of Reclassification by Director's Approval: **APPROVED**
- a. Position at Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist II (\$30.77737-\$38.09721/hr.) to Human Resources Specialist I (\$25.83937-\$31.96414/hr.), effective April 1, 2022. (RDA 393, Human Resources 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 March 7, 2022. (RDA 1706, Instructional Assistance Series)
 - c. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective March 9, 2022. (RDA 1707, 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 15, 2022. (RDA 1708, 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 16, 2022. (RDA 1709, 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 17, 2022. (RDA 1710, Instructional Assistance Series)
 - g. 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 18, 2022. (RDA 1711, Instructional Assistance Series)
 - h. 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 21, 2022. (RDA 1712, Instructional Assistance Series)
 - i. 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 22, 2022. (RDA 1713, Instructional Assistance Series)
 - j. 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 24, 2022. (RDA 1714, Instructional Assistance Series)

6. Continued - Ratification of Reclassification by Director's Approval:

- k. 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 25, 2022. (RDA 1715, Instructional Assistance Series)
- l. 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 31, 2022. (RDA 1716, Instructional Assistance Series)
- m. Position at Dodson Middle School, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective March 3, 2022. (RDA 3044, Clerical Series)
- n. Position at Carson Community of Schools, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective March 31, 2022. (RDA 3045, Clerical Series)
- o. Position at Fremont Community of Schools, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective March 31, 2022. (RDA 3046, Clerical Series)
- p. Position at Achievement Network Community of Schools, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective April 1, 2022. (RDA 3047, Clerical Series)

7. Approval of revised Class Descriptions recommended, effective April 14, 2022: **APPROVED**

Chief Risk Officer
Director of Benefits Administration

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

<u>Class Title</u>	<u>Recommendation</u>
Chief Risk Officer (\$13,645.31-\$16,905.01/mo.) Class Description Dated April 14, 2022.	Open.

9. Abolishment of Unused Classifications. (Case 12241) **APPROVED**

10. a. Establishment of the classification of Strategic Operations Administrator - IT. (Case 12242) **APPROVED**
- b. Approval of Class Description recommended, effective April 14, 2022: **APPROVED**

Strategic Operations Administrator - IT

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

<u>Class Title</u>	<u>Recommendation</u>
Strategic Operations Administrator - IT (\$10,159.83-\$12,584.98/mo.)	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

- ~~11. a. Establishment of the classification of IT Technical Systems Specialist. (Case 12243) **PULLED**~~

- ~~b. Approval of Class Description recommended, effective April 14, 2022: **PULLED**~~

~~IT Technical Systems Specialist~~

- ~~c. Authorization of Field of Competition in forthcoming examination: **PULLED**~~

<u>Class Title</u>	<u>Recommendation</u>
IT Technical Systems Specialist (\$8,097.53-\$10,048.11/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.

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

13. 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.

14. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:
- a. Disciplinary Appeals
 - Building and Grounds Worker
 - Campus Aide (Restricted)
 - Electrician
 - Food Service Worker
 - Heavy Bus Driver
 - Instructional Aide (Braille)
 - Instructional Aide I
 - Instructional Aide for Students Who Are Deaf and Hard of Hearing
 - Police Officer
 - Special Education Assistant
 - Special Education Trainee
 - Tree Surgeon
 - b. Examination Appeals
 - Data Analyst
 - IT Support Technician
 - Senior Electrician

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

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

Building and Grounds Worker (Case 0422)	Instructional Aide for Students Who Are Deaf and Hard of Hearing (Case 0265)
Campus Aide (Restricted) (Case 0672)	Police Officer (Case 0162)
Electrician (Case 0558)	Special Education Assistant (Cases 0251, 0298, and 0406)
Food Service Worker (Cases 0410 and 0455)	Special Education Trainee (Cases 0294 and 0422)
Heavy Bus Driver (Case 0447)	Tree Surgeon (Case 0523)
Instructional Aide I (Case 0657)	
Instructional Aide (Braille) (Case 0223)	

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

Data Analyst (Case 0166)
 IT Support Technician (Case 0167)
 Senior Electrician (Case 0161)

18. Receipt of the Personnel Commission Activity Report for the Third Quarter of the 2021-22 School Year.

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.

CHIEF RISK OFFICER

DEFINITION

Plans, develops, directs, and oversees District-wide insurance and risk management services and related policies and procedures at the executive level.

TYPICAL DUTIES

Plans, develops, and oversees the administration of the Division of Risk Management and Insurance Services through subordinate administrators, supervisors, and staff personnel engaged in the management of:

- Risk Finance (e.g. Liability Claims and Insurance, including the Owner-Controlled Insurance Program and Restitution)
- Employee and Retiree Group Health Benefits including Employee Wellness, Disability Retirement, and Deferred Compensation_Retirement Savings Plans
- Integrated Disability (e.g. Workers' Compensation, Return-to-Work, FMLA compliance, Employee Absence Management, Leave Donations, Reasonable Accommodations, and Acts of Violence)

Formulates and recommends District policies and advises the District's executive staff and Board of Education of potential risks associated with the implementation of programs and policies and procedures and proposed changes in the laws, rules, and regulations related to insurance and risk management.

Develops appropriate cost effective methods for the procurement of insurance coverage and/or self-insurance services for property, casualty, workers' compensation, and other areas.

Analyzes the District's claim, loss, and accident history, and identifies methods to eliminate or minimize risks and possible losses and recommends solutions.

Develops specifications, selects, and manages insurance service providers, including insurers, brokers, and third party claims administrators.

Oversees insurance and risk management expenses, forecasts, and budget to ensure all financial objectives are met; and manages self-insured loss reserve accounts with primary emphasis on retiree health benefits, property liability, and workers' compensation.

Advises and presents to the Superintendent, Board of Education, and District executive staff on recommended cost-controls and investment strategies for all programs.

Oversees the implementation of risk management related policy directives, guidance, and information and advises the Board of Education, District executive staff, administrators, and confers with external stakeholders and other governmental agencies.

Coordinates with outside counsel on legal matters and claims/litigation against the District.

Represents the Division of Risk Management before the Board of Education and in interdivisional meetings, and participates in the development of strategic plans that affect Division responsibilities.

Oversees strategic assessment of long range financial planning of all risk management initiatives to ensure all financial objectives related to risk management initiatives are met.

Settles Workers' Compensation and Liability claims as authorized by the Board of Education.

Represents the District in collective bargaining negotiations related to all risk management functions.

Directs and reviews personnel management functions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Risk Officer plans, directs, and sets forth the District-wide Risk Management strategic plan through the activities of the Division of Risk Management and Insurance Services and oversees the planning and implementation of related policies and programs of the District at the executive level.

The Director of Contracts Administration and Procurement Services plans, organizes, and directs the activities of a multi-section department (~~RFP and Contract Development~~) including the administration of Professional and General Non-Technical Services, all aspects of competitive bid, and Contract Processing.

The Director of Environmental Health and Safety is the District's senior manager responsible for planning, development and implementation of environmental compliance, environmental health, occupational health and safety, and site assessment programs aimed at ensuring the health and safety of students and staff.

SUPERVISION

The Chief Risk Officer receives administrative direction from the Chief Financial Officer or designee ~~General Counsel~~ and exercises administrative direction over subordinate administrators and managers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, methods, and procedures of comprehensive risk management programs, workers' compensation, property casualty insurance, tort liability, disability management, group health benefits, deferred compensation retirement savings plans, and accident prevention and loss control programs
- California Workers' Compensation laws, Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Affordable Care Act (ACA), and other related federal and State statutory requirements such as the California Education Code
- Research and analysis techniques
- Supervisory principles and practices
- Public relations principles
- Principles of training, employee evaluation, employee relations, and progressive discipline

Ability to:

- Develop and implement organizational vision, which integrates key program goals, priorities, values, and other factors
- Plan, organize, direct, coordinate, and review the work of a multi-unit operation
- Manage through subordinate administrators
- Gather, read, analyze and interpret complex data including legislation and numerical data
- Analyze complex problems and exercise sound judgment in developing and planning the implementation of effective and efficient solutions and alternatives
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Establish and maintain effective working relationships
- Prepare reports complete with findings and recommendations involving summaries and analyses of complex technical information
- Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions
- Formulate and express ideas effectively in both written and oral forms with all levels of management, both internal and external to the District

Speak effectively before a variety of groups
Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Remain calm under stress

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, public administration, or a related field, ~~preferably including College~~ courses in law, insurance, risk management, or safety engineering are highly preferable. An advanced degree in law, insurance, risk management or a related field is ~~highly~~ preferable.

Experience:

Five years of risk management experience at the management or executive level with direct administrative authority over a multi-unit risk management organization. Experience in at least two of the major responsibilities in risk finance, integrated disability, or employee group health benefits is required. Experience in investigation and adjustment of workers' compensation claims and general liability claims in the public sector is preferable.

Possession of valid certification as an Associate of Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU), Associate in Claims (AIC), or Certified Employee Benefits Specialist (CEBS) preferred.

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 is 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 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 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
04-14-2022
RGK/JPK

District Notification Date: 04-01-2022

DIRECTOR OF BENEFITS ADMINISTRATION

DEFINITION

Directs, implements, educates, and administers a wide range of benefits and retirement programs for District employees and retirees.

TYPICAL DUTIES

Directs the activities of the Benefits Administration Branch which include processing health benefits enrollment applications, assisting employees and retirees with insurance questions, transmitting eligibility data to health plan vendors, ensuring proper payment to plans for covered employees and retirees, and resolving issues with plan representatives.

Directs the fiscal management of health and welfare expenditures and implements cost savings and develops initiatives.

Directs the deferred compensation ~~403(b)~~ and ~~457(b)~~ programs.

Develops and implements strategies to address the rising cost of healthcare and Other Post-Employment Benefits (OPEB) liabilities.

Represents the Branch in labor negotiations related to health and welfare and deferred compensation programs.

Oversees the District's compliance with all regulatory mandates related to health and welfare and deferred compensation programs.

Serves as a liaison to the Health Benefits Committee and coordinates the implementation of new health benefits policies and procedures.

Develops and implements employee wellness programs.

Counsels and advises management and the Health Benefits Committee on recent and pending legislation and court decisions including the impact to employee benefits programs, memoranda of understanding, and benefits plan documents.

Prepares and makes presentations to inform the Board of Education and Superintendent of benefits and retirement program matters.

Prepares correspondence for the signature of the Chief Risk Officer, Chief Financial Officer, Superintendent, and Board Members concerning sensitive issues.

Reviews, interprets and applies provisions of the collective bargaining agreements relative to health benefits eligibility.

Manages the selection and evaluation of the health plan vendors by providing data to the Health Benefits Committee on the performance of contractors and third-party administrators.

Participates in the development and implementation of Branch, Division, and District procedures and policies, performance measures, and organization and staffing.

Meets and works with representatives of other organizational units to address implementation of policy and procedures and to resolve operational problems (e.g., payroll, accounting, information technology, personnel, and staff relations).

Provides general direction to employee welfare programs and Benefits Administration Branch staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Benefits Administration directs, implements, educates, and administers a wide range of benefits programs for District employees and retirees.

Branch Directors are the administrative heads of large, multi-section organizational units (branches) with multiple functions that usually are interrelated.

A Benefits Manager oversees the day-to-day operations of all areas in the Health Benefits Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits

SUPERVISION

The Director of Benefits Administration receives administrative direction from the Chief Risk Officer, and exercises supervision over subordinate managers and supervisors. General directions will be exercised over other lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, and trends of benefits and retirement programs implementation and management in the public or private sector
- Program planning and evaluation
- Collective bargaining negotiating strategies and employee benefits regulatory laws relating to Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA), Centers for Medicare Studies, deferred compensation, and the Affordable Care Act (ACA)
- Basic public personnel administration
- Principles of supervision and training
- Applicable concepts of progressive discipline
- Retirement benefits rules, policies, and procedures
- Information systems capabilities and methods used in benefits administration and retirement services
- Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District
- Microsoft Windows operating systems and Office Suite programs

Ability to:

- Manage through subordinate supervisors
- Direct and evaluate the work of subordinate supervisory and nonsupervisory personnel
- Prepare reports involving summaries and analyses of information and the justification of controversial recommendations or findings
- Identify solutions and implement plans to solve complex problems
- Communicate effectively orally and in writing with persons at various levels
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Prepare and present oral and written reports and recommendations concisely, completely, logically, and convincingly

Effectively interact with public and private sector functionaries to carry out the District's benefits programs
Work well under pressure of multiple priorities and short deadlines
Effectively support negotiations ~~negotiate~~ with vendors and labor representatives to reach agreements
Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Maintain confidentiality
Operate a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in human resources, school business management, business or public administration, or a related field. Professional benefits certifications are preferable.

Experience:

Four years of experience managing the implementation or administration of a health and welfare benefit and retirement program. At least two years of the required experience must include supervision.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

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

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

Revised
04-14-2022
RGK/JPK

District Notification Date: 04-01-2022

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective April 14, 2022:

I. The following classes be abolished:

Environmental Compliance Coordinator (3015)
Health Care Advocate (Chinese) (2348)
Health Care Advocate (Korean) (2349)
IT Support Technician (CPOS) (2212)
Police Recruit (4219)
Senior Mill Carpenter (3309)
Social Services Aide (4599)

II. The Commission staff be authorized to reactivate the abolished classes as needed, subject to ratification by the Personnel Commission.

BASIS OF RECOMMENDATION:

The classes listed above have no positions and there is no foreseeable need for the classes in the future. Therefore, it is recommended that they be abolished. If there is a future need for the classifications, staff will employ procedures previously used in case 7608 which allows the reinstatement of abolished classifications, as appropriate.

RGK: JXC

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS**

CASE No. 12242

RECOMMENDATION(S):

CLASS TITLE:

Strategic Operations Administrator - IT

EFFECTIVE DATE:

April 14, 2022

GROUP, SERIES:

Business Administrative Series, Executive Administrative Group

MONTHLY RATE:

\$10,159.83 \$10,720.80 \$11,304.14 \$11,933.38 12,584.98

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 Chief Information Officer has requested the establishment of the proposed class to perform high-level strategic planning duties in support of the Information Technology Division.

BASES OF RECOMMENDATION:

The incumbent in the proposed classification will be responsible for supporting the Chief Information Officer in the planning and execution of District-wide IT projects and activities. Duties and responsibilities include:

- Supporting the Chief Information Officer in strategic planning for the Division.
- Liaising directly with the Superintendent or designee on matters that may have an impact on District-wide IT activities.
- Establishes and maintains a framework and methodology for the development of IT policies,
- processes and procedures related to initiatives and projects
- Planning, developing, and administering communication strategies to generate internal and external understanding and support for the objectives, strategies, and performance of the Information Technology Division.
- Representing the Information Technology Division in meetings, working groups, and collaborative efforts with Board Members, the Superintendent, senior leaders, schools, community partners, and stakeholder groups.

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 with the existing Strategic Operations Administrator at \$10,189.53 - \$12,584.98 per month (\$122,274.36 - \$151,019.76/yr.). The scope and level of responsibility are similar in that both classifications are responsible for planning, organizing, and coordinating various high-level professional activities for a division that have District-wide impact. Although the core concepts are similar, the Strategic Operations Administrator - IT is focused on planning and implementation of information technology projects and activities. Therefore, the recommended salary range is appropriate.

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Strategic Operations Administrator - IT in the list of classes exempt from the overtime payment provisions of the rule.

STRATEGIC OPERATIONS ADMINISTRATOR - IT

DEFINITION

Administers, oversees, and coordinates the strategic planning activities, goals, projects, objectives, and communication for the Information Technology Division

TYPICAL DUTIES

Develops policies for all Information Technology Division operational areas to establish consistent standards

Ensures policies align with the division's strategic plan designed to support District and division goals

Establishes and maintains a framework and methodology for the development of IT policies, processes and procedures related to initiatives and projects

Supports the Chief Information Officer in strategic planning for the Division.

Liaises directly with the Superintendent or designee on matters that may have an impact on District-wide IT activities.

Develops and establishes policy framework, methodology, and objectives for all Information Technology Division operational areas and ensures alignment with the division's strategic plan.

Plans, develops, and administers communication strategies to generate internal and external understanding and support for the objectives, strategies, and performance of the Information Technology Division.

Represents the Information Technology Division in meetings, working groups, and collaborative efforts with Board Members, the Superintendent, senior leaders, schools, community partners, and stakeholder groups.

Coordinates, plans, organizes and directs special projects and initiatives to meet the goals of the Information Technology Division.

Delivers District-wide presentations and conducts interoffice, departmental, and interagency meetings on behalf of the division.

Analyzes and researches best practices and standards, federal, State, and local laws and regulations impacting the Information Technology Division.

Coordinates the development and revision of the Information Technology Division's policies and procedures to align with federal, State, and local laws and regulations.

Supports the District-wide implementation of laws and provides guidance to department leads.

May oversee project or program budgets and identify additional funding sources.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Strategic Operations Administrator – IT performs high-level strategic planning duties in support of the Chief Information Officer.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Strategic Operations Administrator-IT receives administrative direction from the Chief Information Officer. Supervision is exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District, including its information technology programs, policies, and procedures.
- Policy research and development
- Effective communications strategies
- Principles of public relations
- Basic principles and methodology of project management, including the development of budgets, time lines, and allocation of staff
- Collaborative problem-solving methods
- District and school policies and procedures, goals and objectives, organizational structure and functions
- Ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District
- Current information technology issues affecting the District
- Interpersonal skills using tact, patience, and courtesy
- Effective administrative and managerial practices and ability to implement them

Ability to:

- Present information regarding District information technology initiatives in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
- Review and evaluate project deliverables
- Write, explain, and implement policies, procedures, and goals
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Communicate effectively orally and in writing in a clear, concise, and easy to understand language
- Oversee multiple projects and issues while working effectively under pressure
- Contribute to strategic planning and establish objectives
- Be proficient with Microsoft Project, Word, Excel, Outlook, Access, and PowerPoint or similar office productivity tools
- Establish clear performance expectations and evaluate based upon results
- Share decision-making responsibilities
- Establish and maintain cooperative and effective working relationships with others
- Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in information technology, public policy, business or public administration, social science or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or managerial experience developing strategic, organization-wide plans, including policy research and development, for the implementation of information technology initiatives. Project Management experience is preferable. Experience in a K-12 school district is preferable.

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.

New Class
04-14-22
LKD

**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS**

CASE No. 12243

RECOMMENDATION(S):

CLASS TITLE:

IT Technical Systems Specialist

EFFECTIVE DATE:

April 14, 2022

GROUP, SERIES:

Data Processing Series, Professional/Technical/Supervisory Group

MONTHLY RATE:

\$8,097.53 \$8,555.95 \$9,023.21 \$9,519.34 \$10,048.11

SALARY SETTING BASIS:

Future salary movement is to be based on that of related classes in the Data Processing Series, Professional/Technical/Supervisory Group.

BACKGROUND:

A need was identified in the Office of the Superintendent to provide management and resolution to complex technical issues and develop innovative solutions for current and future technology needs as well as to provide comprehensive technical support in the areas of hardware and software applications, network connectivity, device functionality, application and data security.

BASES OF RECOMMENDATION:

The incumbent in the proposed class of IT Technical Systems Specialist will be responsible for:

- Resolving complex technical issues and developing innovative solutions for current and future technology needs in collaboration with Information Technology Division staff and vendors.
- Making recommendations concerning system architecture and implementation strategies and plans, process improvement, design initiatives, and long-range development plans.
- Evaluating technical requirements for an executive's participation in virtual and in person events.
- Providing expert knowledge in software implementation services, evaluation, and selection.
- Coordinating information technology project start-up activities, including initiating project infrastructure, project team logistics and facilities, and required start-up hardware procurement and installation.
- Ensuring the confidentiality and security of executive-level and District information.

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 considerations. The proposed salary range of \$8,097.53 - \$10,048.11 aligns with IT classifications that are similar in the areas of complexity, responsibility, and independence of judgment in a specialized area of information technology. Therefore, allocation of the proposed class to a salary range \$8,097.53 - \$10,048.11 /monthly is appropriate.

RULE AMENDMENT(S): Final approval is to be given to the amendment of Rule 596, Overtime to include IT Technical Systems Specialist in the list of classes exempt from the overtime payment provisions of the rule.

IT TECHNICAL SYSTEMS SPECIALIST

DEFINITION

Responsible for managing and resolving complex technical issues and developing innovative solutions for current and future technology needs through planning, developing, testing, and implementation of technology projects for the Office of the Superintendent.

TYPICAL DUTIES

Resolves complex technical issues and develops innovative solutions for current and future technology needs in collaboration with Information Technology Division staff and vendors.
Makes recommendations concerning system architecture and implementation strategies and plans, process improvement, design initiatives, and long-range development plans.
Evaluates technical requirements for an executive's participation in virtual and in person events.
Provides expert knowledge in software implementation services, evaluation, and selection.
Coordinates information technology project start-up activities, including initiating project infrastructure, project team logistics and facilities, and required start-up hardware procurement and installation.
Analyzes, formulates, and develops system approaches involving advanced and innovative methodologies, concepts, and techniques and develops application enhancements based on current and future business needs.
Designs and develops various technical reports for management.
Coordinates activities associated with operational design, product installation, and quality assurance/ inspection and directs project development teams.
Monitors the development and implementation of new departmental systems to ensure that program requirements, security, check points, documentation, and schedules are met.
Evaluates the effects of new enhancements on existing applications, production, and systems software.
Delivers, sets up, installs, modifies, and maintains, desktops, laptops, other mobile computer devices, video equipment, and other related peripherals or devices.
Inspects, troubleshoots, and diagnoses issues related to complex hardware, commercial software, peripheral devices, and local network connectivity.
Collaborates with the Information Technology Division security team to secure technical infrastructure and maintains anti-virus software for local computers and servers.
Designs and maintains a complex web site for the Office of the Superintendent.
Ensures the confidentiality and security of executive-level and District information.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The IT Technical Systems Specialist is responsible for resolving technical issues and formulating concepts for new and modified systems to meet user requirements of the Office of the Superintendent.

The Computer Applications Specialist formulates information system concepts based on departmental needs by recommending long-range developmental plans, preparing technical specifications, analyzing hardware and software requirements, supervising software development, and assisting users in the implementation of the system.

An IT Solution Technician organizes the development, implementation, and management of the local networks, servers, and computers. Designs and maintains complex dynamic web sites for a division administrative office. May develop instructional videos, online courses, and internet/network-based solutions for use of the Division.

SUPERVISION

General direction and technical supervision are received from the Chief Information Officer or designee. Supervision is exercised over technical personnel responsible for the development and implementation of systems.

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of technology systems, procedure analysis and design
Various higher-level programming languages
Current practices on the installation, testing, diagnosing, analyzing, troubleshooting and repair of computing systems, tablets, network servers, and local area networks.
Computing systems using Windows OS, Apple Mac OS, Apple iOS, Linux Servers, Android OS, and Chrome OS
Principles of local area networks, including installation, maintenance, and repair of network cabling and hardware
Mobile device management and mobile access management technologies
Internet, software, and security applications
Firewall technology, remote access security, voice, data, and advanced local-area and wide area networking technologies
Current practices, tools, and materials involved in the configuration, maintenance, repair, and service of personal computers, network servers and printers, and laptops
Best practices in managing microcomputer operating systems, e.g. Windows 8, 10, 11 and Mac OS 10.13, 10.14, 10.15 and 11
Imaging and web site design software such as Adobe Photoshop and Macromedia Dreamweaver
Operation and maintenance of video editing and production equipment

Ability to:

Anticipate user needs based on technology trends and formulate strategies for implementation
Write and orally express difficult and complex concepts clearly and concisely
Analyze and diagnose hardware and software malfunctions and perform required repairs to microcomputers and related peripherals
Prepare technical specifications and design and implement technical modifications
Analyze and solve complex, infrastructure, equipment malfunctions, and networking problems
Maintain effective working relationships with District personnel and the public
Respond to technical emergencies caused by hardware and/or software malfunctions or employee absences
Stay abreast of technological advances in computing devices, tablets, software and operating systems
Develop standards for compliant markup, utilizing HTML with CSS driven styling and server-side scripts, such as: ASP.NET, PHP, Perl, Python, Node.js, SQL, ColdFusion, and

JavaScript
Build relational databases for utilization on web applications
Maintain confidentiality while handling sensitive information
Provide work direction to others

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in computer science or a related field. Additional qualifying experience may be substituted for the required education on a year-to-year basis provided that graduation from high school or evidence of equivalent education proficiency is met.

Experience:

Five years of experience in the installation, maintenance, and management of networks; and/or maintaining, repairing, and replacing desktop and laptop computers, printers, and peripheral equipment. Three years of the aforementioned experience must have been in a supervisory capacity.

Experience in the development or testing and implementation of computer applications Systems, or project management involving the development and/or delivery of new software application systems and/or major enhancements for a school district is preferable.

SPECIAL NOTES

A valid California Driver License.

Use of an automobile required for travel to various locations within and outside the District.

Employees in the class are subject to call at any hour.

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

04-14-22

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SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

Date: April 14, 2022

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE THIRD
QUARTER OF 2021-2022 SCHOOL YEAR**

CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)		
<u>TOPICS</u>		<u>NUMBER OF</u>
New Hire & Rehire Actions (not from Reemployment Lists)		1,519
Rehire Actions (from Reemployment Lists)		1
Promotion Actions		471
Leave Actions		931
Substitute Calls - Filled		32,414 (42%)
Substitute Calls - Unfilled		42,966 (58%)
CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)		
New Classifications		7
Abolished classifications		0
Reclassification Studies	No Changes	1
	Reclassifications	21
Salary Reallocations		1
CD Revisions		6
Duty Statement Reviews		370
TALENT ACQUISITION AND SELECTION BRANCH (TASB)		
Number of Lists Produced		115
Number of Eligibles on Eligibility Lists		2,288
Number of Applications Received		14,092
Number of Candidates Tested		4,505

ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)	
Number of Training Sessions Conducted	53
Number of Training Participants	5,645
Number of Tuition Reimbursement Requests	132
Number of Online Training Modules Completed	995