

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

Council Meeting

TUESDAY, APRIL 12, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, APRIL 21, 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

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Find your local number: <https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of March 17, 2022.
3. Receipt of minutes of the meeting of April 14, 2022.

CONSENT ITEMS

4. Ratification of Reclassification by Director's Approval: **APPROVED**
 - a. Position in the Division of Operations – Office of Environmental Health and Safety, from Associate Financial Analyst (\$30.10513-\$37.17601/hr.) to Financial Analyst (\$36.53696-\$45.26768/hr.), effective April 4, 2022. (RDA 15, Accounting Series)

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

- b. Position in Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist II (\$30.77737-\$38.09721/hr.) to Human Resources Specialist III (\$38.85242-\$48.19729/hr.), effective April 18, 2022. (RDA 394, Human Resources Series)
- c. Position in Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist II (\$30.77737-\$38.09721/hr.) to Human Resources Specialist III (\$38.85242-\$48.19729/hr.), effective April 18, 2022. (RDA 395, Human Resources Series)
- d. Position in Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist II (\$30.77737-\$38.09721/hr.) to Human Resources Specialist III (\$38.85242-\$48.19729/hr.), effective April 18, 2022. (RDA 396, Human Resources Series)
- e. Position in Certificated Assignments, Human Resources Division, from Human Resources Specialist II (\$30.77737-\$38.09721/hr.) to Human Resources Specialist III (\$38.85242-\$48.19729/hr.), effective April 8, 2022. (RDA 397, Human Resources 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 April 5, 2022. (RDA 1717, 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 April 6, 2022. (RDA 1718, 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 April 7, 2022. (RDA 1719, Instructional Assistance Series)
- i. Position at Sun Valley Community of Schools, Local District Northeast, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective May 1, 2022. (RDA 3048, Clerical Series)
- j. Position at Mervyn Dymally High School, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective March 21, 2022. (RDA 3049, Clerical Series)

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

Class Title

Senior Investigator
(\$43.67097-\$54.14686/hr.)
Class Description dated August 31, 2015.

Recommendation

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. Eligibility list for the class may be established for a period of six months. The Personnel Commission also authorizes that the eligibility list duration may be extended by the Personnel Director.

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

Case 12245
Case 12246

~~7. a. Establishment of the classification of Facilities Strategy Administrator. (Case 12177) **PULLED**~~

~~b. Approval of Class Descriptions recommended, effective April 21, 2022: **PULLED**~~

~~Facilities Strategy Administrator~~

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

Class Title

~~Facilities Strategy Administrator
(\$11,416.47-\$14,233.61/mo.)~~

Recommendation

~~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.~~

8. a. Establishment of the classification of IT Technical Systems Specialist. (Case 12243) **APPROVED**

b. Approval of Class Description recommended, effective April 21, 2022: **APPROVED**

IT Technical Systems Specialist

8. Continued – Case 12243

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

Class Title

IT Technical Systems Specialist
(\$8,097.53-\$10,048.11/mo.)

Recommendation

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.

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

10. Public Comment

- a. Public employee discipline
- b. Examination Appeals

NOTE: Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 -1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

11. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:

- a. Examination Appeals
 - Senior Financial Manager

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

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

Senior Financial Manager (Case 0168)

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.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification action be approved:

From:	Personnel Manager (4980) (\$8,514.08-\$10,606.61/mo.)	To:	Assistant Director, Personnel (4992) (\$10,961.67-\$13,584.42/mo.)
POS:	30417753 (A Basis)	POS:	30417753 (A Basis)
Location:	Talent Acquisition & Selection Branch, Personnel Commission	Incumbent:	J. Siu (EN 783626) 30417753; Cost Center 1060701

Reason for Reclassification:

- An Assistant Director, Personnel plans, directs, and coordinates the work and function of multiple areas of the Personnel Commission and represents the Personnel Commission at various meetings.

The subject position meets this class concept in that the incumbent oversees the administration of employment tests for all classified jobs. In this capacity, the incumbent is responsible for the operation of three satellite employment offices, wherein the Personnel Commission has the responsibility of onboarding all newly hired classified employees; manages a staff consisting of all levels of HR Specialists, including managers, proctors, and various technical and clerical support positions; is responsible for employing new and innovative strategies throughout all phases of the selection process, while ensuring a valid and appropriate assessment program; advises the Personnel Commission on matters related to employment assessments and other related matters; assists senior management in the Personnel Commission in finding solutions to complex personnel issues and challenges; directs, participates in, and advises on best practices; and represents the Personnel Director in various high-level meetings.

Status of Incumbent: Incumbent J. Siu (EN 783626) is reachable on the Assistant Director, Personnel eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: April 14, 2022

KG

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

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POS:	30417752 (A Basis)	POS:	30417752 (A Basis)
Location:	Classification & Compensation Branch, Personnel Commission	Incumbent:	R. Kaplan (EN 775239) 30417752; Cost Center 1003501

Reason for Reclassification:

- An Assistant Director, Personnel plans, directs, and coordinates the work and function of multiple areas of the Personnel Commission and represents the Personnel Commission at various meetings.

The subject position meets this class concept in the incumbent oversees the Classification and Compensation and Disciplinary, Examination and Appeals functions of the Personnel Commission. These duties include consultation with Personnel Commission staff regarding incoming studies and issues, reorganizations, District-wide classification and compensation studies, job analysis and recommendation, and collaboration with various District offices to obtain pertinent information, determine needs, and find classification and compensation and as well as other personnel solutions; the review and coordination of Personnel Commission agenda items which includes recommendations for reclassifications, reallocations, establishment of new classifications, class description revisions, and Personnel Commission rules and informatives; works with the Office of Labor Relations and with the classified Unions on salary and personnel issues on various topics and in negotiations.

Status of Incumbent: Incumbent R. Kaplan (EN 775239) is reachable on the Assistant Director, Personnel eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: April 14, 2022

KG

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

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

CASE NO. 12177

RECOMMENDATION(S):

CLASS TITLE:

Facilities Strategy Administrator

EFFECTIVE DATE:

04-21-2022

GROUP, SERIES:

Executive/Administrative Group, Business
Administrative Series

SALARY RANGE:

\$11,416.47 \$12,061.50 \$12,742.98 \$13,462.95 \$14,223.61

SALARY SETTING BASIS:

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

BACKGROUND:

The Facilities Services Division's (FSD) Asset Management Branch requested the establishment of the proposed classification as part of a reorganization to group units from the Office of the Chief Facilities Executive, Facilities Support Services, and Facilities Asset Management that are critical to strategic planning for the District's construction program. The proposed classification will oversee the day-to-day administration of the units responsible for Masterplanning and Demographics; Facilities Legislation, Grants and Funding; and Legislative Advocacy. Furthermore, the proposed classification will be responsible for high-level strategic planning to improve data sharing, coordination, and decision-making across FSD.

BASES OF RECOMMENDATION:

The incumbent in the proposed class will oversee the development, implementation, coordination, and evaluation of strategic initiatives for the District's construction and bond program. They will oversee and coordinate the development, revision, and implementation of the Facilities Services Division's policies in alignment with federal, state, and local laws and regulations related to the construction and bond program activities.

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

A salary survey of other public agencies was conducted; however, a search for external market data produced an insufficient number of comparable classifications. The recommended salary is based on internal alignment with classes in the same job family. The proposed salary is approximately 11% below that of Deputy Director of Facilities Planning and Development (\$12,840.92 - \$15,998.46/month). Therefore, allocation of the proposed classification to a salary range of \$11,416.47 - \$14,223.61/month is appropriate.

RULE AMENDMENT(S): Final approval be given to the amendment of Rule 596, Overtime, to include the Facilities Strategy Administrator in the list of classes exempt from the overtime payment provisions of the Rule.

FACILITIES STRATEGY ADMINISTRATOR

DEFINITION

Oversees the development, coordination, and evaluation of the strategic initiatives for the District's construction and bond program.

TYPICAL DUTIES

- Supports the Facilities Services Division by coordinating the development, implementation, and evaluation of the strategic initiatives in relation to the District's capital assets and construction program.
- Oversees and coordinates the development, revision, and implementation of the Facilities Services Division policies in alignment with federal, state, and local laws and regulations related to the construction and bond program activities.
- Oversees the staff responsible for planning, organizing, directing, and reviewing all grants and funding programs and related legislative activities for new and existing facilities for the District.
- Oversees the staff responsible for demographic research and analysis, review of school utilization and operating capacities, analysis of needs for school facilities to accommodate projected enrollments, preparation of maps and charts, and the ongoing development of a comprehensive Facilities Master Plan.
- Analyzes, monitors, and provides strategic operational recommendations through identification of trends, correlations, data analyses, patterns, and interpretations of results in support of the construction and bond program.
- Analyzes and researches federal, State, and local laws and regulations impacting the Facilities Services Division.
- Facilitates collaborative partnerships with various District offices and divisions to ensure coherence in District-wide policies, programs, and professional development related to various construction projects, legislative affairs, and bond measures.
- Develops and provides reports and presentations to the District's senior leadership and the Board of Education.
- Supports the District-wide implementation of laws that affect the Facilities Services Division and provides guidance to department leads.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Strategy Administrator provides strategic analysis and recommendations and oversees activities related to the feasibility and implementation of programs, projects, funding, grants, demographics and research in support of construction bond programs and policies.

The Deputy Director of Facilities Planning and Development assists in the management of the Asset Branch and acts for the Director of Facilities Planning and Development as required.

SUPERVISION

General direction is received from the Director or Deputy Director of Facilities Planning and Development. General supervision is exercised over lower-level staff management personnel.

CLASS QUALIFICATIONS

Knowledge of:

Administrative organization of the Los Angeles Unified School District
Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures.
Laws and regulations of construction projects and programs
Collaborative problem-solving methods
Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to the District's budgetary and financial policies and processes.
School facilities project funding process
Effective management principles and techniques

Ability to:

Plan, schedule, and direct multiple evaluation projects, involving personnel in District organizational units, delegate to subordinates, and evaluate operational effectiveness
Evaluate procedures and problems and develop and implement improvements, policies, procedures, and goals
Provide leadership and coordination in complex activities involving government agencies and District staff
Collect, classify, analyze, interpret and explain statistical and budgetary data
Review State, federal and local policies to obtain construction funding and grants
Communicate effectively both orally and in writing
Prepare clear and concise reports and presentations
Direct, evaluate, and train staff

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Six years of management level experience analyzing, managing, and implementing initiatives and strategies pertaining to construction programs. Experience in California K-12 school district is preferable.

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.

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
04-21-22
MHO

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

CASE No. 12243

RECOMMENDATION(S):

CLASS TITLE:

IT Technical Systems Specialist

EFFECTIVE DATE:

April 21, 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 combined experience in the installation, maintenance, and management of networks; and the maintenance, repair, and replacement of 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
04-21-22
JAP