
2. Approval of minutes of the meetings of April 4, 2019.

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


**CONSENT ITEMS**

5. Ratification of Reclassification by Director’s Approval: **APPROVED**
   
a. 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 April 1, 2019. (RDA 1648, Instructional Assistance Series)

b. Vacant position at Peary Middle School, Local District South, from Senior Office Technician ($17.0722-21.26859/hr.) to Office Technician ($14.48284-20.11325/hr.), effective April 22, 2019. (RDA 3015, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective May 2, 2019: **APPROVED**

   Assistant Project Manager
   Equal Employment Opportunity Investigator
   Facilities Project Manager I
   Facilities Project Manager II
   Financial Manager
   Senior Financial Manager
7. Authorization of Field of Competition in forthcoming examinations: **APPROVED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Finance Policy ($13,058.69-16,268.07/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>Assistant Project Manager ($7,261.14-9,008.90/mo.)</td>
<td></td>
</tr>
<tr>
<td>Equal Employment Opportunity Investigator ($37,881.67-46,928.75/hr.)</td>
<td></td>
</tr>
<tr>
<td>Facilities Project Manager I ($7,689.53-9,537.61/mo.)</td>
<td></td>
</tr>
<tr>
<td>Facilities Project Manager II ($8,025.34-9,939.27/mo.)</td>
<td></td>
</tr>
<tr>
<td>Financial Manager ($24,197.72-30,145.45/hr.)</td>
<td></td>
</tr>
<tr>
<td>Senior Financial Manager ($28,534.44-35,466.68/hr.)</td>
<td></td>
</tr>
</tbody>
</table>

Class Descriptions dated May 2, 2019.

| Assistant General Counsel II ($13,178.66-14,235.05/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. 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 Commission. |

Class Description dated December 14, 2015.

8. Abolishment of unused classifications. (Case 11704) **APPROVED**

9. Amendment to Case 11622, Establishment of Energy and Sustainability Program Manager. (Case 11622B) **APPROVED**

10. a. Establishment of the class of Director, Enterprise Project Management Office. (Case 11711) **APPROVED**

    b. Approval of class description recommended, effective May 2, 2019: **APPROVED**

    Director, Enterprise Project Management Office
10. Case 11711 – Continued

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Enterprise Project Management Office ($10,718.62-13,277.15/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 Descriptions dated May 2, 2019.</td>
<td></td>
</tr>
</tbody>
</table>

11. a. Establishment of the class of Director, Partnerships and Grants. (Case 11712) **APPROVED**

b. Approval of class description recommended, effective May 2, 2019: **APPROVED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Partnerships and Grants ($10,159.83-12,584.98/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 Descriptions dated May 2, 2019.</td>
<td></td>
</tr>
</tbody>
</table>

12. a. Establishment of the class of Facilities Services Dispatcher. (Case 11713) **PULLED**

b. Approval of class description recommended, effective May 2, 2019: **PULLED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Services Dispatcher ($21.69984-27.03733/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 or have permanent status in the Certificated Service.</td>
</tr>
<tr>
<td>Class Descriptions dated May 2, 2019.</td>
<td></td>
</tr>
</tbody>
</table>
13. a. Establishment of the class of Chief of School Culture, Climate, and Safety. (Case 11714) **APPROVED**

b. Approval of class description recommended, effective May 2, 2019: **APPROVED**

Chief of School Culture, Climate, and Safety

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of School Culture, Climate, and Safety ($15,832.00-19,724.79/mo.)</td>
<td>Open. 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 Commission.</td>
</tr>
</tbody>
</table>

Class Descriptions dated May 2, 2019.

14. 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 - 1½ 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.

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

a. Examination Appeals
   ➢ IT Project Manager

b. Potential Litigation

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

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

   IT Project Manager (Case 0004)
## Annual Financial and Budget Report
### Fiscal Year 2019-2020

**Name of Local Educational Agency:** Los Angeles Unified School District

<table>
<thead>
<tr>
<th>Expenditure by Object</th>
<th>2017-2018 Actual*</th>
<th>2018-2019 Actual or Estimated*</th>
<th>2019-2020 Budget*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 Classified Salaries (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commission Members (2)</td>
<td>13,773.00</td>
<td>18,000.00</td>
<td>18,000.00</td>
</tr>
<tr>
<td>Director</td>
<td>197,089.00</td>
<td>192,974.00</td>
<td>192,974.00</td>
</tr>
<tr>
<td>Secretaries, Clerks</td>
<td>3,177,737.00</td>
<td>3,273,052.00</td>
<td>3,432,375.00</td>
</tr>
<tr>
<td>Other</td>
<td>5,657,563.00</td>
<td>6,254,120.00</td>
<td>7,011,765.00</td>
</tr>
<tr>
<td>3000 Employee Benefits</td>
<td>5,053,552.00</td>
<td>5,624,513.00</td>
<td>6,181,727.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>14,099,714.00</td>
<td>15,362,659.00</td>
<td>16,836,841.00</td>
</tr>
<tr>
<td>4000 Supplies and Equipment Replacement</td>
<td>73,244.00</td>
<td>1,580,591.00</td>
<td>221,237.00</td>
</tr>
<tr>
<td>5000 Operating Expenses</td>
<td>244,427.00</td>
<td>779,975.00</td>
<td>353,995.00</td>
</tr>
<tr>
<td>6000 Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>317,671.00</td>
<td>2,360,566.00</td>
<td>575,232.00</td>
</tr>
<tr>
<td>Appropriation for Contingencies (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ 14,413,385.00</td>
<td>$ 17,723,225.00</td>
<td>$ 17,412,073.00</td>
</tr>
</tbody>
</table>

*Round to the nearest dollar.

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1. Include expenditures only directly attributable to the activities of the Commission and their employees. For example: salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

2. Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

3. Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.
ASSISTANT PROJECT MANAGER

DEFINITION

Assists a Facilities Project Manager I or II or higher in analyzing needs for school facilities, managing and coordinating school construction, modernization, or deferred maintenance projects; and supervising the gathering and analysis of data on school capacities, housing, and other matters related to educational housing, facilities planning, materiel, and maintenance.

TYPICAL DUTIES

Performs a combination of the following:

Assists in analyzing needs, developing and recommending building programs and priorities, and coordinating planning activities in regard to school sites, new schools and additions to existing schools.

Assists in the collection and interpretation of research data, improvement of grounds, alteration and improvement of existing structures, temporary classroom buildings, moving and demolition of buildings, usage of existing facilities, and other matters related to school housing.

Assists in designing, planning, and coordinating school construction, modernization, and/or deferred maintenance projects.

Assists in the development and revision of standards for school facilities and specialized equipment in order to meet educational and operational needs and space requirements.

Prepares and provides project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.

Assists in the review and interpretation of architectural drawings with architects, school administrators, educational subject-matter supervisors, and teachers; and evaluates special facility needs related to educational programs or unusual school problems and master site planning; recommends solutions; and transmits requests for necessary changes to project architects.

Assists in establishing needs and priorities for alteration of buildings and grounds in an assigned area or program, coordinates the development of plans, and maintains control of nontechnical aspects of plan preparation.

Coordinates, plans, and schedules remodeling, rehabilitation, moving, and demolition of school facilities and temporary housing of students and school staff during such activities.

Works with technical personnel to estimate costs of building and alteration projects.

Initiates design phase by requesting surveys, and environmental impact documents, and requests the removal of buildings and hazardous materials.

Participates in constructability review in order to assure that the plan can be built effectively and efficiently by current construction methods.

Coordinates and monitors work during the design and redesign phases.

Prepares requests and justifications for bid processing and coordinates and monitors contract award process.

Coordinates and monitors, upon delegation, the change order review, funding and approval process. Maintains records on existing facilities and provides data and advice on usage.

Makes public presentations to interested groups in regard to general or specific building programs. Implements requirements of Education Code, Board Rules, State agencies, and District directives affecting facilities, equipment, and maintenance.

Assists with the formulation of plans, policies, and procedures pertinent to assigned program responsibilities and prepares bulletins, memoranda, and reference guides as required.
Consults with Procurement Services Division Branch in the evaluation and selection of furniture and equipment to be purchased by the District. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Project Manager assists a Facilities Project Manager to plan, schedule, coordinate, develop, and apply standards for housing of schools and other units; or manage and coordinate school construction, modernization, or deferred maintenance projects.

A Facilities Project Manager I directs and manages the activities related to the planning and construction of multiple school facilities and school modernization projects.

A Senior Craft person assists a supervisor in managing the overall respective operations in district facilities.

SUPERVISION

General supervision is received from a higher-level Facilities Project Manager. Supervision is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
- Principles of facilities planning as related to methods and techniques of instruction, economy of maintenance, provision for growth, relationship of instructional and service areas, and adaptability to multi-functional usage
- Principles of organization, management, and supervision
- General characteristics and relative costs of various methods of construction, architectural features, and building and room designs for all types of school uses
- Classroom and administrative office equipment and supplies and procedures
- Local and State building codes and safety regulations
- Computer software to develop spreadsheets, databases, project schedules, cost estimates, and budget reports

Ability to:

- Analyze and interpret technical materials, such as architectural plans, building standards, and project schedules, accurately and effectively
- Estimate material and labor costs
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Interpret technical materials accurately and effectively in written and oral communications
- Collect, classify, analyze, interpret, and explain statistical and budgetary data
- Express self clearly and concisely, orally and in writing and make effective oral presentations to groups

ENTRANCE QUALIFICATIONS

Minimum qualification for the Assistant Facilities Manager can be met in any one of the following ways:
Education and Experience:

1) Graduation from a recognized college or university with a bachelor’s degree in architecture, engineering, or a related field, AND no experience.

2) Graduation from a recognized college or university with a bachelor’s degree AND two years of experience in providing work direction in the maintenance, planning, design, or construction of building facilities from an architectural, engineering, or functional standpoint or experience as a DSA certified inspector.

3) Graduation from high school or evidence of equivalent educational proficiency. Completion of an Associate’s degree or completion of 60 semester college units or equivalent AND four years of experience in providing work direction in the maintenance, planning, design, or construction of building facilities from an architectural, engineering, or functional standpoint or experience as a DSA certified inspector.

4) Graduation from high school or evidence of equivalent educational proficiency AND six years of experience in providing work direction in the maintenance, planning, design, or construction of building facilities from an architectural, engineering, or functional standpoint or experience as a DSA certified inspector.

Education:

Graduation from a recognized college or university with a bachelor’s degree, preferably in architecture, engineering, construction management, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience in providing work direction in the maintenance, planning, design, construction, modernization, or inspection of building facilities. Related experience with educational facilities is preferred.

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.

Revised
05-02-19
MHO

District Notification Date: 12-11-18
Union Notification Date: 04-02-19
EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATOR

DEFINITION

Counsels District employees in matters of discrimination in employment and investigates employee charges of discriminatory employment practices filed with the District and with other government agencies.

TYPICAL DUTIES

Performs the following duties relative to investigating allegations of discriminatory employment practices as defined by federal and State law:

- Counsels employees on procedural requirements for internal handling of charges of discriminatory employment practices
- Determines the need for internal investigation by evaluating employee allegations of discriminatory employment practices in conjunction with District equal employment policy and applicable laws
- Advises employees alleging discriminatory employment practices of other government agencies' filing requirements
- Formulates a case investigation plan by identifying discrimination issues, applicable case law, nature and scope of evidence, and investigative techniques
- Conducts on-site investigations and witness interviews, obtains affidavits, and examines appropriate records, files, and other sources of data
- Analyzes evidence and writes reports of findings and recommends appropriate action to the supervisor.

Maintains case records and files.
Works with other investigative staff members.
Prepares reports of investigations and summaries.
Conducts settlement discussions, attends settlement conferences with the concerned parties, and recommends settlement agreements to the supervisor, and writes disposition closure letters.
Makes oral presentations of District equal employment program to the Board of Education, District employees, community groups, and professional organizations.
Assists in training other District staff members in conducting equal employment opportunity investigations.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Equal Employment Opportunity Investigator investigates charges of discrimination in employment filed with the District and with other governmental agencies.

The Supervising Equal Employment Opportunity Investigator supervises and participates in the investigating and reporting of employment discrimination and harassment complaints filed with the District and State and federal governmental agencies.
SUPERVISION

General supervision is received from the Supervising Equal Employment Opportunity Investigator. Supervision may be exercised over clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Equal employment opportunity investigative techniques and procedures
- Federal and State laws, regulations, and guidelines pertinent to equal employment opportunity
- Merit system concepts and practices
- Basic research and investigative methods
- Human and intergroup relations
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

Ability to:

- Conduct investigations, identify and evaluate pertinent information, make sound analyses, and present findings in written and oral forms
- Communicate effectively with individuals and groups of diverse interests and racial and ethnic backgrounds
- Interpret and explain concepts, rules, policies, laws, and procedures relative to equal employment opportunity
- Exercise initiative and ingenuity in obtaining facts and preventing or resolving equal employment opportunity problems
- React appropriately under stress
- Write clear, comprehensive reports and communications
- Utilize various computer applications such as word processing, spreadsheet, database, and email computer software programs

ENTRANCE QUALIFICATIONS

Education:

- Graduation from a recognized college or university, preferably with courses in basic statistics, database management, employment law, research methods, or personnel administration.
- Additional experience in equal employment opportunity activities may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

- Two years of personnel experience at a professional-level that included responsibility for conducting equal employment opportunity investigations in areas such as sexual harassment, discrimination towards protected categories (i.e. race, gender, age, disability, national origin, and sexual orientation), retaliation, and reasonable accommodation.
Special:

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

Fluency in a language in addition to English, especially Spanish, is preferable.

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.

Revised
05-02-2019

JPK

District Notification Date: 04-15-2019
DEFINITION

Directs and participates in school construction, modernization, or deferred maintenance projects; directs the implementation of projects; and solves problems that impede project progress.

TYPICAL DUTIES

Develops, analyzes, and directs school construction and modernization or deferred maintenance projects, or directs work pertaining to the planning, implementation, and monitoring of new or modernization construction projects, and coordinates project activities with other Facilities Services Division personnel, administrators, community representatives, and other involved participants.

Manages and coordinates Board-approved projects and land acquisition activities and analyzes the impact on major maintenance programs, equipment needs, project design, contract solicitation, and project inspection, and coordinates activities with District offices, including Maintenance and Operations, Real Estate, Environmental Health and Safety, and other related organizational units.

Determines which projects require review or approval from the Board of Education, Division of the State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, or others; prepares and/or coordinates applications for projects; and submits project information for review and approval.

Prepares and provides project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.

Gathers and analyzes data to prepare project budgets and maintains responsibility for fiscal controls and cost management.

Analyzes and evaluates requests for specialized modernization or deferred maintenance projects and develops a master project plan that includes health and safety concerns, the effects of the interruption on the educational process, and cost effectiveness.

Prepares, reviews, and evaluates project schedules, scope, and budgets, and determines the action necessary to resolve problems.

Supervises and participates in the use of data systems, data entry, and development of management reports related to District and State-approved projects, utilizing computerized reporting systems.

Makes presentations to governmental agencies and other agencies to clarify and justify project fund requirements.

Provides written and oral reports to higher-level administrators regarding project status relating to scope, schedule, and budgets.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Project Manager II directs the activities concerning the planning and construction of several school facilities and school modernization projects; supports and coordinates with Real Estate in land acquisition and implementation with various State, District, and local personnel; supervises staff, including Facilities Project Managers I; and prepares applications and secures funds.

A Facilities Project Manager I performs the same duties as a Facilities Project Manager II except that a Facilities Project Manager I manages less complex projects than those managed by a Facilities
Project Manager II.

A Senior Facilities Project Manager provides direction and oversees all activities of several assigned Facilities Project Managers I and II, and assists in the administration of a Branch.

An Assistant Project Manager assists a Facilities Project Manager to plan, schedule, coordinate, develop, and apply standards for housing of schools and other units; or manage and coordinate school construction, modernization, or deferred maintenance projects.

SUPERVISION

A Facilities Project Manager I or II receives general direction from a higher-level administrator. A Facilities Project Manager II exercises supervision over one or more construction managers and other personnel as assigned, exercises functional supervision over construction activities related to project implementation, and may exercise supervision over a Facilities Project Manager I. A Facilities Project Manager I exercises supervision over project personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, and supervision
- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
- Principles of budgetary planning and control
- Local and State building codes and safety regulations
- Computer software to develop spreadsheets, databases, project schedules, and budget reports
- Principles of facilities planning as related to traffic flow, economy of maintenance, growth, and adaptability to multi-functional usage
- General characteristics and relative costs of methods of maintenance and/or construction, architectural features, and building and room designs suitable for school uses

Ability to:

- Analyze and interpret technical materials, such as architectural plans, building standards, project schedules, and budget data accurately and effectively in written and oral communication
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Estimate material and labor costs
- Collect, classify, analyze, interpret, and explain statistical and budgetary data
- Prepare clear, concise reports and other documents and make project-related recommendations
- Conduct meetings and make effective oral presentations
- Prepare critical path schedules

ENTRANCE QUALIFICATIONS

Education and Experience:

Facilities Project Manager I:

- Minimum qualifications for Facilities Project Manager I can be met in any one of the following ways:

  1) Two years LAUSD experience as an Assistant Project Manager.

  2) Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, or a related field.
Any combined total of four years of the following experience:

a) Construction management or construction project management experience as a construction foreman, design supervisor or supervising the planning of multiple crafts. Experience with educational facilities is preferred.

b) LAUSD Area Craft Supervisor involved in the planning, design, construction, or maintenance and repair of facilities.

3) Graduation from high school or evidence of equivalent educational proficiency.

Completion of an Associates degree or completion of 60 semester college units or equivalent.

Any combined total of six years of the following experience:

a) Construction management or construction project management experience as a construction foreman, design supervisor or supervising the planning of multiple crafts. Experience with educational facilities is preferred.

b) LAUSD Area Craft Supervisor involved in the planning, design, construction, or maintenance and repair of facilities.

Graduation from a recognized college or university with a bachelor’s degree, preferably in architecture, engineering, construction management, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Four years of project management experience in the maintenance, planning, design, construction, modernization, or inspection of building facilities. Related experience with educational facilities is preferred.

Facilities Project Manager II:

Minimum qualifications for Facilities Project Manager II can be met in any one of the following ways:

1) Two years LAUSD experience as Facilities Project Manager I.

2) Graduation from a recognized college or university with a bachelor’s degree, preferably in architecture, engineering, or a related field

and

Any combined total of six years of the following experience:

a) Construction management or construction project management experience as a construction foreman, design supervisor, or supervise the planning of multiple crafts. Experience with educational facilities is preferred.
b) LAUSD Complex Project Manager, or a higher management position involved in the planning, design, construction, or maintenance and repair of facilities.

3) Graduation from high school or evidence of equivalent educational proficiency.
   — Completion of an Associate’s degree or completion of 60 semester college units or equivalent.
   
   and

   Any combined total of eight years of the following experience:

   a) Construction management or construction project management experience as a construction foreman, design supervisor, or supervise the planning of multiple crafts. Experience with educational facilities is preferred.

   b) LAUSD Complex Project Manager, or a higher management position involved in the planning, design, construction, or maintenance and repair of facilities.

Graduation from a recognized college or university with a bachelor’s degree, preferably in architecture, engineering, construction management, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

   and

Six years of project management experience in the maintenance, planning, design, construction, modernization, or inspection of building facilities. Related experience with educational facilities is preferred.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

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

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

Revised
05-02-19
MHO

District Notification Date: 12-11-18
Union Notification Date: 04-02-19
DEFINITION

Manages and advises on District policies and procedures regarding compliance, financial matters and accounting procedures pertaining to student body funds, and other authorized collections in a secondary or adult school.

TYPICAL DUTIES

Operates the financial program of the student body in accordance with Board of Education policies and procedures.
Supervises the function and participates in the operation of the student body finance office, the student store, and the confection and healthy food sales programs, including ordering, selling, displaying, and inventorying.
Technically supervises clerical employees and/or student helpers who assist in operating the student store.
Accounts for all cash collections at the school, and banks such collections or prepares them for pickup.
Establishes and maintains accounting procedures related to financial aspects of student activities, such as activity cards, paid admissions, school publications, student organization collections, and class and office sales accounts.
Prepares and signs checks to pay student body obligations and presents checks for countersigning.
Prepares student body financial statements.
Interpret regulations governing student body financial policies, the Imprest Account, and tax changes; and acts as financial advisor to the student council and principal on student body matters.
Prepares the annual student body budget and maintains budget controls.
Maintains payroll records for student body employees and prepares and transmits required reports, including mandated State and federal tax reports.
Annually inventories all equipment owned by the student body.
May issue and keep records of school lockers.
May maintain the Instructional Materiel Account, Imprest Account or P-Card.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Financial Manager is responsible for the financial functions of a student body finance office in a middle school or adult school.

A Senior Financial Manager is responsible for the financial functions of a student body finance office in a senior high school where work difficulty is increased by greater responsibility for the athletic, recreational, and social activities and by more elaborate graduation activities than take place in a middle school.

An Accountant performs professional accounting duties requiring knowledge and analysis of a portion of the District's accounting systems.
SUPERVISION

General supervision is received from a school principal or assistant principal. Technical supervision over accounting policies and procedures is received from a Coordinating Financial Manager. Technical supervision is exercised over adult student body employees, clerical employees, and student employees.

CLASS QUALIFICATIONS

Knowledge of:

Accounting and payroll practices and procedures
Office practices, procedures, and management techniques
Principles and terminology of purchasing
Budget procedures
Sales, withholding, and federal and State employment tax regulations
Statistical and arithmetical presentation of data
Basic principles of office computer operation
Microsoft Word and Excel

Ability to:

Operate office computer, calculator, and other office machines
Follow established administrative procedures
Technically supervise and coordinate the work of students assisting in a student body activity
Establish and maintain effective relations with students and school employees
Conduct business and maintain favorable relations with vendors
Exercise independent judgment and apply sound business practices to student body financial activities

ENTRANCE QUALIFICATIONS

Education:

Financial Manager:

Graduation from a recognized college or university, including or supplemented by the successful completion of college-level courses in introductory principles of financial accounting, managerial accounting, or equivalent. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of college-level courses in introductory principles of financial accounting, managerial accounting or equivalent is met.

Senior Financial Manager:

Graduation from a recognized college or university, including or supplemented by the successful completion of college-level courses in introductory principles of financial accounting, managerial accounting, or equivalent. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of college-level courses in introductory principles of financial accounting, managerial accounting or equivalent is met.
Experience:

Financial Manager:

One year of experience as an adult assistant employee in a student body finance office, or one year of professional accounting, bookkeeping, or technical-clerical accounting experience.

Senior Financial Manager:

One year of experience as a Financial Manager; or two years of professional accounting, bookkeeping, or technical-clerical accounting experience; or two years of experience as an adult assistant employee in a student body finance office.

Special:

A valid California driver’s license
Use of an automobile
A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

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

Revised
05-02-19
SD

District Notification Date: 04-23-19
Union Notification Date: 04-23-19
TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: ABOLISHMENT OF UNUSED CLASSIFICATION

RECOMMENDATION:

It is recommended that, effective May 2, 2019:

I. The following class be abolished:

   Satellite Food Service Manager (4325)

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

BASIS OF RECOMMENDATION:

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

RGK: JXC
TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: AMENDMENT TO CASE #11622

RECOMMENDATIONS:

It is recommended that the salaries in case 11622, Establishment of the Energy and Sustainability Program Manager, which was approved at the March 18, 2019 Personnel Commission meeting, be amended to the following:

<table>
<thead>
<tr>
<th>Monthly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
</tr>
<tr>
<td>Proposed</td>
</tr>
</tbody>
</table>

BASIS OF RECOMMENDATION:

On April 23, 2019, the Board of Education approved salary increases for the Associated Administrators of Los Angeles, Unit J represented employees. The salary range of the Energy and Sustainability Program Manager was internally aligned with Unit J classifications when it was established. However, at that time, the Board had not approved the increased compensation. The proposed rate will correct the established rate to $8,743.27-10,827.89 per month, which will align with the Unit J classifications, as intended.

RGK/JPK2

c: Talent Acquisition and Selection Branch
   Classified Employment Services Branch
   Files
## PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

ESTABLISHMENT OF CLASS

**Case No. 11711**

### RECOMMENDATION(S):

**CLASS TITLE:**
Director, Enterprise Project Management Office (NEW CLASS)

**Effective Date:**
May 2, 2019

### GROUP, SERIES:
Executive/Administrative Group; Business Administrative Series

### MONTHLY RATE:

<table>
<thead>
<tr>
<th></th>
<th>$10,718.62</th>
<th>$11,310.44</th>
<th>$11,925.87</th>
<th>$12,589.72</th>
<th>$13,277.15</th>
</tr>
</thead>
</table>

### SALARY SETTING BASIS:
Future salary movement is to be based on related classes in the Executive/Administrative Group, Business Administrative Series.

### BACKGROUND:
The administration of the Office of the Superintendent has requested the establishment of the new class to assume the responsibility of assisting the Superintendent with directing and overseeing the identification, prioritization, and management of large-scale and complex organizational-wide projects to ensure that they align strategically with District goals and initiatives.

### BASES OF RECOMMENDATION:
The incumbent in the proposed class will be responsible for directing and overseeing the development and implementation of large-scale management projects including the establishment and maintenance of the framework and methodology; providing strategic direction to District leadership to ensure projects are in alignment with District goals and initiatives; and assessing organizational-wide project budgets against deliverables, scope, schedule, and performance criteria.

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

The proposed salary is based on internal alignment with other existing director classifications that are responsible for planning, directing, and managing a wide variety of activities and programs for their respective specialty areas. However, an incumbent in the new classification will report directly to the Superintendent, and therefore, the level and scope of responsibility has been evaluated to be higher than the existing director classification. The proposed salary range recognizes the similarities in knowledge, skills, and abilities, but adds an additional salary step to reflect the higher-level of responsibility. Therefore, allocation of the proposed class to a salary range of $10,718.62 - $13,277.15/ month is appropriate.

### RULE AMENDMENT(S):
Final approval is to be given to the amendment of Rule 596, Overtime to include Director, Enterprise Project Management Office in the list of classes exempt from the overtime payment provisions of the rule.
DIRECTOR, ENTERPRISE PROJECT MANAGEMENT OFFICE

DEFINITION

Directs and oversees the identification, prioritization, and management of large-scale and complex organizational-wide projects to ensure that they align strategically with District goals and initiatives.

TYPICAL DUTIES

Directs and oversees the development and implementation of large-scale management projects including the establishment and maintenance of the framework and methodology.

Provides strategic direction to District leadership to ensure projects are in alignment with District goals and initiatives.

Assesses organizational-wide project budgets against deliverables, scope, schedule, and performance criteria.

Advises and confers with executive management regarding project implementation schedules and issues that may impact project deliverables.

Evaluates and enhances project management workflows to maximize efficiencies.

Directs staff and administers the budget, controls expenditures, and allocates resources of the Enterprise Project Management Office.

Makes presentations to the Board of Education, special committees, and District representatives.

Performs related duties as assigned.

SUPERVISION

The Director, Enterprise Project Management Office may report to the Superintendent of Schools or designee. Supervision is exercised over classifications such as Project Management Administrator and Program and Policy Development Specialist.

CLASS QUALIFICATIONS

Knowledge of:

District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts, and educational programs

Project management methodologies and best practices, including the development of budgets, time lines, and allocation of staff

Administrative practices and procedures within the District

Procurement procedures and practices

Collaborative problem-solving methods

Educational theory and practice for K-12 programs

Research techniques, including business statistical analysis and graphic presentation of data

Principles and practices of merit system provisions, organizational development, and supervision

Principles of organization, personnel management, and progressive disciplinary procedures
Ability to:

- Manage large-scale projects
- Manage and resolve conflicts and promote cooperation
- Review and evaluate project deliverables and the effectiveness plans and programs
- Estimate project requirements and organize resources to meet established deadlines and goals
- Delegate and monitor a variety of tasks through subordinate staff
- Make, support, and explain recommendations and decisions
- Manage, develop, and evaluate the performance of staff
- Prepare and manage budgets
- Communicate effectively both orally and in writing
- Prepare clear and concise reports

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Five years of organizational-wide strategic project management experience at the executive or management level for a large agency. Experience in a California K-12 school district is preferable.

Special:

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. 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
05-02-19
RGK/PJO
## RECOMMENDATION(S):  

### CLASS TITLE:  
Director, Partnerships and Grants (NEW CLASS)  

### EFFECTIVE DATE:  
May 2, 2019  

### GROUP, SERIES:  
Executive/Administrative Group; Business Administrative Series  

### 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 related classes in the Executive/Administrative Group, Business Administrative Series.

### BACKGROUND:  
The administration of the Office of the Superintendent has requested the establishment of the new class to assume the responsibility of assisting the Superintendent with directing, planning, and coordinating the District's partnerships with the community and District-wide grants, donations, and endowments.

### BASES OF RECOMMENDATION:  
The incumbent in the proposed class will be responsible for directing the establishment and maintenance of an effective system to gather school-community-network needs and identify resources to address identified needs; developing and maintaining positive relations with potential and current partnerships; and facilitating the writing of large-scale grants and establishment of District-wide partnerships.

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

The proposed salary is based on internal alignment with other existing director classifications that have similar scope and level of responsibility and are responsible for planning, directing, and managing a wide variety of activities and programs for their respective specialty areas. Therefore, allocation of the proposed class to a salary range of $10,159.83 - $12,584.98/month is appropriate.

### RULE AMENDMENT(S):  
Final approval is to be given to the amendment of Rule 596, Overtime to include Director, Partnerships and Grants in the list of classes exempt from the overtime payment provisions of the rule.

KG/RGK/PJO  
Presented to the Personnel Commission on May 2, 2019  

PC1A (Rev. 09/02)
DIRECTOR, PARTNERSHIPS AND GRANTS

DEFINITION

Directs, plans, manages, and coordinates the District’s partnerships with the community and District-wide grants, donations, and endowments.

TYPICAL DUTIES

Directs the establishment and maintenance of an effective system to gather school-community-network needs and identify resources to address identified needs.
Develops and maintains positive relations with potential and current partnerships.
Facilitates the writing of large-scale grants and establishment of District-wide partnerships.
Coordinates with various District offices to assess needs, prioritize asks of potential donors, and evaluate the efficacy of established partnerships.
Administers and oversees the District’s donation policy and processes and related training and support for school sites.
Directs and manages the design, budget, and funding of financed programs including but not limited to non-profits agencies, businesses, philanthropies, State and Federal service grants delivered by contracted agencies.
Manages staff in implementing the various components of program implementation, operation and compliance related to partnerships and grants.
Identifies potential conflicts and ensures compliance with District, State, and federal rules and regulations, and associated fiscal and auditing policies and requirements.
Develops and implements the screening and selection of community-based organizations and other providers; and monitors programs’ implementation for large-scale grants and for-cost partnerships.
Directs the staff and administers the budget, controls expenditures, and allocation of resources of the office.
Makes presentations to the Board of Education, special committees, and District representatives.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Partnerships and Grants facilitates the identification of District needs and priorities for funding and donations and seeks large-scale funding opportunities and partnerships aligned to match identified needs.

A Grant and Funding Specialist researches, coordinates, and develops activities for funding application proposals, prepares necessary documentation and correspondences, develops and writes proposals, and performs administrative support tasks.

SUPERVISION

The Director, Partnerships and Grants may report to the Superintendent of Schools or designee. Supervision is exercised over a classification such as Grant and Funding Specialist.
CLASS QUALIFICATIONS

Knowledge of:

- Business, industry, and community involvement in educational programs and public education
- Community-based partnerships
- Grant terms and conditions
- Budget preparation and control procedures
- Principles of strategic planning, program development, and program review
- Various techniques and methods of making presentations and soliciting cooperation
- Current trends in joint projects between public schools, the private sector, and/or nonprofit organizations
- Principles and practices of merit system provisions, organizational development, and supervision
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of public relations
- Effective management and supervisory techniques

Ability to:

- Foster collaborative partnerships
- Manage budgets within time and funding constraints
- Monitor the progress of funding and grant requests
- Review grant applications
- Prepare clear, concise reports
- Work effectively and diplomatically, and maintain good relations with a wide variety of individuals and groups
- Communicate effectively both orally and in writing
- Conduct meetings and make presentations
- Plan and direct a variety of activities through subordinates
- Formulate and revise organizational policies and methods
- Analyze complex written materials
- Supervise, train, and evaluate the work of personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree, preferably in psychology, education, business or public administration, or a related field.

Experience:

Five years of management experience maintaining partnership programs and performing liaison activities in the public sector, preferably in an educational setting.

Or

Five years of certificated management experience and one year of experience in maintaining partnership programs and performing liaison activities pertaining to a school’s educational process. The experience may be concurrent.

Experience in grants and funding planning, development, execution, and reporting is preferable.

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. 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
05-02-19
RGK/PJO
RECOMMENDATION(S):

CLASS TITLE: Facilities Services Dispatcher (New Class)

EFFECTIVE DATE: May 2, 2019

GROUP, SERIES:
Telephone Group, Communications and Records Series

SALARY RANGE:

SALARY SETTING BASIS:
Future salary movement is to be based on that of related classes in the Planning Group, Architectural & Engineering Series.

BACKGROUND:
The Maintenance and Operations Branch is in the process of realigning their resources to address service calls and preventative maintenance more efficiently. Currently, dispatching functions related to service calls and preventative maintenance is performed by senior craft personnel. The establishment of the new classification would allow senior craft personnel to refocus their efforts towards work directly related to the maintenance of District facilities.

BASES OF RECOMMENDATION:
An incumbent in the proposed Facilities Services Dispatcher classification will monitor, prioritize, and schedule service calls based on age of calls and established policy and procedures and route maintenance personnel to various schools and sites to address service calls and preventative maintenance work. Typical duties include:

- Schedules service calls and dispatches maintenance and operations personnel to address service calls and preventative maintenance work orders.
- Identifies the most efficient routes for service crews to get to schools and sites.
- Maintains personnel daily schedules.
- Enters and retrieves information from Maximo and generates reports.
- Assists supervisors in generating purchase orders and preparation of contracts.
- Processes invoices and payments.
- Responds to telephone and electronic inquiries from Plant Managers and site administrators regarding service calls.

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

The proposed salary for Facilities Services Dispatcher is based on external market data. Several comparable classifications were found in other agencies, such as San Bernardino County’s Facilities Management Dispatcher ($51,580.00, geographically-adjusted max), St. Vrain Valley School District’s Dispatcher/ Scheduler, Maintenance ($61,923.00, geographically-adjusted max), Stockton Unified School District’s Maintenance and Operations Work Order Technician/ Dispatcher ($55,906.00, geographically-adjusted max), and Palm Spring Unified School District’s Dispatcher- Facilities Maintenance ($52,435.00, geographically-adjusted max). The geographically-adjusted maximum salary rate from public sector data indicates an annual maximum salary of $57,004.00 at the 75th percentile. Therefore, alignment to the existing pay range of $21.69984 - $27.03733/ hour ($45,309.27 - $56,453.95 annually) is appropriate.

RULE AMENDMENT(S): None

Presented to the Personnel Commission on May 2, 2019

RGK/HV

PC1A (Rev. 08/11)
FACILITIES SERVICES DISPATCHER

DEFINITION

Monitors, prioritizes, and schedules service calls and routes maintenance personnel to various schools and sites.

TYPICAL DUTIES

Schedules service calls and dispatches maintenance personnel to address service calls and preventative maintenance work orders.

Identifies the most efficient routes for service crews to get to schools and sites.

Maintains personnel daily work schedules.

Enters and retrieves information from Maximo and generates reports.

Assists supervisors in generating purchase orders and preparation of contracts.

Processes invoices and payments.

Responds to telephone and electronic inquiries from Plant Managers and site administrators regarding service calls.

Receives emergency and urgent service calls and relays information to next level supervisor or manager.

Dispatches craftsperson and contacts other emergency response personnel such as custodial staff to respond to emergency service calls at various sites.

Prepares summaries of information obtained from District personnel, enters data and maintains logs of calls, and prepares reports of incidents.

Checks forms and records for completeness, consistency and accuracy.

Utilizes plot plans to identify location of service calls on site to facilitate dispatch of personnel.

May relay messages and special instructions to field crew.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Service Dispatcher exercises independent thinking and judgment when receiving, responding to, and scheduling service calls and routing Maintenance and Operations Personnel.

A Complex Project Manager is responsible for the coordination of all facilities-related activities with a group of schools, offices, or operational units.

A Craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

SUPERVISION

General supervision is received from a Complex Project Manager. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Organization, operation, policies, and procedures of the Maintenance and Operations Branch
Terminology and codes used by Maintenance and Operations
Geographic area and locations of schools and offices within the District
Organizational hierarchy, key personnel, and respective responsibilities within the District
Emergency procedures and safety practices implemented by the District
Data retrieval from various database systems such as Maximo and SAP

Ability to:

Use a personal computer to input, edit, extract, and format data and information
Produce, retrieve and generate reports
Perform multiple tasks, exercise sound judgment, and make quick decision in emergency situations
Exercise discretion in the handling of confidential information
Work in a high volume and fast paced environment
Quickly and accurately extract, summarize, retain, recollect, input, and relay pertinent information from a variety of sources and make concise entries into the Districts Computerized Maintenance Management System (CMMS)
Read plot plans and maps
Communicate effectively and concisely, both orally and in writing
Perform routine clerical work
Remain calm under pressure and in stressful situations

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of paid experience in performing clerical work. Experience with computerized maintenance management systems is preferred.

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
05-02-19
HV
**Recommendation(s):**

**Class Title:** Chief of School Culture, Climate, and Safety (NEW CLASS)  
**Effective Date:** May 2, 2019

**Group, Series:**  
Executive/Administrative Group; Business Administrative Series

**Monthly Rate:**  
$15,832.00 $16,727.00 $17,672.00 $18,670.00 $19,724.79

**Salary Setting Basis:**  
Future salary movement is to be based on related classes in the Executive/Administrative Group, Business Administrative Series.

**Background:**  
The administration of the Office of the Superintendent has requested the establishment of the new class to assume the responsibility of assisting the Superintendent with directing, overseeing, planning, developing, and maintaining a comprehensive District-wide student and school culture, climate, and safety program.

**Bases of Recommendation:**  
The incumbent in the proposed class will be responsible for overseeing and advising on the District-wide development, integration, implementation, and evaluation of initiatives related to student and school culture, climate, and safety; providing strategic direction to District leadership to ensure student and school culture, climate, and safety, and maintain a consistent and unified approach; and advising and conferring with executive management regarding the development and implementation of comprehensive safety and emergency management training programs.

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

The recommended salary for the proposed classification is based on internal alignment. An incumbent in the new class will directly supervise various senior management, management, and administrative classifications. The proposed salary is set approximately 11% above the highest level supervised classification. Therefore, it is recommended that the new class be allocated to the salary range of $15,832.00 - $19,724.79/ month.

**Rule Amendment(s):**  
Final approval is to be given to the amendment of Rule 596, Overtime to Chief of School Culture, Climate, and Safety in the list of classes exempt from the overtime payment provisions of the rule.

Final approval is to be given to the amendment of Rule 765, Senior Management Employees to include Chief of School Culture, Climate, and Safety in the list of designated senior management positions, contingent upon Board approval.

Presented to the Personnel Commission on May 2, 2019

KG/RGK/PJO  
PC1A (Rev. 09/02)
CHIEF OF SCHOOL CULTURE, CLIMATE, AND SAFETY

DEFINITION

Directs, oversees, plans, develops, and maintains a comprehensive District-wide student and school culture, climate, and safety program.

TYPICAL DUTIES

Oversees and advises on the District-wide development, integration, implementation, and evaluation of initiatives related to student and school culture, climate, and safety.
Provides strategic direction to District leadership to ensure student and school culture, climate, and safety, and maintain a consistent and unified approach.
Advises and confers with executive management regarding the development and implementation of comprehensive safety and emergency management training programs.
Directs the research, evaluation, and pursuance of grants and supplemental funding to enhance student safety.
Evaluates school culture, climate, safety and security guidelines to optimize utilization of resources to meet school-based needs.
Serves as the primary liaison with various law enforcement agencies and other outside partnerships that serve the District to establish, develop, and monitor best practices related to student and school safety, threat assessment, and other potential critical incidents.
Coordinates with various divisions to conduct periodic surveys of school sites to assess vulnerabilities and to ensure that safety and security measures are in place.
Directs staff and administers the budget, controls expenditures, and allocates resources of the Office of School Culture, Climate, and Safety.
Makes presentations to the Board of Education, special committees, and District representatives.
Supervises the restorative practices of the District.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief of School Culture, Climate, and Safety directs and oversees the district-wide student and school culture, climate, and safety program.

The Chief of Police plans, organizes, and directs the program of the District School Police Department.

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 of School Culture, Climate, and Safety reports to the Superintendent of Schools. Supervision is exercised over senior management, management, administrative, and clerical employees.
CLASS QUALIFICATIONS

Knowledge of:

- Principles, procedures, and standards of institutional safety and emergency management
- District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts, and educational programs
- Communication systems, tools, and resources for safety and emergency management
- Administrative practices and procedures within the District
- Collaborative problem-solving methods
- Restorative practices
- New and developing trends in security and emergency preparedness and response systems
- Principles and practices of merit system provisions, organizational development, and supervision
- Principles of organization, personnel management, and progressive disciplinary procedures

Ability to:

- Manage and resolve conflicts and promote cooperation
- Foster collaborative partnerships
- Review and evaluate project deliverables and the effectiveness of plans and programs
- Delegate and monitor a variety of tasks through subordinate staff
- Make, support, and explain recommendations and decisions
- Manage, develop, and evaluate the performance of staff
- Prepare and manage budgets
- Work effectively and diplomatically, and maintain good relations with a wide variety of individuals and groups
- Communicate effectively both orally and in writing
- Formulate and revise organizational policies and methods

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree, preferably in emergency management, criminal justice, business or public administration, social science, or a related field.

Experience:

Five years of executive or management level experience with student safety, climate, and culture; and/or implementation of safety and emergency management plans or programs for a large agency or school district.

Special:

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. 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
05-02-19
RGK/PJO