

REVISED

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

Council Meeting

TUESDAY, MAY 3, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, MAY 12, 2022
3:00 P.M., VIA ZOOM

<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

Meeting ID: 994 9200 4544



This meeting is being held in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 to allow attendance by members of the Los Angeles Unified School District Personnel Commission by teleconference, videoconference, or both.

Join Zoom Meeting

<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

Meeting ID: 994 9200 4544

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

Dial by your location

+1 213 338 8477 US (Los Angeles)

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

Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Resolution Making Certain Findings to Permit Meetings to Be Held Through Teleconferencing Pursuant to Assembly Bill 361 and in Compliance with Government Code Section 54953[e][3].

FIND that in accordance with AB361 Section 3(e)(3) that, while the state of emergency, due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, District employees and the members of the Commission, will meet in a virtual setting accessible to the public for a period of 30 days or until such time as proper authorities shall deem it safe to resume in-person meetings, whichever occurs first.

3. Approval of minutes of the meeting of April 14, 2022.
4. Receipt of minutes of the meeting of April 21, 2022.
5. Initial Receipt and Public Hearing of the 2022-23 Personnel Commission Budget.

CONSENT ITEMS

6. Ratification of Reclassification by Director's Approval: **APPROVED**

- a. Position in Classification and Compensation Branch, Personnel Commission, from Human Resources Specialist III (\$38.85242-\$48.19729/hr.) to Human Resources Specialist I (\$25.83937-\$31.96414/hr.), effective April 29, 2022. (RDA 398, Human Resources Series)
- b. Position in Talent Acquisition and Selection Branch, Personnel Commission, from Human Resources Specialist III (\$38.85242-\$48.19729/hr.) to Human Resources Specialist II (\$30.77737-\$38.09721/hr.), effective May 2, 2022. (RDA 399, Human Resources Series)
- c. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective April 11, 2022. (RDA 1720, Instructional Assistance Series)
- d. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective April 19, 2022. (RDA 1721, Instructional Assistance Series)
- e. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective April 20, 2022. (RDA 1722, Instructional Assistance Series)
- f. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective April 22, 2022. (RDA 1723, 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 25, 2022. (RDA 1724, 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 26, 2022. (RDA 1725, Instructional Assistance Series)
- i. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective April 28, 2022. (RDA 1726, Instructional Assistance Series)

7. Approval of revised Class Descriptions recommended, effective May 12, 2022: **APPROVED**

Human Resources Representative
Senior Human Resources Representative

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

Class Title

Recommendation

Display and Graphic Designer
(\$31.46086-\$39.20772/hr.)
Class Description dated January 29, 2003.

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.

IT Support Technician II
(\$28.41960-\$37.07536/hr.)
Class Description dated April 19, 2018.

Human Resources Representative
(\$36.79491-\$45.87868/hr.)
Senior Human Resources Representative
(\$37.82174-\$47.09269/hr.)
Class Description dated May 12, 2022.

9. Rescission of the Recommendation to Reclassify a School Administrative Assistant Position. (Case 12206-A) **APPROVED**

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

11. 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.

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

- a. Examination Appeals
 - IT Support Technician II

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

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

IT Support Technician II (Cases 0169 and 0170)

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.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Confidential

Class Codes

HUMAN RESOURCES REPRESENTATIVE	5044
SENIOR HUMAN RESOURCES REPRESENTATIVE	5059

DEFINITION

Assists administrative personnel in a large organizational unit by planning, initiating, and coordinating activities in such areas as personnel management, staff development, and related staff functions.

TYPICAL DUTIES

- Advises administrators, supervisors, and employees regarding merit system rules and procedures, assignment procedures, collective bargaining agreements, grievances, disciplinary actions, discrimination complaints, and other personnel matters.
- Confers with employees and their representatives in efforts to resolve problems of employer/employee relations.
- Investigates employee disciplinary problems and recommends and initiates appropriate action.
- Investigates employee complaints of harassment or discrimination filed with the District or governmental agencies and recommends and initiates appropriate action.
- Advises compliance with leaves of absence in accordance with State and federal laws including but not limited to, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), disability, and workers compensation; and determines employees eligibility for leaves of absence.
- Participates in reasonable accommodation meetings with employees requesting to return to work after a medical leave of absence.
- Determines employee training needs and arranges for or conducts training sessions.
- Reviews position descriptions for accuracy, completeness, and appropriateness of action or request.
- Maintains records on disciplinary actions, grievances, Public Employment Relations Board (PERB), discrimination complaints, and related matters.
- Contacts Personnel Commission offices in order to request examinations and assignments of personnel.
- Confers with representatives of the Office of Labor Relations regarding collective bargaining proposals, history, and contract interpretation.
- Conducts special studies regarding community payroll practices, personnel policies, and organizational structures in other public agencies.
- Conducts and monitors grievance proceedings and responds for the administration.
- Represents a division or branch at disciplinary hearings and in arbitrations.
- Provides assistance through documents and/or testimony to other operating departments with regard to legal/administrative proceedings.
- Represents a branch in the implementation of the federally mandated drug testing, worker's compensation cases and lawsuits, and early return to work.
- May represent a division or branch at a variety of meetings, such as those of the Personnel Commission and labor/management.
- May conduct interactive process meetings.
- May coordinate bidding procedures for school bus routes.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Representative assists an administrator by administering and coordinating personnel practices and performing other professional-level tasks.

A Senior Human Resources Representative performs the same duties as a Human Resources Representative except that a Senior Human Resources Representative manages more complex investigations and exercises more independent judgment.

A Branch Human Resources Manager plans, administers, and coordinates complex activities related to personnel functions and labor-management agreements and may perform a combination of highly responsible line and staff duties assisting an administrator in personnel, training, budgeting, or other staff services and functions.

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

SUPERVISION

General supervision is received from an administrator. Supervision may be exercised over lower level professional and support personnel. Technical supervision may be exercised over the application of personnel policies and procedures.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, policies, and practices of public personnel administration
- Merit System and related provisions of the California Education Code, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act, California Family Rights Act, Labor, and other codes, laws, rules, policies, procedures, and union contracts pertaining to classified employees of the District
- Principles of equal opportunity employment
- Principles and techniques of skill training, supervisory techniques, and career development

Ability to:

- Formulate and express ideas clearly and concisely in written and oral presentations
- Train and advise staff on human resources principles
- Utilize investigative, information gathering techniques
- Work harmoniously and effectively with District administrators, employees, and union representatives using tact, patience and courtesy
- Use computers with Microsoft operating systems and word processing and spreadsheet software
- Work independently on complex assignments

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in personnel administration, industrial psychology, school business management, and public or business administration. Additional experience may be substituted for two years of the required education on a year-for-year basis.

Experience:

Human Resources Representative

Three years of experience in a professional-level staff position, including two years of technical human resources ~~personnel~~ experience. A master's degree in public or personnel administration, industrial organization or industrial psychology, or a law degree from a recognized college or university may be substituted for one year of the professional-level experience.

Senior Human Resources Representative

Four years of experience in a professional-level staff position, including three years of technical human resources ~~personnel~~ experience, preferably in discipline policies and procedures that included analyzing and interpreting human resources regulatory compliance, and investigating, analyzing, and resolving disciplinary matters and complaints. A master's degree in public or personnel administration, industrial organization or industrial psychology, or a law degree from a recognized college or university may be substituted for one year of the professional-level experience.

Special:

A valid California Driver License.
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by 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
05-12-2022
RGK/JPK

District Notification Date: 04-04-2022

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: RESCISSION OF THE RECOMMENDATION TO RECLASSIFY A SCHOOL ADMINISTRATIVE ASSISTANT POSITION IN CASE 12206

RECOMMENDATION:

It is proposed that the recommendation to reclassify the School Administrative Assistant position occupied by D. Davis (EN 784075) in the City of Angels, Virtual Academy be rescinded.

BASES OF RECOMMENDATION:

Staff received a request from the administration to study the subject position based on the belief that the incumbent was performing higher-level duties. The duty statement was reviewed and the incumbent and her supervisor were interviewed. Based on the analysis of the information received, the position was recommended to be reclassified to Administrative Secretary I on February 3, 2022 with a delayed effective date of June 1, 2022.

Pia Sadaqatmal, Executive Director, Strategic Initiatives, informed the Commission staff stating that the higher-level duties of providing administrative support to the newly created Executive Cabinet for the Virtual Academy; training related to time reporting and teacher absence protocols to School Administrative Assistants assigned to the six Virtual Academies; and assisting in the coordination of the expansion of the Virtual Academy will be removed and reassigned effective May 2, 2022. The remaining duties assigned to D. Davis fall within the class concept of School Administrative Assistant. Consequently, the administration now requests that the earlier reclassification be rescinded.

Status of Incumbent: Incumbent D. Davis (EN 784075) will remain a School Administrative Assistant.

Effective Date: May 2, 2022

RGK/SH

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