
2. Approval of minutes of the meetings of April 18, 2019.

3. Receipt of minutes of the meeting of May 2, 2019.

4. Recognition of Everyday Heroes:

   **Clerical**
   Darany Khamsithivong – Office Technician

   **Facilities**
   Desteney Autry – B&G Worker

   **Paraprofessional**
   Lucia Rojas-Gonzalez – Student & Family Resources Navigator

   **Supervisory/Managerial**
   Rogelio Gonzalez – Food Service Manager I

   **Technical/Professional**
   Martha Viramontes – Administrative Analyst
   Roy Lam – WAN Specialist I
   Thomas Chow – IT Support Tech
   Mina Hanna – IT Infrastructure Project Network Engineer

**CONSENT ITEMS**

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

   a. Position at Project Execution, Facilities Services Division, from Assistant Administrative Analyst ($28.54257-35.56432/hr.) to Administrative Analyst ($34.84016-43.39969/hr.), April 25, 2019. (RDA 77, Administrative Analysis & Assistance)

   b. Various positions in the Division of Special Education, from Special Education Trainee ($17.83519-22.21376/hr.) to Special Education Assistant ($19.87546-24.75835/hr.), effective March 22, 2019. (RDA 1647, Instructional Assistance Series)
5. Continued - Ratification of Reclassification by Director’s Approval:

c. 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 5, 2019. (RDA 1649, Instructional Assistance Series)

d. Various positions in the Division of Special Education, from Special Education Trainee ($17.83519-22.21376/hr.) to Special Education Assistant ($19.87546-24.75835/hr.), effective March 4, 2019. (RDA 1650, Instructional Assistance Series)

e. 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 19, 2019. (RDA 1651, Instructional Assistance Series)

f. 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 May 3, 2019. (RDA 1652, Instructional Assistance Series)

g. 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 May 10, 2019. (RDA 1653, Instructional Assistance Series)

6. Approval of revised Class Descriptions recommended, effective May 29, 2019: APPROVED

   Licensed Vocational Nurse
   Programmer Analyst, JAVA
   Security Officer
   Senior Early Childhood Education Division Fiscal Technician
   Senior Programmer Analyst, JAVA

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>Licensed Vocational Nurse</td>
<td>Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.</td>
</tr>
<tr>
<td>Class Description dated May 29, 2019.</td>
<td></td>
</tr>
<tr>
<td>Security Officer ($26.67743/Flat rate)</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>Senior Early Childhood Education Division Fiscal Technician ($21.22139-26.45163/hr.)</td>
<td></td>
</tr>
<tr>
<td>Class Description dated May 29, 2019.</td>
<td></td>
</tr>
</tbody>
</table>
8. a. Establishment of the class of Athletic Trainer. (Case 11408) **APPROVED**

   b. Approval of class description recommended, effective May 29, 2019: **APPROVED**

   Athletic Trainer

   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>Athletic Trainer</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>($28.54257-35.56432/hr.)</td>
<td></td>
</tr>
<tr>
<td>Class Descriptions dated</td>
<td></td>
</tr>
<tr>
<td>May 29, 2019.</td>
<td></td>
</tr>
</tbody>
</table>

9. a. Title Change of the class of Supervising School Safety Officer. (Case 11701) **APPROVED**

   b. Approval of class description recommended, effective May 29, 2019: **APPROVED**

   Safety Officer Sergeant

   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>Safety Officer Sergeant</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>($21.44764-26.671468/hr.)</td>
<td></td>
</tr>
<tr>
<td>Class Descriptions dated</td>
<td></td>
</tr>
<tr>
<td>May 29, 2019.</td>
<td></td>
</tr>
</tbody>
</table>

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

    b. Approval of class description recommended, effective May 29, 2019: **PULLED**

    Facilities Services Dispatcher

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

    | Class Title               | Recommendation                                                                                                                                 |
    |---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
    | Facilities Services Dispatcher | 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. |
    | ($21.69984-27.03733/hr.)   |                                                                                                                                             |
    | Class Descriptions dated  |                                                                                                                                             |
    | May 29, 2019.             |                                                                                                                                             |
11. a. Salary Reallocation and Title Change for the class of ADA Compliance Manager. (Case 11723) **APPROVED**

   b. Approval of class description recommended, effective May 29, 2019: **APPROVED**

      ADA Compliance Administrator

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

      | Class Title                                      | Recommendation |
      |--------------------------------------------------|----------------|
      | ADA Compliance Administrator ($11,165.30-$13,838.46/mo.) | Open.          |

      Class Descriptions dated May 29, 2019.

12. a. Establishment of the class of Chief Operating Officer, Office of the Superintendent Deputy Superintendent, Business Services and Operations. (Case 11724) **APPROVED AS AMENDED**

   b. Approval of class description recommended, effective May 29, 2019: **APPROVED AS AMENDED**

      Chief Operating Officer, Office of the Superintendent
      Deputy Superintendent, Business Services and Operations

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

      | Class Title                                      | Recommendation |
      |--------------------------------------------------|----------------|
      | Chief Operating Officer, Office of the Superintendent Deputy Superintendent, Business Services and Operations ($24,583.33/mo.) | Open.          |

      Class Descriptions dated May 29, 2019.

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

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. Disciplinary Appeals
   b. Examination Appeals
      ➢ Assignment Technician
      ➢ Food Service Manager I
   c. Potential Litigation

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

17. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeals for:
   Building and Grounds Worker (Case 0129)
   Forklift Operator (Case 0785)
   Stock Worker (Case 0089)

18. Consideration of the recommendation of staff on the Disciplinary Appeals for:
   Building and Grounds Worker (Case 0128)
   Food Service Manager I (Case 0509)
   Maintenance Worker (Case 0656)

19. Consideration of the recommendation of staff on the Examination Appeals for:
   Assignment Technician (Case 0005)
   Food Service Manager I (Case 0006)
LICENSED VOCATIONAL NURSE

DEFINITION

Performs medical procedures under the supervision of a credentialed School Nurse for students in school environments which include regular and special education school sites.

TYPICAL DUTIES

Performs or assists the credentialed School Nurse with basic nursing care, personal care, and protocols. These protocols may include but are not limited to the following: diabetes monitoring such as blood sugar testing and insulin administration, catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, injecting medications, tracheostomy suctioning, and ventilator dependent care.

Assists credentialed School Nurse with general health office management, documentation, and immunization record maintenance.

Assists students in the physical use of books, classroom materials, and equipment.

Carries out the instructions of a supervising credentialed School Nurse to implement special physical handling, care, or exercise prescribed by the student’s health care provider.

Cleans medical equipment as prescribed by the credentialed School Nurse or written protocol.

Administers prescribed medication as directed by the credentialed School Nurse.

Screens students for health conditions such as lice, fever, vomiting, and other communicable diseases/illnesses requiring exclusion from school.

Maintains the health office in a clean and orderly manner including first aid supplies.

May assist teachers in maintaining discipline and encouraging acceptable behavior by the students.

May assist teachers on field trips by helping students meet physical needs and maintaining discipline.

May assist students in the physical use of books, classroom materials, and equipment.

May lift disabled students in and out of holding or locomotive devices and on and off buses.

May make minor adjustments on special equipment, such as wheel chairs, crutches, braces, standing tables, and gurneys.

May obtain food from the kitchen, serve food and feed students, or help them feed themselves.

May assist students with all aspects of toileting which may include diapering and lifting students on and off the toilet, changing tables, and mats.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the direction of a credentialed School Nurse.

A Medical Assistant provides support to physicians, nurse practitioners, and psychiatrists in all aspects of clinical practice by performing administrative, clinical, and laboratory duties.

A Health Center Manager is responsible for the routine management of a School Health Center that has several clinics.

SUPERVISION
General supervision is received from a credentialed Field Coordinator, School Nurse or a School Nursing Services administrator. Technical supervision is received from the Field Coordinator, School Nursing and/or a credentialed School Nurse. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Proper use and care of medical materials, supplies, and equipment
- CPR and First-aid techniques
- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of human injuries, diseases, and deformities
- Microsoft Windows operating systems and Office Suite programs

Ability to:

- Communicate orally and in a clear manner with students, parents, community representatives, and District personnel, both individually and as a group
- Listen to and understand information presented orally
- Respond quickly in an emergency situation
- Comprehend and compose written English communication
- Interpret data, define problems, establish facts, and draw valid conclusions
- Operate a personal computer and associated peripheral equipment

Special Physical Requirements:

- Visual acuity to see details at close range
- Ability to push/pull, squat, twist, turn, bend, stoop, and reach overhead
- Ability to lift 25 lbs.
- Physical stamina sufficient to sit, stand, or walk for prolonged periods of time
- Manual dexterity sufficient to provide medical treatments
- Mobility to traverse all areas of the work site

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- One year experience working as a Licensed Vocational Nurse in an acute care, community health, or school setting.

Special:

- A valid California Vocational Nurse License.
- A valid Basic Life Support (BLS) certificate for health care providers.
- A current First-Aid certificate issued by the American Heart Association or American Red Cross must be kept valid during the term of employment a recognized first-aid training program.
- A valid California Driver License.
- The daily use of an insured automobile.

SPECIAL NOTE
A Los Angeles Unified School District Food Handler’s Certificate must be obtained upon appointment and renewed annually.

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

Revised 05-29-19
SH

District Notification: 5-9-19
Union Notification 5-15-19
PROGRAMMER ANALYST, JAVA

DEFINITION

Performs systems analysis and programming, working with considerable independence on fairly complex systems and programs or on major segments of the most complex projects. Programming responsibilities span a range of platforms and development tools.

TYPICAL DUTIES

Designs information systems that require innovative and/or diversified approaches to the resolution of problems in the areas of data collection, data reduction and coding, systems controls, auditing, processing cycles, and inquiry and reporting. Uses full capability of web based computing to assist in the design of information systems. Confers with management, operating unit personnel, and customers to define the scope of the information requirements, and evaluate alternative approaches to improving information systems. Assists with formulating logical statements of business problems and developing systems designs detailing sequences of operation, systems block diagrams, flowcharts and instructions, and computer programming standards and specifications. Writes and maintains batch and on-line computer programs including reports and interfaces. Prepares tests for programs, audits results, and corrects errors in program logic. Analyzes existing systems and programming logic difficulties and takes corrective action. Creates job control language for batch operations. May design, develop, and maintain web and mobile applications. May participate in the evaluation of new information technology equipment and software. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Programmer Analyst performs responsible systems analysis and programming on complex projects, assists higher-level programmer analysts on the most complex projects, and may provide work direction and technical assistance to assigned programming personnel.

A Senior Programmer Analyst, working independently or as a project leader, applies advanced technical proficiency in systems design and programming to the analysis of unusually complex management information problems and requirements and the design of improved information systems.

An Assistant Programmer Analyst performs routine programming and performs progressively more difficult assignments in problem analysis and systems design under the work direction of journey-level programming personnel.

SUPERVISION

General supervision is received from supervisory programming personnel. Functional supervision may be exercised over the work of Assistant Programmer Analysts.
CLASS QUALIFICATIONS

Knowledge of:

- Principles of Software development life Cycle
- Java EE architecture, including JSF/JSP, Oracle, Oracle BPEL, XML/XSD for SOAP web services and Ant using various Frameworks like Spring, Hibernate, and ADF
- Report development tools such as Crystal Reports, Oracle Reports, Birt, SQL Server Reporting Services (SSRS), Tableau, etc.
- Java relational database system
- Development using PL/SQL, Tomcat and Weblogic, and Eclipse
- Web application design and development
- Principles of report, form, and screen design
- Information technology concepts and capabilities
- New trends in the field of information technology
- Principles of program documentation
- Systems analysis and applications design and data modeling techniques
- Mobile application development framework such as Oracle MAF, Cordova, React, Xamarin, Vue.js, Angular.js, jQuery, and Kony
- English usage, punctuation, and spelling

Ability to:

- Analyze business methods and procedures and adapt them to information technology
- Analyze existing manual and computerized procedures and develop improvements
- Write and code difficult and complex programs or interfaces
- Perform quality control analysis of code
- Prepare block diagrams and flowcharts
- Write clear and logical reports and instructions
- Write clear and logical system documentation
- Develop test data and analyze problems in programs
- Provide technical assistance to staff members with lower-level technical skills
- Express complex concepts orally, schematically, and in writing
- Work effectively and independently on assigned projects
- Work effectively and cooperatively with District personnel
- Learn and apply new concepts in information technology
- Learn the characteristics of new systems and update skills to adapt to changing technology
- Communicate effectively orally and in writing

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized college or university with a bachelor’s degree in computer information systems, computer science, or a closely related field, and two years of programming experience in a web based environment with extensive experience in software development, programming, and systems analysis and design for business applications utilizing Java EE architecture. A Masters degree in Computer Science or closely related field may substitute for two years of the experience requirement.

OR

Completion of a 30-semester unit certificate program or equivalent in computer information systems, computer science, or a closely related field, and five years of experience in a web
based environment with extensive experience in software development, programming, and systems analysis and design for business applications utilizing Java EE architecture.

OR

Two years of experience as an LAUSD Assistant Programmer Analyst programming in a Java-based environment utilizing PL-SQL programming objects and Oracle database objects.

Experience with project/personnel management in a team environment and distributed systems are desirable.

Special:

A valid California Driver License.
Use of an automobile.
Employees in this class are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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

Revised 05-29-19
District Notification Date: 05-07-2019
Union Notification Date: 05-07-2019
JAP
SECURITY OFFICER

DEFINITION

Protects school property, students, and personnel by patrolling buildings and grounds while Adult School classes and activities are being conducted.

TYPICAL DUTIES

- Patrols adult school grounds and buildings while classes and activities are being conducted to prevent and control incidents of violence directed against school facilities, students, or personnel.
- Apprehends and interrogates suspects committing or attempting to commit crimes against school facilities or offenses to the persons of students or school personnel.
- Contacts and cooperates with local law enforcement agencies in preventing, controlling, and investigating antisocial or illegal activities by persons or groups directed against school facilities, students, or personnel.
- Makes immediate on-site investigations of crimes or offenses by collecting evidence and questioning witnesses.
- Prepares and submits crime, arrest, and incident reports.
- Assists in orienting school administrators and students regarding security measures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Security Officer is a California peace officer who works part-time for the District in the protection of school property, students, and personnel by patrolling buildings and grounds while adult school classes and activities are being conducted. Security Officers are part-time, limited-term employees.

A Police Officer performs police work in the prevention, control, and investigation of crimes against District facilities, personnel, or students; the apprehension of suspects; and the protection of District property protection of District property, the apprehension of suspects; and prevents, controls, and investigates crimes against District facilities, personnel, or students. A Police Officer is a regular full-time employee.

SUPERVISION

Immediate supervision is received from a Sergeant or Lieutenant an adult school site administrator. Technical supervision over policies and procedures is received from a Police Sergeant or Watch Commander. Work direction may be received from an adult school site administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative and law-enforcement procedures and techniques
- California Penal Code and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters
Laws related to arrest, search, and seizure
Basic legal elements of crimes
Sections of the California Welfare and Institutions Code that pertain to Juvenile Court law
Regulations pertaining to the protection of buildings and grounds belonging to the District
Local law-enforcement, service, and emergency agencies
Regulations governing the use of radio broadcasting equipment
Security measures and devices

Ability to:

Keep complete and accurate records
Think clearly and logically, use good judgment, and make quick decisions in emergency situations
Remember names, faces, and details of occurrences
Communicate effectively orally and in writing
Deal effectively and maintain good relations with students, school personnel, police officers, and the public

Special Physical Requirements:

Normal visual field and depth, color, and hue perception
Normal hearing in normal voice-range frequencies
Agility and strength to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a California Peace Officer Standards and Training (P.O.S.T.) accredited academy.

Experience:

Successful completion of a California P.O.S.T. accredited academy. One year of experience in regular employment as a peace officer in a public law enforcement agency, and current employment in such an agency.

OR

Retired peace officer from a California P.O.S.T. approved agency with status as a registered Security Guard with a firearms permit from the California Bureau of Security and Investigative Services and a California Concealed Weapon (CCW) permit.

Special:

A valid California Driver License.

SPECIAL NOTE:

Appointment is subject to fingerprinting, a review of conviction record, and a comprehensive background investigation.
An appointee must qualify periodically with departmentally approved firearms at a designated police range.
A California Concealed Weapon (CCW) permit must be maintained throughout employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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

Revised
05-29-19
CA/JPK

District Notification Date: 05-16-19
DEFINITION

Performs the more complex clerical and technical duties in connection with reviewing the eligibility and fee status of parents and guardians for admission or recertification of children in District Early Education Centers, and elementary schools that operate a California State Preschool Program; assists in maintaining District compliance with State and federal regulations by participating in the development of procedures that comply with grants and contracts; and reviews enrollment statistics to assist in maximizing funding.

TYPICAL DUTIES

Interprets State mandated enrollment and eligibility program guidelines based on funding terms and conditions and program requirements for child development programs.
Trains and advises District administrators, Early Education Center Office Managers, School Administrative Assistants, and other District personnel regarding adherence to program policy, guidelines, funding requirements, and the use of Early Education Student Information System applications.
Advises administrators, Early Education Center Office Managers, School Administrative Assistants, and other District personnel at centers and elementary schools that operate a California State Preschool Program on enrollment priorities to maximize program funding.
Reviews for accuracy and completeness and follows-up on applications and related documents used for determining eligibility and required fees for admittance to Early Education Centers and elementary schools that operate a California State Preschool Program.
Checks records of original entry and reentry of children into centers against reports of attendance and fees, and contacts centers if proper applications are not on file or if fees are improperly applied.
Collects and reviews enrollment statistics at all centers and elementary schools that operate a California State Preschool Program on a weekly basis, reconciles data with information on file, and prepares reports.
Requests periodic income statements and supporting documentation from parents or guardians who are self-employed, analyzes statements, determines eligibility, determines gross monthly income from application data, and applies appropriate fees.
Notifies site administrators at Early Education Centers and elementary schools that operate a California State Preschool Program regarding children who are ineligible and of exclusions directed by hearing officers.
Assists in the revision or development of enrollment and eligibility forms, as needed, to ensure adherence to grant and contract specifications.
Notifies centers when parents or guardians need to submit documents more frequently than is typically required.
Assists Early Education Center Office Managers, School Administrative Assistants, and other District personnel in the preparation and organization of documents for review by State, federal, and other auditors.
Provides additional support and assistance to Early Education Center Office Managers, School Administrative Assistants, and administrators through regular site visits.
Informs center locations regarding documentation, eligibility, fee requirements, and reasons for exclusion of children from centers.
Acts as a resource at appeal hearings regarding various program-related matters.
Audits data from applications and other sources processed into the computer-based EESIS system.
Reconciles bank accounts and statements.
Prepares periodic accounting statements, reports, distributions, and trial balances.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Accounting Technician II performs a variety of complex clerical accounting duties including posting verifying, checking, or calculating data; prepares statements, reports, and trial balances; checks accounting documents; classifies expenditures or receipts as to accounts; prepares disbursement vouchers; and may substitute for higher-level accounting clerical personnel.

A Senior Early Childhood Education Division Fiscal Technician supervises the work of two or more Accounting Technician II and participates in the work of a unit responsible for determining eligibility of and fees for Early Education Center patrons.

An Early Education Center Office Manager performs and is responsible for the clerical activities of an Early Education Center, acts as secretary to the site administrator, prepares financial and personnel reports, and has extensive contact with parents and guardians regarding confidential information.

SUPERVISION

Senior Early Childhood Education Division Fiscal Technicians receive general supervision from a Fiscal Services Manager. General supervision is provided to Accounting Technician II. Technical supervision may be exercised over school site personnel such as Early Education Center Office Manager.

CLASS QUALIFICATIONS

Knowledge of:

Laws and rules pertaining to application procedures and eligibility requirements for admission to Early Education Centers and elementary schools that operate a California State Preschool Program
Schedules of fees charged for child care services
Locations of centers and services provided
Basic functions, uses, characteristics, and operations of office computer systems
Principles of supervision and training
Microsoft Word, Excel, and Outlook
Microsoft Windows Operating Systems and Office Suite Programs
Principles and techniques of staff training and development

Ability to:

Analyze information for adherence to specifications of grant and contract documents
Apply and explain laws, rules, and policies regarding application for admission and recertification of eligibility for services at Early Education Centers and elementary schools that operate a California State Preschool Program
Extract pertinent information from application forms, detect apparent discrepancies, and apply fee schedules
Deal tactfully with principals, staff, parents, guardians, teachers, and auditors at Early Education Centers and elementary schools that operate a California State Preschool Program
Work effectively under the pressure of a heavy workload with frequent interruptions
Communicate compliance and enrollment procedure information clearly
Keep information confidential
Keep accurate and detailed records and write legibly
Operate office machines, such as a scanner, calculator, and personal computer
Operate a computer and associated peripheral equipment
Present technical concepts and procedures clearly and concisely in oral and written communication
Conduct effective training sessions for groups of employees

ENTRANCE QUALIFICATIONS

Education:
Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, business arithmetic, business English, and office computer operation.

Experience:
Two years of clerical experience, including six months using Microsoft Word and Excel. Experience with Power Point and Access is preferable. Proof of successful completion of at least one computer course in either Microsoft Word or Excel at a recognized institution may be substituted for the required computer experience. Experience providing work direction is preferable.

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

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 05-29-19
District Notification: 04-17-19
CA
Union Notification: 05-15-19
SENIOR PROGRAMMER ANALYST, JAVA

DEFINITION

Analyzes work procedures of business processes and coordinates the work of a project group engaged in analyzing, designing, developing, and implementing information systems. Programming responsibilities span a range of platforms and application development languages/tools.

TYPICAL DUTIES

Conducts feasibility studies of highly specialized or unusually complex work processes and procedures to determine their adaptability to information technology.
Designs information systems that require innovative and/or diversified approaches to the resolution of problems in the areas of data collection, data reduction and coding, systems controls, auditing, processing cycles, and inquiry and reporting.
Uses full capability of web based computing to assist in the design of information systems.
Confers with management, operating unit personnel, and customers to define the scope of the information requirements, and evaluate alternative approaches to improving information systems.
Formulates logical statements of business problems and develops systems designs detailing sequences of operation, systems block diagrams, flowcharts and instructions, and computer programming standards and specifications.
Writes and maintains batch and on-line computer programs including reports and interfaces.
Prepares tests for programs, audits results, and corrects errors in program logic.
Analyzes existing systems and programming logic difficulties and takes corrective action.
Creates job control language for batch operations.
Supervises assigned programming personnel.
Instructs assigned programming personnel in applying innovative and advanced analytical and programming techniques to the resolution of problems.
May design, develop, and maintain web and mobile applications.
May participate in the evaluation of new information technology equipment and software.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Programmer Analyst, working independently or as a project leader, applies advanced technical proficiency in systems design and programming to the analysis of unusually complex management information problems and requirements and the design of improved information systems.

A Systems and Programming Manager is responsible for supervising and coordinating multiple units of systems and programming staff and reviews system analysis, design, and programming activities in a broad area of EDP applications.
A Technical Project Manager directs some of the activities involved in planning, development, and implementation of a major software applications system or directs all activities for a small software applications project.

A Programmer Analyst performs responsible systems analysis and programming on complex projects, assists higher-level programmer analysts on the most complex projects, and may provide work direction and technical assistance to assigned programming personnel.

SUPERVISION

General supervision is received from a Systems and Programming Manager or a Senior Technical Project Manager. Supervision is exercised over assigned programming personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of Software development life Cycle
- Java EE architecture, including JSF/JSP, Oracle, Oracle BPEL, XML/XSD for SOAP web services and Ant using various Frameworks like Spring, Hibernate and ADF
- Report development tools such as Crystal Reports, Oracle Reports, Birt, SQL Server Reporting Services, Tableau etc.
- Java relational database systems
- Development using PL/SQL, Tomcat and Weblogic, and Eclipse
- Web application design and development
- Quality control practices for application development
- Principles of report, form, and screen design
- Information technology concepts and capabilities
- New trends in the field of information technology
- Principles of program documentation
- Systems analysis and applications design and data modeling techniques
- Principles of training and supervision
- Principles and practices of system administration and configuration management
- Mobile application development framework such as Oracle MAF, Cordova, React, Xamarin, Vue.js, Angular.js, Node.js, jQuery, and Kony
- English usage, punctuation, and spelling

Ability to:

- Analyze problems in information systems
- Analyze and adapt new information technology techniques
- Write and code difficult and complex programs or interfaces
- Perform quality control analysis of previously written code
- Troubleshoot application problems and identify cost-effective solutions
- Prepare clear and logical systems design
- Write clear and logical system documentation
- Supervise and train personnel assigned to projects
- Manage the workload and resources for a small team of developers, analysts, or engineers
- Communicate complex technical concepts both orally and in writing
- Work effectively and cooperatively with District personnel
- Learn the characteristics of new systems and update skills to adapt to changing technology
- Establish effective relationship with vendors and providers of commercial support
Conduct surveys and feasibility studies

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized college or university with a bachelor’s degree in computer information systems, computer science, or a closely related field, and four years of experience in a web based environment with extensive experience in software development, programming, and systems analysis and design for complex business applications utilizing Java EE architecture. A Masters degree in Computer Science or closely related field may substitute for two years of the experience requirement.

OR

Completion of a 30-semester unit certificate program or equivalent in computer information systems, computer science, or a closely related field, and seven years of experience in a web based environment with extensive experience in software development, programming, and systems analysis and design for complex business applications utilizing Java EE architecture.

OR

Four years of experience as a LAUSD Programmer Analyst, Java programming in a Java-based environment utilizing PL-SQL programming objects and Oracle database objects.

Experience with project/personnel management in a team environment and distributed systems is desirable. Experience with Oracle Toolsets is also highly desirable.

Special:

A valid California Driver License.
Use of an automobile.
Employees in this class are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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

Revised 05-29-19

District Notification Date: 05-07-2019

Union Notification Date: 05-07-2019

JAP
RECOMMENDATION(S):

Class Title: Athletic Trainer
Effective: May 29, 2019

GROUP, SERIES:
Health Technician Group (1), Health Series (R)

SALARY RANGE OR FLAT RATE/PP:
$28.54257  $30.13731  $31.81340  $33.63597  $35.56432 (hourly)

SALARY SETTING BASIS:
Salary movement to be based on that of related classes in the Health Technician Group.

BACKGROUND:
The Division of Instruction requested the establishment of the class of Athletic Trainer due to a grant funded by TeamHeal for athletic trainer programs and services. An Athletic Trainer will ensure the health and safety of student athletes by working with the Athletics Director in the development and implementation of programs for the prevention, evaluation, care, and rehabilitation of student athletic injuries. This class is not intended to supplant and/or assist a certificated Coach in various coaching sports fundamentals.

BASES OF RECOMMENDATION(S):
The Certified Athletic Trainer will be responsible for the development and implementation of programs for the prevention, recognition, evaluation, care, and rehabilitation of student athletic injuries. This will include serving as a liaison between physicians, coaches, athletes, and parents, and administering first aid and emergency medical care to student athletes.

The duties of the proposed Certified Athletic Trainer include, but are not limited to:

- Advising students and coaches on flexibility, strengthening, lifestyle wellness, and conditioning programs to help prevent injuries and optimize performance.
- Rehabilitating and reconditioning athletic injuries, illnesses, and general medical conditions in order to achieve optimal activity level through the application of therapeutic exercise, modality devices, and manual techniques.
- Conducting systematic evidence-based assessments to evaluate athletic injuries and plan of care, providing immediate care for athletic injuries, and referrals to appropriate medical facilities when necessary.
- Assisting students with the prevention of athletic injuries through the application of protective tapings, wraps, and braces.
- Maintaining accurate medical records on all student injuries and treatments administered, as well as physician referrals and rehabilitation procedures.
- Conducting sports medicine workshops for District coaches covering topics such as: injury prevention, recognition, treatment, and rehabilitation, basic first aid and CPR, blood borne pathogens, District sports medicine protocols, and other health-related topics.

Additional duties and responsibilities are included on the class description submitted for approval in conjunction with this report. The recommended salary allocation of the proposed class is based on alignment with our salary survey of similar classifications at nearby K-12 school districts. Therefore, allocation of the new class to the range of ($28.54257-$35.56432/hourly) is appropriate.

RULE AMENDMENT(S): None.
ATHLETIC TRAINER

DEFINITION

An Athletic Trainer works with the Athletics Director in the development and implementation of programs for the prevention, recognition, evaluation, care, and rehabilitation of student athletic injuries.

TYPICAL DUTIES

Advises students and coaches on flexibility, strengthening, lifestyle wellness, and conditioning programs to help prevent injuries and optimize performance.

Conducts systematic evidence-based assessments to evaluate athletic injuries and plan of care, provides immediate care for athletic injuries, and refers athletes to appropriate medical facilities when necessary.

Communicates with coaches, parents, and physicians regarding student athletic injuries, treatment, and rehabilitation, and assists in determining if rehabilitated students are ready to return to athletic activities by informing the coach through written or oral communication.

Provides athletic training coverage during school varsity and non-varsity sports practice and home contests, based on the risk of injury of the sport.

Develops and implements concussion-management and return-to-play plans based on knowledge of best practices.

Rehabilitates and reconditions athletic injuries, illnesses, and general medical conditions in order to achieve optimal activity level through the application of therapeutic exercise, modality devices, and manual techniques, under the direction of a referring physician.

Assists students with the prevention of athletic injuries through the application of protective tapings, wraps, and braces.

Maintains accurate medical records on all student injuries and treatments administered, as well as physician referrals and rehabilitation procedures.

Develops comprehensive emergency action plans for each on-campus athletic venue or facility.

Oversees and maintains an orderly, sanitary, and safe high school athletic training facility.

Recommends and orders program athletic training supplies and equipment, and also inventories.

Conducts sports medicine workshops for District coaches covering topics such as: injury prevention, recognition, treatment, and rehabilitation, basic first aid and CPR, blood borne pathogens, District sports medicine protocols, and other health-related topics.

May provide enrichment activities for an athletic training student aide program in accordance with the schools clubs and activities guidelines.

May promote athletic training programs within the school district and the medical community through newsletters, brochures, media, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Athletic Trainer works with a certificated Athletics Director and/or a consulting physician in sports medicine in the physical conditioning and instruction of student athletes by providing assistance in the prevention, recognition, evaluation, care, and rehabilitation of athletic injuries.

An Athletic Trainer serves as a liaison between physicians, coaches, athletes, and parents.

An Athletics Assistant assists a coach in a seasonal sport's activity in the conditioning of athletes and coaching in the sport's fundamentals. An Athletics Assistant usually is employed less than 80 hours a pay period and may not be employed more than 799 hours a year.
SUPERVISION

General supervision is received from the school site principal. Technical supervision is received from the Athletics Director, or a medical expert or consulting physician in sports medicine. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic principles of athletic training, kinesiology, physiology, nutrition, and diet
- Standard of care delivery policies and regulations consistent with the National Athletic Trainers’ Association
- Preventive safety rules and applicable techniques
- Safety standards for the use of athletic equipment
- Training and physical development activities of the sport for which employed
- Standard first-aid techniques
- Symptoms and treatment of athletic injuries
- Blood Borne Pathogens Exposure Control Plan training and regulations
- Techniques and devices utilized to achieve optimal activity level
- Healthy lifestyle wellness

Ability to:

- Communicate effectively both orally and in writing
- Provide emergency care as needed
- Establish and maintain open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation
- Establish and maintain professional working relationships with the designated team physician, Medical Director, School Athletic Director, Coaches, and other designated school staff
- Advise student athletes on health-related issues, including nutrition and substance abuse
- Understand and follow directions
- Use good judgment in problem situations
- Recognize growth and development problems of individual students
- Speak clearly and loudly enough to be heard by groups and at a distance
- Work cooperatively with others and work within the scope of authority

Special Physical Requirements:

- Ability to stand, sit, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely shift up to 50 pounds when needed.

ENTRANCE QUALIFICATIONS

Education:

- Bachelor’s degree from an accredited college or university in athletic training, health, physical education, kinesiology, or a related field.

Experience:

- One year of experience in athletic training, physical therapy, or a related field.

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

SPECIAL NOTES

1. A valid certification as a Certified Athletic Trainer from the National Athletic Trainers’ Association Board of Certification (NATA BOC) is highly preferable.
2. A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
3. A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and kept valid during the term of employment.

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 relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

New Class
05-29-19
JXC

District Notification Date: 05-06-19
TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: TITLE CHANGE OF A CLASS IN THE LOS ANGELES SCHOOL POLICE DEPARTMENT

RECOMMENDATION:

It is recommended that, effective May 29, 2019, the following class and positions be reclassified, for the purpose of title change only:

<table>
<thead>
<tr>
<th>From Current Title</th>
<th>To Proposed Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervising School Safety Officer (4225)</td>
<td>Safety Officer Sergeant (4225)</td>
</tr>
</tbody>
</table>

BASES OF RECOMMENDATION:

The Los Angeles School Police Department requested the proposed change in the class title of Supervising School Safety Officer to better reflect the concept of the job functions. The class description with minimal changes is submitted for approval in conjunction with this report.

Status of Incumbent(s): The title change will have no effect on the status or seniority of the incumbents.

RGK/JPK

c: Talent Acquisition and Selection Branch
   Classified Employment Services Branch
   Files Unit
SUPERVISING SCHOOL SAFETY OFFICER SERGEANT

DEFINITION

Supervises School Safety Officers and Plant Security Aides in the guarding of buildings, grounds, and other District property, and the control of vehicle flow and parking.

TYPICAL DUTIES

Assigns, coordinates, and supervises School Safety Officers and Plant Security Aides patrolling assigned routes and inspecting facilities at offices, schools, and other District sites as required. Establishes work schedules and assigns relief and substitute personnel as required. Plans, coordinates, and, where appropriate, conducts training sessions for School Safety Officers and Plant Security Aides in such areas as security measures, patrol procedures, criminal law, report writing, and tactics. Surveys District schools and sites to determine patrol routes, efficient traffic flow patterns, and parking procedures. Coordinates School Safety Officer and Plant Security Aide assignments with Watch Commanders and appropriate School Police Department personnel during stakeouts and investigations. Conducts investigations of incidents at guarded sites and alters assignments as required. Reviews District incident and miscellaneous reports to identify trends in crime at patrolled sites and adjusts School Safety Officer and Plant Security Aide routes accordingly. Recommends improvements in plant security and traffic safety, such as the addition of lights, signs, painted curbs, and traffic bumps. Writes incident reports, memoranda, and other correspondence to School Safety Officers and Plant Security Aides and develops and revises regulations and procedures pertaining to school and plant safety. Visits District locations to supervise, coordinate, and assist in plant security, safety measures, fire and life safety systems for high rise structures, and traffic control. Meets with habitual parking violators to induce changes in behavior and cites parking violators. Responds to complaints regarding Parking Enforcement or School Safety Officers assigned at District locations. Discusses with District administrators and principals the particular protective, safety, and parking needs of their schools and plants. Inspects School Safety Officers and Plant Security Aides for proper uniform and appearance and evaluates performance of duties. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising School Safety Officer Sergeant assigns, supervises, and trains School Safety Officers and Plant Security Aides who are assigned to guard patrols at various District sites, and performs a variety of related investigative and administrative duties.

A School Safety Officer makes rounds of inspection and is responsible for guarding an assigned school campus or other areas of District property.

A Plant Security Aide makes rounds of inspection and is responsible for guarding an assigned area or areas of District property.
SUPERVISION

General supervision is received from a Sergeant or Lieutenant. Supervision is exercised over School Safety Officers and Plant Security Aides.

CLASS QUALIFICATIONS

Knowledge of:

- Los Angeles School Police Law enforcement procedures, security measures, and applicable laws
- Laws regarding parking enforcement and traffic control
- Regulations pertaining to the protection of District buildings and grounds
- Local law enforcement, service, and emergency agencies
- Regulations governing the use of radio broadcasting equipment
- School Police Department radio and alarm systems
- Fire and Life Safety systems for high rise structures
- Standards of courtesy and behavior expected of students
- Adolescent development and problems
- Vocabulary and usage of terms common to youths in the areas served by the schools

Ability to:

- Train and supervise School Safety Officers and Plant Security Aides
- Keep complete and accurate records and prepare concise reports
- Conduct investigations of incidents and report findings
- Make quick and appropriate decisions in emergency situations
- Communicate effectively, both orally and in writing
- Deal effectively with school administrators, other District personnel, juveniles, police officers, students, and the public

Special Physical Requirements:

- Walk or stand for long periods
- Hear normal voice range frequencies
- Agility and strength to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college-level courses in police science or police administration.

Experience:

Three years of experience as a security guard OR one year of general law enforcement experience, including criminal investigation, apprehension, and arrest. Supervisory experience is preferable.
Special:

A valid California Driver License.
Must work nights and weekends as necessary.
Appointment is subject to a thorough background investigation.
Successful completion of a state-mandated school security course is required after appointment.

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.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised 05-29-19
JPK

District Notification Date: 05-08-2019
Union Notification Date: 05-08-2019
# PERSONNEL COMMISSION
## LOS ANGELES UNIFIED SCHOOL DISTRICT
### ESTABLISHMENT OF CLASS

**CASE NO. 11713**

## RECOMMENDATION(S):

### CLASS TITLE:
Facilities Services Dispatcher (New Class)

### EFFECTIVE DATE:
May 29, 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 preventive 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

RGK/HV

Presented to the Personnel Commission on May 29, 2019

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.
Enteres and retrieves information from Maximo and generate 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
05-29-19
HV
TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: SALARY REALLOCATION RECOMMENDATION AND TITLE CHANGE FOR THE CLASS OF ADA COMPLIANCE MANAGER

RECOMMENDATIONS:

It is recommended that, effective May 29, 2019:

I. The following class and position be reclassified, for the purpose of title change only:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Title</td>
<td>Proposed Title</td>
</tr>
<tr>
<td>ADA Compliance Manager (2149)</td>
<td>ADA Compliance Administrator (2149)</td>
</tr>
</tbody>
</table>

II. It is recommended that the class of ADA Compliance Administrator be reallocated by approximately 10% from a salary range of $10,159.83- $12,584.98/ month to a salary range of $11,165.30- $13,838.46/ month, effective upon approval by the Board of Education.

<table>
<thead>
<tr>
<th>Monthly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current $10,159.83  $10,720.80  $11,304.14  $11,933.38  $12,584.98</td>
</tr>
<tr>
<td>Proposed $11,165.30  $11,781.83  $12,426.42  $13,116.65  $13,838.46</td>
</tr>
</tbody>
</table>

III. Amendment of Rule 596, Overtime to reflect the title change to the list of classifications exempt from the Overtime provisions.

IV. Amendment of Rule 765, Senior Management Employees to reflect the title change to the list of classifications designated as senior management positions.

BASES OF RECOMMENDATIONS:

The Office of General Counsel requested a title change to better reflect the level and concept of the job functions. The class description with changes is submitted for approval in conjunction with this report.

A salary reallocation was also requested. The proposed salary range of $11,165.30- $13,838.46/ month is approximately 10% above the current salary range with the intent of increasing a highly-qualified candidate pool.

KG/RGK/PJO
ADA COMPLIANCE ADMINISTRATOR MANAGER

DEFINITION

Oversees, manages, Plans, implements, administers, and enforces the District’s Americans with Disabilities Act (ADA) Title II program accessibility compliance program.

TYPICAL DUTIES

Manages, plans, and directs the ADA compliance activities of the District. Oversees, develops, develops, and implements self-evaluation processes to assess policies, procedures, practices, and services related to ADA and accessibility compliance obligations of the District in areas such as information technology, communications, and procurement.

Manages and coordinates investigations and responses to inquiries, grievances, and complaints related to ADA, with the Office of the General Counsel.

Manages issues and mediates between various stakeholders regarding conflicting views and priorities.

Identifies and evaluates disability and access-related deficiencies in various areas of service.

Oversees the design and development of process flow diagrams, and recommends resolutions to process flow deficiencies.

Collaborates with various District stakeholders and provides guidance in the development and revision of methods to ensure how the District can consistently meets the ADA program access obligations.

Manages the District’s Self-Evaluation and Transition Plan implementation through monitoring and reporting on and monitors the District’s progress toward meeting established goals and priorities.

Maintains and ensures accountability and completion of required tasks by coordinating with key District stakeholder groups such as the ADA Working Group that includes various operating departments such as the school administration, Budget Services & Financial Planning, Division of Special Education, Facilities Services Division, Information Technology Division, Local District Administration, and school site administrators, Office of the General Counsel.

Oversees and coordinates with Facilities Services Division on the District’s Barrier Removal Plan and access compliance activities including the surveying of barriers at all school sites and District facilities; conducting design reviews for applicable code conformance, Rapid Access Program (RAP), and Critical Barrier Removal requests.

Engages and collaborates with various disability community representatives, federal authorities, and District departments regarding access compliance and program accessibility issues.

Manages and oversees the program budget, personnel, and resources for the implementation of the District’s Self-Evaluation and Transition plan by coordinating budget setting priorities with program managers and stakeholders.

Directs and oversees the development, implementation, and monitoring of the training and personnel support of personnel in various areas to ensure that ADA and accessibility compliance is met and adhered to.

Oversees the development and maintenance of records related to compliance activities.

Analyzes, interprets, and researches keeps abreast of applicable federal, State, and local laws and regulations.

Liaises with appropriate offices, divisions, and departments to ensure requirements, objectives, policies, and procedures related to ADA compliance are met.

In collaboration conjunction with District offices, division, and departments, coordinates the assignment of student programs at schools, writing of remediation plans, reporting, alternative access, focus groups, and training and development.
Conducts coordinates quality control reviews of overall program management, including scoping construction projects as they relate to the ADA Barrier Removal effort and other accessibility compliance obligations.

Responsible for preparing, writing, and presenting a variety of reports in a timely manner.

Serves as the main point of contact for public inquiries and complaint resolution regarding access compliance.

May represent the District before various internal and external stakeholders.

Performs duties as assigned.

**DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

The ADA Compliance Administrator Manager is responsible for overseeing, managing, and enforcing the District’s ADA compliance program.

An ADA Compliance Analyst performs duties in support of the implementation of the District's Americans with Disabilities Act (ADA) compliance programs and specified provisions of the Self-Evaluation and Transition Plan.

The Facilities Access Compliance Manager manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects.

A Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower-level personnel.

A Facilities Access Compliance Specialist provides technical ADA code compliance support during the design phase and construction phases on multiple new construction and existing facilities projects. In addition, it also provides access compliance expertise to assist schools with accessibility accommodation requests.

**SUPERVISION**

Administrative direction is received from senior executive staff such as an Associate General Counsel II. Supervision may be exercised over lower-level personnel such as ADA Compliance Analysts.

**CLASS QUALIFICATIONS**

Knowledge of:

- Federal civil rights laws and regulations including the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 (Sections 504 and 508), and the Architectural Barriers Act (ABA)
- State of California Title 24 Accessibility Requirements including, but not limited to the California Building Code’s accessibility provisions and the Unruh Act
- Construction, schedule management, budgeting, Division of the State Architect (DSA) coordination and processes, and project finalization (certification) requirements.
- Principles of organization, management, and supervision
- Current software technologies utilized to survey access compliance of facilities
- Accessibility needs and issues in various areas such as special education and transportation
- Web Content Accessibility Guidelines (WCAG) 2.0, Compliance Level AA Principles of budgetary guidelines, approval process, and concepts related to construction projects
- Budget concepts
Ability to:

- Oversee, manage, plan, coordinate, and implement a compliance program
- Analyze, understand, interpret, and apply pertinent laws, policies, and procedures
- Analyze situations, identify problems and risks, and recommend solutions
- Manage, facilitate, facilitate, and coordinate with stakeholders to resolve grievances and complaints
- Effectively communicate complex ideas and recommendations verbally, and in writing
- Prepare comprehensive reports and correspondence
- Perform and utilize electronic site accessibility surveys for the purpose of scoping ADA barrier removal projects
- Manage and oversee budgets in accordance with established scoping requirements
- Conduct meetings and provide effective leadership in compliance program implementation
- Provide guided in-service training as necessary to all levels of District staff and administration
- Exercise independent judgment and initiative
- Meet time constraints and deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree. A degree in architecture, law, engineering, public policy, or public administration is highly preferable.

Experience:

Five years of combined supervisory or management experience in developing and implementing ADA compliance programs or employer-based compliance or accommodation programs mandated by federal and State laws, and construction-related experience as it relates to accessibility standards. Experience managing a budget and experience with ADA Title II is preferable.

Special:

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

Use of an automobile.

The following certifications are preferable:

- Certification as a Certified Access Specialist (CASp) by the Division of the State Architect.
- Professional Associate recognition from the National Association of ADA Coordinators or ADA Coordinator certification from the University of Missouri Disability Studies and Policy Center and the Great Plains ADA Center or equivalent

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 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 05-29-19
RGK/PJO
PERSONNEL COMMISSION  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
ESTABLISHMENT OF CLASS  

CASE NO. 11724

**RECOMMENDATION(S):**

<table>
<thead>
<tr>
<th><strong>CLASS TITLE:</strong></th>
<th><strong>EFFECTIVE DATE:</strong></th>
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| Chief Operating Officer, Office of the Superintendent (NEW CLASS)  
Deputy Superintendent, Business Services and Operations | May 29, 2019 |

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

**MONTHLY RATE:**  
$24,583.33

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

**BACKGROUND:**  
The office of the Superintendent has requested the proposed classification to oversee the major business and financial operations of the District.

**BASES OF RECOMMENDATION:**  
The incumbent in the proposed class will be responsible for providing operational leadership in developing and implementing District goals, priorities, guiding principles, and standards and accountabilities to ensure student achievement.

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

The recommended salary reflects the same level and scope of responsibility of the certificated counterpart of Chief Deputy Superintendent of Schools. Therefore, the proposed allocation of the class to the flat salary rate of $24,583.33/month is appropriate.

**RULE AMENDMENT(S):**  
Final approval is to be given to the amendment of Rule 596, Overtime to Chief Operating Officer, Office of the Superintendent Deputy Superintendent, Business Services and Operations 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 the classification of Chief Operating Officer, Office of the Superintendent Deputy Superintendent, Business Services and Operations in the list of designated senior management positions, contingent upon Board approval.

KG  
Presented to the Personnel Commission on May 29, 2019

PC1A (Rev. 09/02)
CHIEF OPERATING OFFICER, OFFICE OF THE SUPERINTENDENT

DEPUTY SUPERINTENDENT, BUSINESS SERVICES AND OPERATIONS

DEFINITION

Directs, plans, organizes, assigns, and reviews the information technology, human resources, planning, assessment and research, business and financial services of the District. In addition, advises and informs facilities related functions of the District and participates in districtwide development and implementation of policies and programs at the executive level.

TYPICAL DUTIES

Directs and reviews the administration of the District’s major business and financial operations through managers and staff personnel engaged in:

- Development, implementation, maintenance and modification of information technology systems for business, financial, instruction, human resource operations, planning and assessment programs and other applications.
- Financial planning and budget services managed by the Chief Financial Officer.
- Procurement, storage, and disbursement of supplies and equipment.
- Transportation of students and materials and maintenance of automotive and related equipment.
- Provision of food services and related services.
- Negotiation and administrations of contracts for goods and services.
- Administration of employee health plans and risk management.
- Human Resources operations.
- Planning, assessment and research of programs.

Advises in conjunction with the Chief Facilities Executive on Facilities related functions. Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to District business and finance services.

Directs, reviews, and participates in the analysis of laws, rules, regulations, opinions and decisions affecting all business services of the District, including Information technology, finance, human resources and facilities.

Evaluates the efficiency and effectiveness of business services and evaluates administrative and executive personnel.

Performs other related duties as assigned.

SUPERVISION

The Chief Operating Officer, Office of the Superintendent reports to the Superintendent of Schools and provides administrative direction to executives responsible for business, financial, human resources and information technology and provides advisement to facilities executives on related matters.
CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of organization management, personnel administration, budget preparation and expenditure control
- Understanding of complex systems and methods applicable to a wide variety of services
- Basic principles of training, employee evaluation collective bargaining and employee relations
- Principles of public relations
- Federal, state, and local legislation as it applies to finance, business, IT, and human resource policies, rules and regulations

Ability to:

- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze and evaluate the effectiveness of plans, policies, programs and organizations
- Analyze complex problems, identify solutions and implement plans to solve problems
- Communicate effectively orally and in writing with persons at various levels of understanding
- Establish and maintain effective relationships with elected officials, district administrators, and those of other public and private organizations, union officials and employees

ENTRANCE QUALIFICATIONS

Education:

- Graduation from a recognized college or university with a master's degree, preferably in Public or Business Administration. A Juris doctorate or doctorate in education is preferred.

Experience:

- Ten years of experience as an executive or administrator in a public or private organization responsible for multiple business or instructional functions.

Special:

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

SPECIAL NOTES

1. Senior Management classification, exempt from bargaining units.
2. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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New Class
05-29-19
KG