

REVISED

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

Council Meeting

TUESDAY, MAY 31, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JUNE 9, 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

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*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- ___ - ___ - ___)*

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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 May 12, 2022.
4. Receipt of minutes of the meeting of May 19, 2022.

CONSENT ITEMS

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

- a. 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 May 6, 2022. (RDA 1731, Instructional Assistance Series)
- b. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective May 9, 2022. (RDA 1732, Instructional Assistance Series)
- c. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective May 17, 2022. (RDA 1733, 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 May 19, 2022. (RDA 1734, 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 May 20, 2022. (RDA 1735, 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 May 23, 2022. (RDA 1736, 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 May 24, 2022. (RDA 1737, Instructional Assistance Series)

6. Approval of revised Class Descriptions recommended, effective June 9, 2022: **APPROVED**

Cyber Security Engineer I
Cyber Security Engineer II
Health Operations Administrator

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

<u>Class Title</u>	<u>Recommendation</u>
Strategic Operations Administrator (\$10,159.83-\$12,584.98/mo.) Class Description dated February 20, 2020.	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.
Cyber Security Engineer I (\$43,430.52-\$54,050.57/hr.)	
Cyber Security Engineer II (\$8,097.53-\$10,048.11/mo.)	
Health Operations Administrator (\$9,836.38-\$12,176.36/mo.) Class Description dated June 9, 2022.	

8. a. Establishment of the classification of Instructional Aide (Transitional Kindergarten). (Case 12251) **APPROVED**

b. Approval of Class Descriptions recommended, effective June 9, 2022: **APPROVED**

Instructional Aide (Transitional Kindergarten)

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

<u>Class Title</u>	<u>Recommendation</u>
Instructional Aide (Transitional Kindergarten) (\$17,224.00-\$18,315.57/hr.)	Open.

9. ITD Salary Reallocation (case 12265) **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. Disciplinary Appeals
 - Area Facilities Services Director
 - Office Technician
 - b. Examination Appeals
 - Food Service Manager I
 - IT Support Technician

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

14. Administrative Review for a Probationary Area Facilities Services Director. (Case 0697)

15. Consideration of the recommendation of staff on the Disciplinary Appeal for:

Office Technician (Case 0537)

- 16 . Consideration of the recommendation of staff on the Examination Appeals for:

Food Service Manager I (Case 0176)
IT Support Technician (Cases 0177 and 0178)

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.

CYBER SECURITY ENGINEER I

DEFINITION

Analyzes, installs, operates, and maintains a variety of cyber security controls and tools and performs cyber security operational tasks such as managing security incidents, functional reviews, validating findings, and recommending remediation processes.

TYPICAL DUTIES

Analyzes, monitors, and correlates security event information from logs, endpoints, networks, and cloud environments, across multiple systems, applications, and users to detect and mitigate external and internal threats.

Regularly monitors network security devices and systems to identify false positives and perform tuning to collect the right cyber security-related events

Monitors, installs, and upgrades security devices and controls, that manage the flow of information between networks of different trust levels in order to prevent attackers from exploiting District information assets.

Researches IT security issues and industry trends to make recommendations for internal improvement.

Implements, maintains, and applies cryptographic protocols, keys, and credentials to secure information in transit and at rest, authenticate machines and users, and sign data.

Monitors, troubleshoots and maintains messaging systems to identify malicious email attacks and correlate email telemetry with wider security events, behavior analytics, and other threat information to determine if a cyber attack has occurred, is occurring, or will occur.

Participates in incident response activities and provides security threat analytics in support of Computer Incident Response Team (CIRT).

Configures, maintains, and monitors endpoint protection controls such as auto-sandboxing, web filtering, and antivirus to prevent, detect, and remove malware.

May assist higher level engineers with the configuration and validation of Domain Name Server (DNS) requests by creating internal and external A records, internal and external C name aliases, and creating external TXT records.

Monitors the ongoing operational use of ports, protocols, and services on networked devices in order to prevent potential security risks and vulnerabilities.

Monitors signs of data exfiltration and escalates for mitigation to ensure the privacy and integrity of sensitive District information.

May assist with network security device and appliance testing by performing functional reviews, validating findings and implementing remediation processes.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Cyber Security Engineer I monitors, analyzes, and correlates cyber security events and logs to identify and mitigate network cyber security incidents and escalates or assists with more complex cyber security incidents or tasks.

A Cyber Security Engineer II configures and maintains network security controls and appliances and is responsible for the maintenance tasks associated with their operation.

A Cyber Security Engineer III is responsible for the overall design, administration, and installation, upgrades, and management of the security infrastructure and security controls.

SUPERVISION

General supervision is received from the IT Infrastructure Security Manager or other higher level cyber security administrator. Technical direction may be exercised over lower-level staff engaged in cyber security activities.

CLASS QUALIFICATIONS

Knowledge of:

- Current firewall, VPN, content filtering, and intrusion detection methodologies
- TCP/IP protocols including IP addressing, subnetting and well known ports
- Industry standards for encryption including but not limited to FTP, SFTP and SSH
- Basic networking concepts and services such as DNS, SMTP, HTTP, and HTTPS
- Risk and threat assessment processes and practices
- Malware such as worms, viruses and Trojans
- Unsecure protocols ports and services
- Incident response procedures and processes
- Windows and Linux security processes
- SEIM tool or other similar correlational tools

Ability to:

- Develop, analyze, and maintain tools that support and automate processes for software product release
- Install, configure and monitor network security devices, including firewalls, VPN, content filtering, and Intrusion Detection Systems
- Analyze and diagnose malfunctions and perform required changes
- Learn characteristics of new security threats, vulnerabilities, and countermeasure techniques and technology
- Effectively communicate technical information to all levels of staff
- Maintain effective working relationships
- Identify and analyze trends related to threats
- Conduct WireShark captures
- Maintain up-to-date detailed knowledge of the IT Security industry including awareness of new or revised security solutions, improved security processes, and the deployment of new attacks and threat vectors

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science or a related field. Qualifying experience in addition to that required may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Two years of recent experience in the engineering, installation, configuration, and maintenance of security devices for a large organization; such as next-generation firewalls, Virtual Private Networks, intrusion detection/prevention systems, multi-factor authentication, next-generation endpoint security, and Security Information Event Management systems.

Special:

Cisco Certified Network Associate or equivalent certification such as ~~Cisco Cybersecurity Operations Fundamentals or Cisco Certified Network Associate (Security)~~ Cisco Certified CyberOps Associate is required and must be kept valid during the term of employment
Information Technology Infrastructure Library (ITIL) Foundation level certification is preferable
~~A valid California Driver License~~
~~Use of an automobile~~

SPECIAL NOTES

Employees in this class may be subject to call at any hour.

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

Revised
06-09-22
JAP

CYBER SECURITY ENGINEER II

DEFINITION

Configures, evaluates, operates and maintains a variety of security controls and tools to perform complex Cyber Security operational tasks including developing and evaluating approaches to solving Cyber Security challenges.

TYPICAL DUTIES

- Evaluates and participates in the development of requirements for network and security technologies and devices to ensure the requirements are adequate for the District.
- Performs network security device and appliance testing, implementation, and maintenance via installation, upgrades, patches, and updates with appropriate security controls such as authentication and configuration.
- Collaborates with various IT units in the District's vulnerability management program by performing technical scans, highlighting vulnerabilities and providing remediation to reduce risk.
- Assesses security threats posed by changes in systems architecture and dependencies.
- Collaborates with higher level engineers in the review of security architecture to identify gaps or deficiencies within the District's network in order resolve issues or find solutions.
- Validates and configures Domain Name Server (DNS) requests by creating internal and external A records, internal and external C name aliases, and creating external TXT records.
- Analyzes and corrects security-related connectivity issues utilizing network management systems.
- Configures firewalls by creating and maintaining access list rules, creating object groups and processing network addressing translation requests to maintain access control.
- Configures the District's web access filter by processing requests on dashboard to ensure the functionality of the system and review dashboard for actionable items.
- Fulfills Virtual Private Network (VPN) requests by adding new users to active directory VPN groups, maintaining and configuring access lists, adding IP addresses to access list, assign software token for password generation, and review authentication logs and troubleshoot access issues.
- Recommends security solutions or enhancements to existing security solutions to improve overall enterprise security.
- Collaborates with higher level engineers in the deployment, integration and initial configuration of all new security solutions and of any enhancements to existing security solutions.
- Researches IT security issues and industry trends to make recommendations for internal improvement.
- Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Cyber Security Engineer II configures and maintains network security controls and appliances and is responsible for the maintenance tasks associated with their operation.

A Cyber Security Engineer I monitors, troubleshoots, and maintains network security incidents and escalates or assists with more complex cyber security tasks such as monitoring of content filtering hardware and software, intrusion detection devices, managed/secure file transfer and associated systems.

A Cyber Security Engineer III is responsible for the overall design, administration, and installation, upgrades, and management of the security infrastructure and security controls.

SUPERVISION

General supervision is received from the Cyber Security Engineer III or other higher level cyber security administrator. Technical direction may be exercised over lower-level staff engaged in cyber security activities.

CLASS QUALIFICATIONS

Knowledge of:

- Current firewall, VPN, content filtering, and intrusion detection methodologies
- TCP/IP protocols including IP addressing, subnetting and well known ports
- Knowledge of security tools such as IDS/IPS, SIEM, DLP
- Knowledge of vulnerability assessment tools including but not limited to Nessus, Nmap and Metasploit
- Risk and threat assessment processes and practices
- Malware such as worms, viruses and Trojans
- Proof of Concepts procedures and processes
- Project management techniques

Ability to:

- Install, configure and monitor network security devices, including firewalls, VPN, content filtering, and Intrusion Detection Systems
- Design and implement technical modifications to firewall, VPN, content filtering, and intrusion detection rule sets
- Learn characteristics of new security threats, vulnerabilities, and countermeasure techniques and technology
- Effectively communicate technical information to all levels of staff
- Maintain effective working relationships
- Identify and analyze trends related to threats
- Conduct WireShark captures
- Train and mentor staff effectively
- Maintain up-to-date detailed knowledge of the IT Security industry including awareness of new or revised security solutions, improved security processes, and the deployment of new attacks and threat vectors

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in computer science or a related field. Qualifying experience in addition to that required may be substituted on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of recent experience in the engineering, installation, configuration, and maintenance of security devices for a large organization; such as next-generation firewalls, Virtual Private Networks, intrusion detection/prevention systems, multi-factor authentication, next-generation endpoint security, and Security Information Event Management systems.

Special:

Cisco Certified Network Professional (CCNP) Security or Cisco Certified CyberOps Professional
is required and must be kept valid during the term of employment
Any Global Information Assurance Certification (GIAC) certification is preferred
Information Technology Infrastructure Library (ITIL) Foundation level certification is preferable
~~A valid California Driver License~~
~~Use of an automobile~~

SPECIAL NOTES

Employees in this class may be subject to call at any hour.

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

Revised
06-09-22
JAP

HEALTH OPERATIONS ADMINISTRATOR

DEFINITION

Plans, organizes, and coordinates, ~~and oversees~~ the operations and ~~staffing needs~~, protocols, and guidelines of the District's community engagement and vaccination programs.

TYPICAL DUTIES

Manages the ~~day-to-day operations and staffing needs~~ of the District's community engagement and vaccination program by monitoring contracts deliverables and compliance and maintaining detailed budgets for contracts.

Develops, establishes, and implements policies and procedures ~~in human resources related activities and administration~~ within the programs.

Participates in strategic planning and assists in the development and implementation of business processes, standards, procedures, and policies for the programs.

Confers with and advises administrators, user representatives, and technical personnel regarding changes and improvement to the various tracking systems for the programs.

Maintains budgets for project contracts and analyzes costs and statistical data.

Serves as liaison between Student Medical Services and Nursing to align testing, vaccinations and contact tracing for the District.

Monitors and manages the program's workflow ~~and workload.~~

Prepares reports and daily metrics on various components for the projects such as vaccinations, positivity rates, close contracts.

~~Manages operational and District and contract staffing issues, questions, and the escalation of problems.~~

~~Manages the staff responsible for the preparation of reports and correspondence and staff training.~~

Liaises and coordinates with the Los Angeles County Department of Public Health regarding issues and questions, guidelines, and health orders pertaining to the programs.

Collaborates with various District departments and stakeholders to develop reports and presentations on statistics, status, goals, and trends as they related to vaccination and contract tracing.

Represents the programs at meetings with various organizations, committees, and project groups.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Health Operations Administrator provides and coordinates various services, creates and implements processes, and standardizes procedures for the District's community engagement and vaccination programs.

SUPERVISION

General direction is received from an administrator and supervises lower-level professional and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of ~~personnel administration, merit system provisions,~~ organizational development, budget preparation, and supervision
Applicable provisions of applicable federal, and State laws, regulations, rules and codes pertinent to community engagement
Organization and policies of the Los Angeles Unified School District
~~District collective bargaining law and project labor agreements and Personnel Commission rules~~
Principles of supervision
Research and analysis technique

Ability to:

Supervise, train, evaluate and motivate employees
Prepare clear and precise reports
Communicate effectively orally and in writing to all levels of management and non-management
Make critical decisions under pressure and assume leadership role in crisis situations
Work independently, exercise initiative, and good judgment
Evaluate procedures and problems and develop and install improvements
Make, support, and explain recommendations and decisions
~~Direct and evaluate staff training~~
Make decisions and recommendations in conformance with complex legal and procedural requirements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree.

Experience:

Four years of experience with responsibility for coordinating or administering ~~human resources activities and/or the business operations of a department in an organization or agency of a branch or division.~~ Two years of the aforementioned experience must have been at the management level. ~~Experience in employer-employee relations, employee grievance resolution, processing of employee assignments, employee discipline, organizational development, or other related human resources areas is preferable.~~

Special:

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

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

Revised
06-09-22
RGK/SH

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

Case No. 12251

RECOMMENDATION(S):

Class Title:

Instructional Aide (Transitional Kindergarten) & (Restricted)

Effective:

June 09, 2022

GROUP, SERIES:

Education Aide Group, Instructional Assistance Series

SALARY RANGE:

\$17.22400 17.41387 18.31557/hourly

SALARY SETTING BASIS:

Salary movement to be based on that of related classes in the Education Aide Group, Instructional Assistance Series.

BACKGROUND:

The Early Education Division has requested the establishment of the class of Instructional Aide, Transitional Kindergarten to expand the Universal Transitional Kindergarten Program, utilizing a modified kindergarten curriculum, to all 4-year-olds with a need to have over 800 paraprofessionals for the program in place for the 2022-2023 school year. This classification will allow the Early Education Division and the District to strategically acquire paraprofessionals that support early literacy, emphasize social-emotional competencies and academic foundational skills to help implement a rich, developmentally appropriate Universal Transitional Kindergarten Program. Employees in the (Restricted) class are employed in accordance with Education Code Section 45105 or 45108.

BASES OF RECOMMENDATION(S):

Individuals in the class of Instructional Aide (Transitional Kindergarten) & (Restricted) will assist a Transitional Kindergarten teacher by providing engaging whole group, small group, paired and individual instructional activities aligned with the California Kindergarten Common Core State Standards.

A class description outlining the duties, and responsibilities of the position is submitted for approval in conjunction with this report. The recommended salary allocation of the proposed class utilizes internal alignment with an existing paraprofessional salary range. Therefore, allocation of the new class to the range of \$17.22400-18.31557/hour is appropriate.

RULE AMENDMENT(S):

None

INSTRUCTIONAL AIDE (TRANSITIONAL KINDERGARTEN) & (RESTRICTED)

DEFINITION

Assists a teacher or other certificated employee in a transitional kindergarten classroom by preparing and conducting instructional support to individuals and small groups of transitional kindergarten students.

TYPICAL DUTIES

- Assists a teacher in the supervision and implementation of instructional support utilizing standardized procedures, as directed by the classroom teacher, that are aligned with the California Kindergarten Common Core State Standards for extended kindergarten students.
- Assists with comprehension of age-appropriate text so students are exposed to a variety of literature in different genre.
- Organizes and implements small group and/or individual activities according to a teacher's lesson plan to reinforce and follow-up on learning activities.
- Assists in providing experiences to promote social-emotional skills and enforcing and monitoring positive behavior practices, safety rules, and appropriate standards of behavior.
- Assists in providing engaging activities to develop early math, science, and language skills and prompts critical thinking through questions aligned with the teacher's lesson plan.
- Sets up a variety of culturally diverse instructional aids, displays and exhibits under the direction of a teacher and aligned with the teacher's lesson plan.
- Assists teachers on curricular trips by helping students with concept development, physical needs, and the development of appropriate behavior.
- Monitors and reports student progress regarding performance and behavior
- Assist students with developing appropriate toileting practices and assists students to clean up and change soiled clothing.
- Provides student-centered, differentiated tutoring under the supervision of the teacher for individual students and/or small groups in areas of physical, intellectual, emotional, social, and language development of children.
- Assists students in the operation of a variety of instructional aids, media, computer terminals and software programs, as necessary.
- Conducts daily health screening of children.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Transitional Kindergarten) & (Restricted) assists a teacher by providing instructional support aligned with the California Kindergarten Common Core State Standards to extended kindergarten students. Employees in the (Restricted) class are employed in accordance with Education Code Section 45105 or 45108.

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children in an early education center.

An Infant Care Aide assists a School Nurse or a teacher in attending to the needs of infants and young children and performs housekeeping and related duties.

SUPERVISION

Immediate supervision is received from a certificated employee, usually a teacher. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules, hygiene habits, and conditions which affect children
- Standards of courtesy and behavior expected of children
- Correct English grammatical usage
- Appropriate appearance and cleanliness
- Appropriate manner including good judgment and tact

Ability to:

- Speak English with fluency
- Read English aloud with ease and expression
- Write legibly
- Enforce safety rules and standards of behavior
- Learn to operate audio-visual and instructional equipment
- Work effectively as a member of an instructional team
- Select developmentally appropriate materials
- Communicate information to students with varying level of understanding
- Perform the physical tasks required in preparing and presenting educational material and conducting instructional activities
- Assist students to develop fully independent self-care skills

Special Physical Requirements:

- Set up and lift equipment weighing 10 to 15 pounds
- Safely lift preschool children

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the Instructional Assistance Test.

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
06-09-22
SD

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

**SUBJECT: SALARY REALLOCATION RECOMMENDATIONS FOR EIGHT CLASSIFICATIONS IN
THE INFORMATION TECHNOLOGY DIVISION**

RECOMMENDATIONS:

It is recommended that the following salaries of Information Technology classifications be reallocated effective upon approval by the Board of Education:

I. Chief Information Officer

Annual Rates

Current	\$216,362.28	\$228,121.32	\$241,008.12	\$254,618.40	\$269,008.20
Proposed	\$229,344.02	\$241,808.64	\$255,468.60	\$269,895.48	\$285,148.68

II. Senior Administrator, Enterprise Applications; Senior Administrator, IT Customer Support; and Senior Administrator, IT Infrastructure

Annual Rates

Current	\$168,485.28	\$178,008.72	\$188,064.12	\$198,697.80	\$209,926.20
Proposed	\$178,594.40	\$188,689.20	\$199,347.96	\$210,619.68	\$222,521.76

III. Senior ERP Director, Business Systems and Senior ERP Project Director, School Management Systems

Annual Rates

Current	\$157,554.24	\$166,452.12	\$175,866.24	\$185,796.60	\$196,289.76
Proposed	\$167,007.49	\$176,439.24	\$186,418.20	\$196,944.36	\$208,067.16

IV. Senior Director, Systems Data Analytics

Annual Rates

Current	\$153,722.88	\$162,214.32	\$171,081.12	\$180,604.92	\$190,555.32
Proposed	\$162,946.25	\$171,947.16	\$181,346.04	\$191,441.16	\$201,950.52

V. IT Administrator, Shared Technical Services

Annual Rates

Current	\$146,560.44	\$154,848.72	\$163,606.20	\$172,848.36	\$182,622.12
Proposed	\$155,354.07	\$164,139.60	\$173,422.56	\$183,219.24	\$193,579.44

BASES OF RECOMMENDATIONS:

The Information Technology Division (ITD) has been experiencing ongoing recruitment and retention challenges throughout the Division. Since July 2021, over 40 ITD employees have resigned or retired, many of whom left for higher-paying positions in other organizations. This number represents the highest number of separations in the last four years, with more resignations/retirements expected during the month of June. Seeing this disturbing trend, Personnel Commission staff conducted salary surveys to collect market data. The salary data revealed that the District rates were generally below market rates. The Chief Technology Officer, together with the Personnel Director, presented a salary plan to offset the high turnover rates in ITD to the Superintendent. After reading the report and reviewing the data, the Superintendent agreed with the plan. The first phase of the plan involves salary reallocations for the leadership positions in ITD, as is presented in this report. The annual rates include the proposed 5% increase that is expected to be approved by the Board of Education on June 14, 2022. Therefore, the recommendations for the proposed salary rates are appropriate to assist with recruitment and retention.

KG/RGK/LKD

c: Classified Employment Services Branch
Files Unit