

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

Council Meeting

TUESDAY, JUNE 7, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JUNE 16, 2022  
3:00 P.M., VIA ZOOM

<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVILlVnZzJhUT09>

Meeting ID: 994 9200 4544



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

Join Zoom Meeting

<https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVILlVnZzJhUT09>

Meeting ID: 994 9200 4544

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

Dial by your location

+1 213 338 8477 US (Los Angeles)

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

Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of May 19, 2022.
3. Receipt of minutes of the meeting of June 9, 2022.

**CONSENT ITEMS**

4. Ratification of Reclassification by Director's Approval: **APPROVED**
  - a. Position in the Personnel Commission, Classification and Compensation Branch, from Administrative Staff Aide (\$24.95967-\$30.86867/hr.) to Human Resources Specialist II (\$30.77737-\$38.09721/hr.), effective May 17, 2022. (RDA 300, Human Resources 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 June 3, 2022. (RDA 1738, Instructional Assistance Series)

5. Approval of revised Class Descriptions recommended, effective June 16, 2022: **APPROVED**

Facilities Services Coordinator

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

<u>Class Title</u>	<u>Recommendation</u>
Facilities Services Coordinator (\$35.44472-\$44.16193/hr.) Class Description dated June 16, 2022.	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.

7. It is recommended that the following reclassification action be ratified: **APPROVED**

Case 12264

8. Abolishment of Unused Classifications. (Case 12241) **APPROVED**

9. a. Establishment of the classification of Senior IT Operations Manager. (Case 12224) **APPROVED**

- b. Approval of Class Description recommended, effective June 16, 2022: **APPROVED**

Senior IT Operations Manager

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

<u>Class Title</u>	<u>Recommendation</u>
Senior IT Operations Manager (\$9,349.37-\$11,574.70/mo.)	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.

10. Public Comment

- a. Public employee discipline
- b. Examination Appeals

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

11. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:
  - a. Examination Appeals
    - Associate Building/Construction Inspector
12. Reconvene Regular Session and report of actions taken in Closed Session.
13. Consideration of the recommendation of staff on the Examination Appeal for:

Associate Building/Construction Inspector (Case 0179)

*Please send an email to Suzanne Morrow ([suzanne.morrow@lausd.net](mailto: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](mailto: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.*

## FACILITIES SERVICES COORDINATOR

### DEFINITION

Assists in planning, coordinating, processing, and expediting projects relative to the construction, modernization, and repair of schools, administrative buildings, and other facilities.

### TYPICAL DUTIES

- Performs liaison duties among District schools and offices, involved in Facilities ~~new~~ construction, repair, and modernization projects and/or the acquisition, installation, or repair and service of equipment.
- Provides technical support to construction management staff.
- Assists technical staff in analyzing and checking change orders and requests for alterations in construction plans and specifications to determine the merit and validity of changes and estimated costs.
- Logs and tracks change orders/claims in Primavera Expedition or COLIN (consolidated online information nexus).
- Advises District personnel on most appropriate equipment purchases, lay-out plans, and resolves problems related to equipment, replacement, and delivery.
- Conducts field checks on ~~new~~ construction, modernization, and repair projects to determine compliance with job specifications, plans, established District standards, and federal policies.
- Provides support to construction management staff on project closeout and certification efforts including design and construction coordination, packaging submittals, monitoring and reporting financial and administrative closeout activities, and tracking Division of the State Architect approvals.
- Prepares reports including correspondence, and guidelines related to project file maintenance and document control.
- Tracks project schedules and provides progress updates to site administrators and senior management to ensure coordination in timelines and construction schedules.
- Assists construction managers in establishing project priority lists that include annual and long range programs for various construction projects, including the repair and modernization of existing schools and equipment.
- Coordinates with architects for timely and accurate responses to requests for information.
- Assists construction management staff in the maintenance and distribution of current contract plans and specifications.
- Coordinates inspection and testing services and organizes meetings between site administrators and school personnel.
- Provides support in the development of standards and specifications for use on assigned projects.
- Processes requisitions related to services and equipment.
- Coordinates the delivery and installation of equipment.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Services Coordinator performs work related to the ~~in~~ planning, coordination, and expediting of District construction projects from pre-construction to post-construction and close out.

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

A Relocatable Housing Coordinator assists in the implementation of the interim housing program and provides coordination among District personnel, building manufacturers, architects, and contractors.

## SUPERVISION

General supervision is received from higher-level facilities personnel. Positions in this class may provide technical direction over lower-level Facilities personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Procedures and policies involved in the completion of construction projects
- Standard practices followed in the placement and installation of equipment in District schools and buildings
- Safety regulations, relating to construction projects
- Building construction practices and sequence of operations
- Organizational structure of various offices in the Facilities Services Division and the District
- Budget terminology and funding sources for specific construction projects
- Contract and purchasing procedures involving services and equipment
- Standard practices in interior design, space planning, and relocation/planning management
- Close-out procedures in construction
- Project budget analysis
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

### Ability to:

- Plan, schedule, coordinate, and expedite processes for a variety of construction projects with District operating units, administrators, contractors, and vendors
- Organize and prioritize projects
- Analyze data and prepare clear, concise reports
- Read construction plans and specifications
- Estimate labor and material costs
- Use Microsoft operating systems and word processing, database and spreadsheet software
- Communicate effectively, both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education

Completion of 60 semester units or 90 quarter units from a recognized college or university preferably including courses in mechanical, civil, or electrical engineering; interior design; architecture; business management; or, construction management. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

Three years of experience coordinating, analyzing, planning, or reporting on construction or repair and modernization projects or programs. A bachelor's degree preferably in architecture, engineering, construction, business administration, or interior design may be substituted for up to two years of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the state of California  
~~A valid California Driver License.~~  
Use of an automobile.

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

Revised  
06-16-2022  
JPK2

District Notification Date: 05/31/22  
Union Notification Date: 6/1/22

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification actions be approved:

<b>From:</b>	Associate Strategic Planning Systems Engineer (1203) (\$10,608.07- \$ 13,217.95/ Monthly)	<b>To:</b>	Strategic Planning Systems Engineer (1200) (\$12,200.23 - \$ 15,120.58 / Monthly)
<b>POS:</b>	(30405272) A Basis		(30405272) A Basis
<b>Location:</b>	IT Infrastructure Project Execution, Information Technology Division	<b>Incumbent:</b>	J. Del Nostro (EN 610354) Cost Center (1079601)

**Reason for Reclassification:** The subject position meets the class concept of Strategic Planning Systems Engineer in that the incumbent in the position is responsible for developing and designing network architecture/infrastructure; evaluating and making recommendations of new technology that can be supported and integrated with existing IT technology and District IT network infrastructure; regularly reviewing performance and capacity of current and future IT infrastructure; negotiating and meeting with vendors frequently; managing the implementation of large systems architecture projects throughout various stages; serving as an escalation point for infrastructure/network related connectivity issues; and is responsible for liaising with outside agencies for the integration and architectural design of IT infrastructure projects for the benefit of students residing within District boundaries.

**Status of Incumbent:** Incumbent J. Del Nostro (EN 610354) must compete in the examination for Strategic Planning Systems Engineer, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned. In the absence of an eligibility list, the incumbent may be provisionally assigned to the position pending the results of the examination.

**Effective Date:** June 1, 2022

RGK/JAP

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

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR  
SUBJECT: **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

RECOMMENDATION:

It is recommended that, effective June 16, 2022:

I. The following classes be abolished:

Assignment Technician (CPOS) 2731  
Chief Electrical Inspector 1660  
Data Processing Support Assistant 1144  
Data Processing Tape Librarian 4733  
Director of Performance Management 4985  
Parent Network Liaison Coordinator 2790  
Senior Assignment Technician (CPOS) 2726

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

III. Final approval to Rule 596, Overtime to remove the following classification: Director of Performance Management.

BASIS OF RECOMMENDATION:

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

RGK: JAP



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

**CASE No. 12224**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Senior IT Operations Manager

**EFFECTIVE DATE:**

June 16, 2022

**GROUP, SERIES:**

Business Administrative Series,  
Executive/Administrative Group

**MONTHLY SALARY RANGE:**

\$9,349.37 \$9,856.99 \$10,401.83 \$10,970.27 \$11,574.70

**SALARY SETTING BASIS:**

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

**BACKGROUND:**

The Information Technology Division (ITD) is continuing to restructure their organization to improve alignment between the departments and their functions. The new classification of Senior IT Operations Manager was requested as part of the solution while the Division phases out some classifications in various IT areas.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed class of Senior IT Operations Manager will report to a director-level classification or designee in ITD and will be responsible for overseeing the development and implementation of business and operational processes to ensure the performance of a defined IT department is maximized. Additionally, the proposed class will review and oversee project plans and costs, manage the escalation of problems, monitor the department budget, evaluate department staff performance, and provide updates to senior management regarding projects and on-going department issues. Additionally, the proposed class is accountable for general supervision over IT Operations Managers and other lower-managerial personnel and will oversee their respective departments through their subordinate managers.

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

The proposed salary is based on internal alignment considerations. Internally, the proposed classification has a similar level of responsibility and accountability as other internal IT classifications at the salary range of \$9,349.37 - \$11,574.70/month. The classifications are similar in the areas of management, accountability, and representation. Therefore, allocation of the proposed class to a salary range of \$9,349.37 - \$11,574.70/month is appropriate.

**RULE AMENDMENT(S):**

Final approval is to be given to the amendment of Rule 596, Overtime to include Senior IT Operations Manager in the list of classes exempt from the overtime payment provisions of the rule.

## SENIOR IT OPERATIONS MANAGER

### DEFINITION

Manages the staff involved in the planning, organization, and coordination of daily operations for a defined department within the Information Technology Division, serves as the escalation point for problems, and provides operational solutions compatible with District standards, policies, software, and infrastructure.

### TYPICAL DUTIES

- Oversees the development and implementation of business and operational processes, standards, procedures, and policies to improve the overall quality and performance of the department.
- Assists with the development of requisitions, bids, and specifications, and the negotiation, administration, evaluation of contracts for equipment and services, and vendor management, which includes applicable service level agreements (SLAs).
- Reviews and oversees the estimation of project costs and preparation of project plans in conjunction with technical leads.
- Monitors budget, controls expenditures, plans and allocates resources of an IT Department
- Manages escalation of problems by providing operational expertise and recommendations to senior management for on-going service issues.
- Coordinates resolution of issues in accordance with District policy, applicable laws, and regulations.
- Leads the strategic technology planning, tactical operation planning, and the development of contingency operation plans.
- Confers with and advises administrators, user representatives, and technical personnel regarding development and design of IT systems or applications.
- Develops and presents reports and status updates to senior management regarding identified needs, proposed solutions, business strategies, and projects.
- Evaluates staff performance and conducts progressive discipline procedures.
- Oversees and monitors department and team workloads through subordinate managers.
- Represents an IT department at meetings with various organizations and project groups.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior IT Operations Manager oversees staff in a defined IT department and determines appropriate departmental policies, procedures, and courses of action that align with the respective Branch strategy.

A Director in IT directs and administers their specialized branch within the Information Technology Division.

An IT Operations Manager provides services, processes, and standardizes procedures for an IT department within the Division of Information Technology.

## SUPERVISION

General direction is received from a Director in IT or designee. General supervision is exercised over IT Operations Managers and other lower-level and/or technical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- IT Service Management and Information Technology Infrastructure Library (ITIL) principles
- Project Management principles
- Theories, principles, and practices of contract administration
- Personnel Management principles
- Effective supervisory principles and techniques
- Interpretation and application of provisions of collective bargaining agreements

### Ability to:

- Delegates tasks to team members
- Develops and maintains relationships with key stakeholders
- Ability to leverage data driven metrics
- 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
- Maintain effective working relationships with District leadership, personnel and representatives of manufacturers and other organizations
- Negotiate and maintain SLAs with vendors

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, with a bachelor's degree preferably in business administration, computer science, or a related field. Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis provided that graduation from high school or evidence of equivalent education proficiency is met.

### Experience:

Five years of planning, coordinating, and overseeing IT operations or IT applications and functions, preferably including experience in customer support, business systems application development, or IT infrastructure upgrades. Three years of the above experience must have been in a supervisory position.

### Special:

A valid Information Technology Infrastructure Library (ITIL) Foundation certification is required  
An ITIL Managing Professional certification or higher is preferred

A valid driver's license to legally operate a motor vehicle in the state of California  
Use of an automobile

#### SPECIAL NOTES

Employees in this classification are subject to call at any hour.

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

New Class  
06-16-22  
MCV