

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

Council Meeting  
TUESDAY, JUNE 28, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting  
THURSDAY, JULY 7, 2022  
3:00 P.M., VIA ZOOM  
[PC Meeting Zoom Link](#)  
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-\_\_\_-\_\_\_-\_\_\_)*

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Find your local number: <https://lausd.zoom.us/j/99492004544>

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 June 9, 2022.
4. Receipt of minutes of the meeting of June 16, 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 June 6, 2022. (RDA 1739, 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 June 8, 2022. (RDA 1740, 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 June 9, 2022. (RDA 1741, 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 June 17, 2022. (RDA 1742, 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 June 23, 2022. (RDA 1743, Instructional Assistance Series)
  - f. Position at Vista Del Valle Dual Language Academy, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective June 2, 2022. (RDA 3050, Clerical Series)
6. Approval of revised Class Descriptions recommended, effective July 7, 2022: **APPROVED**

Administrative Assistant, Board Secretariat  
Benefits Manager  
IT Infrastructure Project Network Engineer

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

<u>Class Title</u>	<u>Recommendation</u>
Benefits Manager (\$8,394.94-\$10,401.83/mo.) Class Description dated July 7, 2022.	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.
Supervising Building/Construction Inspector (\$8,760.52-\$10,914.62/mo.) Class Description dated July 24, 2017.	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.
IT Infrastructure Project Network Engineer (\$37.86660-\$47.17547/hr.) Class Description dated July 7, 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.

8. It is recommended that the following reclassification actions be ratified: **APPROVED**

Case 12249

Case 12266

9. Salary Reallocation for the Class of Administrative Assistant, Board Secretariat. (Case 12218) **APPROVED**

~~10. a. Establishment of the classification of Facilities Strategy Director. (Case 12177) **PULLED**~~

~~b. Approval of Class Description recommended, effective July 7, 2022: **PULLED**~~

~~Facilities Strategy Director~~

~~e. Authorization of Field of Competition in forthcoming examination: **PULLED**~~

<u>Class Title</u>	<u>Recommendation</u>
<del>Facilities Strategy Director (\$12,074.01-\$15,042.15/mo.)</del>	<del>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.</del>

11. a. Establishment of the classification of Senior Interior Designer. (Case 12222) **APPROVED**
- b. Approval of Class Description recommended, effective July 7, 2022: **APPROVED**

Senior Interior Designer

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

<u>Class Title</u>	<u>Recommendation</u>
Senior Interior Designer (\$42.61973-\$52.79837/hr.)	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.

12. Amendment to Rule 812, Vacations. Tentative Approval recommended. (Case 12171) **APPROVED**

Purpose: LAUSD has entered into agreements with the majority of bargaining units to modify the vacation cap to limit vacation accrual and has requested that the Personnel Commission Rule be aligned accordingly.

13. 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.

14. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:
- a. Disciplinary Appeals
- Area Facilities Services Director
  - Plumber
  - Window/Wall Washer
- b. Examination Appeals
- Senior/Principal Administrative Analyst
  - Tractor Mower Operator

15. Reconvene Regular Session and report of actions taken in Closed Session.
16. Administrative Review for a Probationary Area Facilities Services Director. (Case 0697)
17. Consideration of the recommendation of staff on the Disciplinary Appeal for:  
Window/Wall Washer (Case 0423)
18. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeal for:  
Plumber (Case 0227)
19. Consideration of the recommendation of staff on the Examination Appeals for:  
Senior/Principal Administrative Analyst (Case 0180)  
Tractor Mower Operator (Case 0181)
20. Receipt of the Personnel Commission Activity Report for the Fourth Quarter of the 2021-22 School Year.

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.*

## ADMINISTRATIVE ASSISTANT, BOARD SECRETARIAT

### DEFINITION

Provides administrative assistance of a highly responsible nature to the Executive Officer of the Board of Education and supervises activities of the Board Secretariat.

### TYPICAL DUTIES

- Assists the Executive Officer of the Board of Education in the administration of the Board Secretariat's Office, ~~including codification and publication of Board rules and administrative regulations,~~ maintenance of official files of the Board of Education, and direction of secretarial and other services for Members of the Board of Education.
- Assists in planning and directing the activities of the Board Secretariat, including assigning duties to employees to meet work-load demand, preparing training for new employees, assisting and processing new employee paperwork, reviewing the work of employees, resolving difficult work problems, and consulting on solutions to other special problems.
- Assists in administering the annual budget by analyzing and evaluating requests for new and replacement equipment and personnel.
- ~~Assists in~~ Coordinates the preparing preparation and processing of accounting, budgeting, personnel, and purchasing documents related to operations and activities of the Board Secretariat's Office and the individual Board Members' offices.
- Assists in orienting new Board members by providing background information on the District, previous actions of the Board, and current issues before the Board of Education.
- Coordinates special projects at the discretion of the Executive Officer, such as coordinating offsite meetings and events by scouting locations and vendors, venue walkthroughs, and logistics; collaborating with City and County representatives on District elections and redistricting initiatives; and organizing orientation materials and meetings for new Board members.
- Coordinates activities and makes arrangements related to the holding of for the Executive Officer's calendar, Board meetings, and committee meetings, hearings, and special events, such as transportation, hotel accommodations, processing travel expense claims, and assists with the development of office calendars
- ~~Provides information to District staff and the public regarding Board policies and specific subjects before the Board for action.~~
- Responds to public inquiries on the telephone and in person; provides information on District rules, regulations, policies, and procedures; specific subjects before the Board; researches various issues which may involve contacting internal and external sources; and consults and interacts with staff, parents, and community members to resolve issues.
- Acts for the Executive Officer of the Board of Education by accepting legal service for the Board of Education, reporting such service to the Board of Education, and referring matters to General Counsel or senior staff as appropriate.
- ~~Interprets Board rules, regulations, adopted policies, and procedures for the public, exercising judgment, tact, and discretion.~~
- Informs interested persons of actions of the Board of Education.
- Resolves problems brought to the Board Secretariat's Office and resolves administrative details.
- Assists in preparation of evaluations of Board Secretariat staff.
- Oversees the assembly of materials for the Executive Officer of the Board of Education and organizes these materials in the agenda order.
- Consults with and acts as a liaison between Secretariat Office, Board Member offices, division

heads and other staff members regarding the status of various functions and items of Board business, scheduling of meetings, and correspondence.

Supervises the maintenance of personnel and organizational records and files.

Reviews telephone service and other equipment utilization and recommends ways and means to provide for maximum efficiency and economy.

Reviews office layout and facilities and makes recommendations and coordinates allocation of space and improvements.

Compiles, ~~and organizes,~~ and summarizes information requested by the Board Members and their staff and performs research as required.

~~Types letters, memoranda, speeches, and other materials.~~

Composes, edits, and directs the preparation of correspondence, memorandums, documents, and office procedures on behalf of the Executive Officer.

~~Oversees the screening of mail, and the composition, organization, and editing of letters, memoranda, reports, and other materials of correspondence and telephone calls~~ originating in the office of the Board Secretariat and Board Members Offices and refers them to the appropriate administrator.

Maintains confidential records necessary for the operation of the office and prepares digests of files as necessary.

Attends official meetings, as required, and writes notes of the meetings for official Board files.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Administrative Assistant, Board Secretariat provides administrative ~~assistance~~ duties of a highly responsible nature under the direction of ~~to~~ the Executive Officer of the Board of Education, supervises administrative Board Secretariat staff, and coordinates functions of the Board Secretariat with other offices of the District.

An Administrative Assistant to Board Members performs administrative assistance duties of a highly responsible nature under the direction of a Member of the Board of Education; exercises judgment, discretion, and tact in dealing with the public; and relieves the Board Member of administrative detail.

~~An Executive Secretary performs a combination of secretarial and administrative duties with special emphasis on relieving an executive of administrative details and assisting in communications with District staff, other agencies and organizations, and the public.~~

## SUPERVISION

General supervision is received from the Executive Officer of the Board of Education. Supervision is exercised over ~~the~~ lower-level staff of the Board Secretariat.

## CLASS QUALIFICATIONS

### Knowledge of:

- Board of Education rules, regulations, policies, procedures, organization, and functions
- Pertinent provisions of the Open Meeting Laws (Brown Act) and applicable methods and procedures
- Basic law and rules affecting District operations
- Organization and key personnel of the District
- Principles of office management
- Microsoft Windows ~~or Macintosh/Apple~~ operating system and related programs
- Modern office practices, procedures, and equipment
- Sources of information within the District and in the community

Parliamentary procedures  
Punctuation, spelling, and grammar  
Principles of supervision and training  
Budget preparation and maintenance

Ability to:

Supervise, assign, and review the work of others  
Interpret rules, regulations, policies, and procedures  
Obtain and impart information courteously and accurately  
Exercise initiative and judgment and make sound decisions  
Observe the confidentiality of the work of the Board Secretariat's Office and Board of Education  
Prioritize, coordinate, and work under pressure  
Prepare and edit reports and other material  
Work effectively with District staff and the public  
Compose correspondence on a wide variety of subjects

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in business or public administration. Additional qualifying experience as an administrative assistant or secretary to an executive or administrator. may be substituted for the required education on a year-for-year basis provided that evidence of graduation from high school or the equivalent education proficiency is presented.

Experience:

Four years of experience as an administrative assistant or secretary to an executive or administrator. Experience must have included one year supervision experience over clerical staff and budget preparation and maintenance.

Special:

A valid California Driver License.  
Use of an automobile.

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

Revised  
LKD  
07-07-22



## BENEFITS MANAGER

### DEFINITION

Oversees the day-to-day operations of all areas in the ~~Health~~ Benefits Administration Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

### TYPICAL DUTIES

- Directs the day-to-day activities of the ~~Health~~ Benefits Administration Branch which include processing health benefits enrollment applications, assisting employees and retirees with insurance questions, transmitting eligibility data to health plans vendors, and resolving problems with plan representatives.
- Interprets and applies provisions of the collective bargaining agreements relative to health benefit eligibility.
- Reviews collective bargaining proposals related to health benefits.
- Analyzes health benefit trends and practices related to the District-sponsored plans.
- Reviews State and Federal legislation and assesses the impact on District plans.
- Reviews health benefits activities including the transmittal of data to plan vendors to ensure compliance with policies and procedures and ensures proper payment to plans for covered employees and retirees.
- Assists the Director of Benefits Administration in developing and implementing branch policy and procedure changes.
- Reviews plan effectiveness and vendor compliance with contract requirements and performance guarantees.
- Interfaces with the Health Benefits Committee consultant regarding various plan designs and cost issues.
- Works with the Health Benefits Committee to review and recommend plan benefit changes to maximize cost efficiency and the quality of benefits provided.
- Works with the Health Benefits Committee in the evaluation and selection of health plan vendors.
- Develops technology plans for the branch and reviews technology proposals developed by ITD or consultants.
- Participates in the development and implementation of branch procedures and policies, performance measures, and organization and staff recommendations.
- Presents information to various groups concerning health and medical benefits.
- Responds to inquiries from active and retired employees and prepares correspondence for the signature of the Business Manager, Chief Financial Officer, Superintendent and Board Members.
- Meets and works with representatives of other organizational units to address implementation of policies and procedures and to resolve operational problems (e.g., payroll, accounting, information technology, personnel, and staff relations).
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Benefits Manager oversees the day-to-day operations of all areas in the ~~Health~~ Benefits Administration Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

A Director of Benefits Administration directs, implements, educates, and administers a wide range of benefits programs for District employees and retirees.

~~A Contracts Supervisor supervises and participates in the negotiation, preparation, processing, and administration of contracts for goods, services and insurance coverage.~~

A Retirement and Deductions Analyst assists a Benefits Manager in coordinating the activities relative to retirement and deferred compensation deductions; and analyzes deduction operations and the retirement system and procedures.

## SUPERVISION

General direction is received from the Director of Benefits Administration. Direct supervision is given to technical and clerical support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education, Government, Insurance, and Labor Codes pertaining to health benefits
- District, State (AB528), and federal (COBRA) benefits programs available to employees and retirees of the Los Angeles Unified School District
- Provisions of the Affordable Care Act (ACA) pertaining to administration of group health plans
- Provisions of labor contracts that pertain to various health and welfare plans
- Eligibility, enrollment, and conversion requirements as applied by the District and its various benefit plans
- Legal terminology related to contracts
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

### Ability to:

- Apply and interpret rules and procedures related to enrolling in, maintaining, or converting District benefits
- Supervise and administer work activities effectively through subordinate supervisors
- Analyze employee health benefits problems and devise solutions
- Interpret pertinent laws, rules, and regulations
- Prepare clear, concise written and oral reports
- Operate a personal computer and related peripheral equipment
- Work effectively with District personnel contractors, attorneys, and the general public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in business or public administration, finance, or law.

### Experience:

Four years of experience in the area of benefits administration, at least two of which must be in the area of health and welfare benefits administration. Experience as a benefits consultant may be substituted for no more than two years of the required experience

or

Four years of professional-level experience in technical risk management, personnel, disability management, contracts, or a closely related field, including two years in a supervisory capacity.

Special:

~~A valid California Driver License.~~

~~Use of an automobile.~~

A valid license to drive in California and the availability of private transportation or the ability to utilize an alternative method of transportation

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

~~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 to 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  
07-07-22  
BM

District Notification Date: 06-10-22

## IT INFRASTRUCTURE PROJECT NETWORK ENGINEER

### DEFINITION

Provides technical expertise on projects; and leads or implements the installation and upgrading of computer, data, telecommunication, public address, closed circuit television (CCTV), cable television (CATV), intrusion alarm systems, and converged systems.

### TYPICAL DUTIES

Performs moderately complex network management design integration with other system solutions to ensure an integrated system with automated network management capabilities.  
Plans, forecasts, implements, and identifies resource requirements for network systems.  
Conducts design reviews of IT systems.  
Conducts quality assurance reviews of IT systems installations.  
Assists in designing solutions aligned with established architecture to meet the requirements of customers.  
Provides technical expertise on projects for voice, video, and data systems, including but not limited to LANs, and WLANs; intercommunication, public address, and intrusion alarm systems; CCTV; and converged networks.  
Identifies, evaluates, and assists staff in the selection of hardware, software, and services to meet specifications and requirements.  
Maintains local area network (LAN), wireless local area network (WLAN), and wide area network (WAN) installation, configuration, and ongoing field service.  
Develops scope and specification requirements for bids and contracts.  
Conducts site surveys and on-site assessments and prepares schematic diagrams for recommended and efficient installations.  
Evaluates new products, performs network problem resolution, and assists in the development and documentation of technical standards and interface applications.  
Monitors protocol compatibility, performs system tuning, and makes recommendations for improvement.  
Assists in developing architectures and planning for enterprise-wide tactical and strategic requirements, systems definition, and feasibility determination within a complex system environment.  
Plans, analyzes, and coordinates site equipment requirements.  
Assists in developing and implementing a multi-system capacity plan.  
Plans and oversees the implementation of system installations and ensures network connectivity.  
May act as a Project Leader on a school site for office system installations and configurations.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Infrastructure Project Network Engineer provides technical expertise on projects; and leads or implements the installation or upgrades of computer, data, telecommunication, public address, CCTV, CATV, intrusion alarm systems, and converged systems for schools and offices.

An IT Infrastructure Project/Program Manager performs the same duties as a Senior IT Infrastructure Project Manager except that an IT Infrastructure Manager manages less complex projects and does not supervise other Project Managers.

A WAN Specialist II programs, configures, analyzes, and monitors advanced auxiliary WAN support equipment, and/or maintains security infrastructure and provides specialized voice, video, and security expertise to ensure reliability of the District's enterprise network.

A Senior IT Electronics Communications Technician provides work direction regarding the day-to-day activities of technicians and contractors and prepares plans and specifications for new installations and alterations.

## SUPERVISION

Administrative direction is received from an IT Infrastructure Project/Program Manager. Technical supervision is exercised over lower-level technical classifications and contractors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Design principles for local area networks
- Switching and routing protocols
- Wi-Fi Technology
- Network testing tools
- IP addressing and subnet schemes
- Voice over IP routing
- Industry standard network engineering specifications
- Cisco and/or Alcatel switches and routers
- Windows and Apple servers
- Protocols such as NetBIOS, IPX, and TCP/IP
- Copper and fiber cable topologies
- Microsoft office suite and MS Project 200x

### Ability to:

- Install and troubleshoot local area networks, including wireless systems
- Review and evaluate IT system designs for compliance with District and industry standards
- Configure servers, computers, and a variety of networking equipment
- Create and modify project plans utilizing Microsoft Project
- Prepare clear and concise reports and technical documentation
- Analyze and solve complex networking problems
- Formulate and express ideas clearly and effectively in writing and orally
- Set priorities and successfully complete tasks in a timely manner
- Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters
- Maintain effective relationships with District personnel and representatives of manufacturers and other organizations

### Special Physical Requirement:

Ability to safely lift and carry tools and materials weighing up to 50 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in math, computer science, information systems, electrical engineering, or a related field. Qualifying experience in addition to that listed below may be substituted for the required education on a year-for-year basis.

### Experience:

Three years of journey level experience installing, designing, configuring and/or maintaining computer data, telecommunications, or converged systems.

### Special:

A valid California Driver License.

Use of an automobile.

Cisco Certified Network Associate (CCNA) ~~or Cisco Certified Design Associate (CCDA)~~ is required.

~~Cisco Certified Design Professional (CCDP)~~, Certified Wireless Networking Professional (CWNP) Certifications: Certified Wireless Analysis Professional (CWAP), Certified Wireless Design Professional (CWDP), or Certified Wireless Security Professional (CWSP); Cisco Certified Network Professional (CCNP), ~~CCNA Wireless, CCNA Collaboration~~, HP ATP - FlexNetwork Solutions V3, Aruba Certified Mobility Expert (ACMX) or Alcatel Lucent Certified System Expert (ACSE) certifications are preferable.

BICSI Registered Cable Distribution Designer (RCDD), Avaya Certified Solution Specialist (ACSS), Cisco Certified Internetwork Expert (CCIE), or equivalent are highly preferable.

## SPECIAL NOTE

Employees in this class may be required to work varying shifts.

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  
07-07-22  
JAP

District Notification Date  
05-24-22

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 action be approved:

<b>From:</b>	Administrative Secretary I (2406) (\$26.34886- \$32.84928/hr.)	<b>To:</b>	Administrative Assistant (2071) (\$30.86867 - \$38.23830/hr.)
<b>POS:</b>	30393336 (A Basis)	<b>POS:</b>	30393336 (A Basis)
<b>Location:</b>	Office of the Chief of Special Education, Equity, and Access	<b>Incumbent:</b>	Y. Soltero (EN 670601) (PN 30393336) Cost Center (1104101)

**Reason for Reclassification:**

The subject position meets the class concept of Administrative Assistant in that the incumbent is responsible for developing and leading the clerical duties for the Office of the Chief of Special Education, Equity, and Access and providing assistance with clerical duties for the offices reporting to the Chief such as the Office of COVID Response and the Office of the Medical Director. The assigned duties include liaising with vendors, assisting with administrative and clerical tasks associated with COVID testing and COVID vaccines; maintaining the calendars for the Chief of Special Education, Equity, and Access and the Medical Director and coordinating their meetings; screening and directing calls and emails for the Chief and organizing them according to priority; acting as the lead for the clerical staff in offices reporting to the Chief; and uploading documents to eLibrary and Legistar. Additionally, the position is tasked in ensuring payments for contracted services are received; monitoring expenditures and budget adjustments; tracking e-mails regarding contract negotiations and amendments; verifying that all signatures and correct numerical information is noted on contracts; ensuring disbursements are sent to the appropriate receivers on time; preparing time reports and payroll; editing emails, board reports, and other documents of the Chief; and coordinating with ITD for technology needs of the office.

**Status of Incumbent:** Incumbent Y. Soltero (EN 670601) is reachable on the Administrative Assistant eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

**Effective Date:** June 1, 2022

RGK/MCV

C: Talent Acquisition and Selection Branch  
Classified Employment Services Branch  
Files Unit

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>	SAP Functional Analyst (BN, BW, Security) (4836) (\$8,801.51- \$ 10,921.86/ Monthly)	<b>To:</b>	Computer Applications Administrator (1160) (\$9,631.09- \$ 11,933.38/ Monthly)
<b>POS:</b>	(30415408) A Basis		(30415408) A Basis
<b>Location:</b>	IT Business Applications, Information Technology Division	<b>Incumbent:</b>	K. Hong (EN 00922964) Cost Center (01079001)

A 2.75 percent responsibility differential be granted to K. Hong from June 13, 2022 to October 31, 2022 or until the incumbent leaves the position, whichever is sooner, and that the Personnel Director be authorized to amend the effective date of reclassification and termination date of the differential should testing be delayed, the position become vacant, or the incumbent becomes eligible for appointment prior to the reclassification date.

**Reason for Reclassification:** The subject position meets the class concept of Computer Applications Administrator in that the incumbent in the position is responsible for managing application systems implementation, scope, and project phase timelines for various web and mobile based applications such as iSTAR for incident reporting, Veoci for the Emergency Operation Center, Onapsis for security, and the Los Angeles School Anonymous Reporting (LASAR) application. In addition, the incumbent prepares budget planning, and resource allocations; meets and liaises with vendors for contract negotiations and renewals; researches and reviews technical specifications and performs cost benefit analyses of external applications in order to make recommendations to stakeholders. Further, the incumbent is also providing technical and advisory input for applications during process design to align with District's strategy; overseeing the implementation phase of applications to make technical recommendations to vendors for technical issues/bug fixes as well as managing applications after rollout; and meeting with project business stakeholders and collaborating with Information Technology Division Project Management office and the Enterprise Project Management Office.

**Status of Incumbent:** Incumbent K. Hong (EN 00922964) must compete in the examination for Computer Applications Administrator, be reachable on the resultant eligibility list and appointed to the reclassified position, or be otherwise assigned.

**Approval Date:** June 13, 2022

**Delayed Effective Date:** November 1, 2022

RGK/JAP

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



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 RECOMMENDATION FOR THE CLASS OF  
ADMINISTRATIVE ASSISTANT, BOARD SECRETARIAT**

**RECOMMENDATION:**

It is recommended that the salary of the following class be reallocated, effective July 7, 2022:

Administrative Assistant, Board Secretariat

	<u>Hourly Rates</u>				
Current	\$35.36898	\$37.36368	\$39.47378	\$41.69931	\$44.05668
Proposed	\$38.26923	\$40.42751	\$42.71063	\$45.11866	\$47.66932

**BASES OF RECOMMENDATION:**

The Office of the Board Secretariat requested the review of the salary and the class description of the Administrative Assistant, Board Secretariat in anticipation of a recruitment to address staffing needs. The Personnel Commission staff conducted a review and the class description is being revised to better reflect current duties and responsibilities of the class. The proposed class description revisions are included in the agenda in conjunction with this report.

Commission staff also conducted a salary survey to determine the classification's market comparability. Comparable external classifications were found, such as Corona-Norco Unified School District's Senior Executive Assistant Board of Education (\$102,055.00/yr. – geographically-adjusted top step), Long Beach Unified School District's Executive Secretary to the Superintendent/Board of Education (\$95,250.00/yr. - geographically-adjusted top step), and County of Los Angeles' Head Board Specialist (\$94,008.00/yr. - geographically-adjusted top step). The geographically adjusted salary distribution of external data indicates a maximum salary of \$98,761.50/yr. at the 75<sup>th</sup> percentile. Therefore, allocation of the proposed class to a salary range \$38.26923 - \$47.66932/yr. or \$99,533.54/yr. is appropriate.

Note: The hourly rates include the 5% increase that was approved by the Board of Education on June 14, 2022.

RGK/LKD

c: Classified Employment Services Branch  
Files Unit

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

**CASE No. 12222**

**RECOMMENDATION(S):**

**CLASS TITLE:**  
Senior Interior Designer

**EFFECTIVE DATE:**  
July 7, 2022

**GROUP, SERIES:**

Planning Group, Architectural and Engineering Series

**SALARY RANGE:**

\$42.61973 \$44.96381 \$47.43682 \$50.04585 \$52.79837/hour \*

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Planning Group, Architectural and Engineering Series.

**BACKGROUND:**

The Facilities Services Division (FSD) Project Execution Branch has seen an increase in asset management, comprehensive modernization, and school upgrade projects due to the implementation of bond measure RR. The Furniture and Interiors Group (FIG) has requested the establishment of the Senior Interior Designer to support management in supervising programs, projects, and the day-to-day activities of the FIG Planning Unit. The unit currently has 2 Lead Interior Designer Contract Professionals who are performing part of the work. The addition of the Senior Interior Designer class would bridge the gap between the journey-level interior designer and the Furniture and Design Director classes, create a promotional path for District Interior Designers, and yield cost-savings for the District by moving away from relying on contract professionals.

**BASES OF RECOMMENDATION:**

The incumbent in the proposed class of Senior Interior Designer will supervise, lead, coordinate, and provide interior design services and the selection, placement, delivery, and set-up of furniture and equipment for educational programs, school sites, and offices for the District.

The incumbent in the proposed class will also be responsible for:

- Leading all design phases for interior projects, establishes the vision for projects, leads the design team, and has extensive interaction with various stakeholders throughout the project life cycle
- Supervising the work of interior designers and other F+IG staff by reviewing design and technical drawings to ensure compliance with design solutions as well as schedule and budget qualifications
- Coordinating work schedules and project assignments of interior designers and other staff.
- Reviewing and producing final cost estimates; managing overall design budget of interior projects and variances to the budget.
- Delegating assignments to subordinates and conducting performance appraisals.

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

The proposed salary is based on external market data and internal alignment considerations. Externally, the classification was found to be comparable to various public sector positions that are involved in supervising interior design activities of a unit. Comparable external classifications include the Pima County Interior Designer Senior, County of Riverside Facilities Planning Supervisor, and VA Loma Linda Healthcare Supervisory Interior Designer. The geographically adjusted salary distribution of public sector data indicates a maximum hourly rate of \$52.79837 at the 75th percentile. Internally, the proposed salary is approximately 14% above the Interior Designer top step. Therefore, the salary range of \$42.61973 - \$52.79837/hr is appropriate.

\*The proposed salary range may be subjected to adjustments in accordance with applicable District-approved or negotiated salary increases.

**RULE AMENDMENT(S):**

None

## SENIOR INTERIOR DESIGNER

### DEFINITION

Leads, coordinates, and provides interior design services and the selection, placement, delivery, and set-up of furniture and equipment for educational programs, school sites, and offices for the District.

### TYPICAL DUTIES

- Leads all design phases for interior projects, establishes the vision for projects, leads the design team, and has extensive interaction with various stakeholders throughout the project life cycle.
- Initiates, schedules, and leads planning and coordination meetings with Furniture and Interiors Group (F+IG) and other Facilities staff, school site administrators, vendors, and other entities.
- Translates, plans, and executes the instructional vision of District executive staff, Administrators and teachers and other end users.
- Develops, maintains, and analyzes project database, space and end user requirements to determine the most efficient use of space according to design.
- Supervises the work of interior designers and other F+IG staff by reviewing design and technical drawings to ensure compliance with design solutions as well as schedule and budget qualifications; provides balance between aesthetic features and existing structures, site and environment.
- Reviews and finalizes space plans for projects with interior designers and lower-level staff; provides feedback on the work product and provides additional training as needed.
- Coordinates work schedules and project assignments of interior designers and other staff.
- Delegates assignments to subordinates and conducts performance appraisals.
- Recommends policies, procedures, guidelines and product standards.
- Conducts manufacturer, vendor and product reviews to establish the criteria for their participation in the furniture and interiors program.
- Provides expert advice on the selection and design of essential fixtures and finishes to use for projects; for equipment and furnishings to ensure maximum durability for longevity, aesthetic value, life expectancy, functional space arrangements, flow plan, etc.
- Presents briefings and issues updates regarding interior projects to Executive Facilities staff as required.
- Prepares detailed reports on F+IG planning, procurement and logistics for Furniture and Equipment project planning.
- Reviews and produces final cost estimates; manages overall design budget of interior projects and variances to the budget.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Interior Designer leads complex interior design services and solutions for facilities and school construction projects and supervises a team of interior designers.

The Furniture and Interior Design Director organizes, directs, and coordinates the activities of staff responsible for interior design services and furniture solutions.

An Interior Designer provides interior design services and solutions for construction and modernization projects.

## SUPERVISION

General direction is received from the Furniture and Interior Design Director or a higher-level administrator. Supervision is exercised over lower-level personnel such as Interior Designers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of facilities design
- Principles, practices and techniques for space planning
- Timeline and budget preparation
- Basic concepts and application of scheduling, procurement, and business data processing
- Microsoft Word, Excel, Outlook, and PowerPoint
- Building codes, ADA, CEQA, fire and life code as they relate to furniture and equipment
- Principles, practices, and techniques of project management

### Ability to:

- Supervise effectively
- Plan and design interior spaces and specify furniture and equipment necessary to satisfy school educational and operational requirements
- Estimate furniture, equipment, and interior finish costs
- Read and interpret architectural and engineering plans, drawings, and specifications
- Operate major computer-aided software system such as AutoCAD and SketchUp
- Communicate effectively, both orally and in writing
- Conduct meetings and make presentations
- Work effectively with Facilities personnel and school administrators and staff
- Operate a computer and associated peripheral devices

## ENTRANCE QUALIFICATIONS

### Education

Graduation from a recognized college or university with a bachelor's degree preferably in interior design, architecture, or related field.

### Experience:

Four years of full-time experience conceptualizing, planning, selecting, and coordinating interior layouts, interior building finishes, furniture and equipment.

Special:

A valid license from the National Council of Architectural Registration Boards (NCARB) or certificate from the National Council for Interior Design Qualification (NCIDQ) is preferable.

A valid California Driver License.

Use of an automobile.

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

Revised  
07-07-22  
CP

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR  
SUBJECT: PERSONNEL COMMISSION AMENDMENT OF RULE 812 VACATIONS, ALIGNMENT WITH BARGAINING UNIT AGREEMENTS (TENTATIVE APPROVAL)

EXPLANATION:

LAUSD has entered into agreements with the majority of bargaining units to modify the vacation cap to limit vacation accrual and has requested that the Personnel Commission Rule be aligned accordingly.

It is, therefore, recommended that tentative approval be granted the amendment of Rule 812.

AMENDMENT:

812 VACATIONS

\* \* \*

I. No employee shall be permitted to accrue vacation in an amount greater than that which the employee earns in 18 months (the employee's "vacation cap amount"). The average of 21.75 days per month is used when calculating the vacation cap. Once the employee has accrued vacation in an amount equal to the employee's vacation cap amount, the employee shall cease to accrue vacation until he or she uses vacation in an amount sufficient to reduce the accumulated vacation balance below the vacation cap amount. ~~All appropriate adjustments shall be made annually at the end of each fiscal year so that the earned vacation balance carried forward to the next fiscal year shall not exceed the employee's "vacation cap amount."~~

1. Consistent with the 18 month vacation cap amount set forth in I. above, the following procedure for scheduling of vacation time shall be in effect:

\* \* \*

\* \* \*

K. Lump-sum payment for vacation earned during substitute, relief, and provisional assignments during the period excluded from the basic assignment may be made at the discretion of the head of the division or area in which the employee is regularly assigned. Such lump-sum payment shall be:

1. Authorized by the division head and/or ~~Educational Service Center~~ Local District administrator by not later than November 1 of each year.
2. Calculated at the rate at which the employee is paid during the limited-term assignments. If the employee is paid for limited-term assignments at more than one rate, the lump-sum payment shall be calculated at the last rate paid for such assignments on which vacation is earned.

\* \* \*

- S. 1. Notwithstanding the foregoing provisions and in order to facilitate a complete transition from an unlimited vacation accrual system to the 18 month vacation cap system, the District shall, for each employee employed by the District, calculate the employee's total accrued vacation as of June 30, 1994 (the "1994 accrual bank"). The District will then credit each employee with the employee's 1994 accrual bank as vested vacation to be paid out at the time the employee separates from the District, but at the employee's salary rate in effect as of June 30, 1995.

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SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

Date: July 7, 2022

TO: THE PERSONNEL COMMISSION

SUBJECT: **PERSONNEL COMMISSION ACTIVITY REPORT FOR THE FOURTH  
QUARTER OF 2021-2022 SCHOOL YEAR**

<b>CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)</b>		
<u>TOPICS</u>		<u>NUMBER OF</u>
New Hire & Rehire Actions (not from Reemployment Lists)		<b>1,110</b>
Rehire Actions (from Reemployment Lists)		<b>1</b>
Promotion Actions		<b>370</b>
Leave Actions		<b>1,265</b>
Substitute Calls - Filled		<b>40%</b>
Substitute Calls - Unfilled		<b>60%</b>
<b>CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)</b>		
New Classifications		<b>4</b>
Abolished classifications		<b>14</b>
Reclassification Studies	No Changes	1
	Reclassifications	51
Salary Reallocations		<b>8</b>
CD Revisions		<b>8</b>
Duty Statement Reviews		<b>325</b>
<b>TALENT ACQUISITION AND SELECTION BRANCH (TASB)</b>		
Number of Lists Produced		<b>129</b>
Number of Eligibles on Eligibility Lists		<b>2,291</b>
Number of Applications Received		<b>14,663</b>
Number of Candidates Tested		<b>6,464</b>



<b>ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)</b>	
Number of Training Sessions Conducted	<b>50</b>
Number of Training Participants	<b>3,232</b>
Number of Tuition Reimbursement Requests	<b>49</b>
Number of Online Training Modules Completed	<b>6,165</b>