
2. Approval of minutes of the meeting of June 13, 2019.

3. Receipt of minutes of the meeting of June 27, 2019.

**CONSENT ITEMS**

4. Ratification of Reclassification by Director’s Approval: **APPROVED**

   a. Vacant position at Vista Middle School, Local District Northeast, from Senior Office Technician ($17.07022-21.26859/hr.) to Office Technician ($14.48284-20.11325/hr.), effective July 1, 2019. (RDA 3017 Clerical Series)

   b. Vacant position at Vista Middle School, Local District Northeast, from Senior Office Technician ($17.07022-21.26859/hr.) to Office Technician ($14.48284-20.11325/hr.), effective July 1, 2019. (RDA 3018 Clerical Series)

5. Approval of revised Class Descriptions recommended, effective July 11, 2019: **APPROVED**

   Assistant Contract Administration Analyst
   Contract Administration Analyst
   Deputy Director of Facilities Legislation, Grants, and Funding
   Director of Facilities Legislation, Grants, and Funding
6. Authorization of Field of Competition in forthcoming examinations: **APPROVED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Administration Analyst ($38.62425-48.09358/hr.)</td>
<td>Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.</td>
</tr>
<tr>
<td>Deputy Director of Facilities Legislation, Grants, and Funding ($9,005.57-11,152.73/mo.)</td>
<td></td>
</tr>
<tr>
<td>Director of Facilities Legislation, Grants, and Funding ($9,755.21-12,154.30/mo.)</td>
<td></td>
</tr>
</tbody>
</table>

Class Description dated July 11, 2019.

| Assistant Contract Administration Analyst ($36.54946-45.56235/hr.) | 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. |
| Class Description dated July 11, 2019. | |

7. Amendment of Rule 831, Tuition Reimbursement. Final approval recommended, effective July 11, 2019. (Case 11733) **APPROVED**

Purpose: On December 11, 2018 the Board adopted bargaining unit agreements which included an increase in tuition reimbursement to $850 per year, effective July 1, 2018 which makes necessary the rule amendment which shall apply to District-represented classified employees.

8. 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.

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

   a. Disciplinary Appeals
   b. Examination Appeals
      ➢ Resident Construction Engineer
   c. Public Appointment
      ➢ Personnel Commissioner
10. Reconvene Regular Session and report of actions taken in Closed Session.

11. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeals for:
    
    Carpenter (Case 0614)
    Plumber (Case 0226)
    Special Education Assistant (Case 0088)

12. Consideration of the recommendation of staff on the Examination Appeals for:
    
    Resident Construction Engineer (Case 0010 and Case 0011)

DEFINITION

The Contract Administration Analyst provides journey-level work in support of contract administration and procurement activities associated with the development and/or negotiation of architectural and engineering, construction, goods, general and/or professional services contracts. An Assistant Contract Administration Analyst performs less complex acquisitions and contract administration duties and performs fewer and/or less complex negotiation duties.

TYPICAL DUTIES

Performs a combination of the following contract administration duties:

Develops solicitation documents and reviews and clarifies technical specifications for Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Qualifications (RFQ), and other contract related activities.
Performs detailed analyses on contractor cost proposals, bids, amendments, and change orders to maximize value and minimize cost of goods and services to the District.
Determines and makes recommendations regarding the timely and most cost effective methods of procuring goods and/or services under IFBs, RFPs, and RFQs.
Schedules, conducts, and leads pre-bid and pre-proposal meetings and the source selection and evaluation process with administrators, customers, contractors, and other interested parties to clarify statement of work issues and coordinate responses regarding technical issues during the RFP process.
Schedules, conducts, and leads pre-bid meetings with vendors, contractors, and other interested parties to clarify bid requirements and specifications and to coordinate responses regarding issues during the IFB process.
Negotiates contract costs, terms, and conditions with multiple vendors to maximize value and minimize cost of services to the District.
Drafts and reviews contractual documents consistent with District policies and California Education and Public Contract Codes.
Evaluates bids and proposals for responsiveness and responsibility and prepares award recommendations for management review consistent with established policies.
Administers and provides work direction for the preparation and maintenance of contract files and records.
Researches and prepares reports and correspondence regarding technical contract issues.
Participates in and conducts training sessions for school/office administrators to assist in compliance with contract policies and to maximize quality of goods and/or services and minimize costs.
Ensures fair and open competition through the maximization of outreach activities, website postings, advertisements, announcements, and meetings.
Makes oral presentations to management and policy makers regarding contract issues.
Attends meetings on behalf of the administration to identify issues and make recommendations regarding changes in processes and/or procedures.
Conducts contractor debriefings regarding contract awards/non-awards.
Monitors contract compliance and negotiates amendments or change orders.
Reviews and approves contractor invoices.
Conducts closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications. Act as a liaison between District sponsors and contractors. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Contract Administration Analyst provides journey-level work in support of contract administration activities associated with the development and/or negotiation of complex procurement, construction, general and/or professional services contracts. An Assistant Contract Administration Analyst has less complex acquisitions and contracts and performs fewer and/or less complex negotiation duties.

An Assistant Contract Administration Manager assists the Contract Administration Manager in the performance of duties.

A Contract Assistant supervises clerical staff and participates in a variety of technical and clerical processes related to proposals, bids and/or professional service contracts.

A Coordinating Contract Assistant organizes the work flow of various units within the Contract Section, acts as liaison between the Contract Section and other departments, and conducts research on the more complex contract issues.

SUPERVISION

General supervision is received from a supervisory or management employee. Work direction may be exercised over the work of lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Applicable local, State, and federal laws, rules, regulations, and policies governing public procurement and contract administration processes
- Legal terminology related to procurement and/or contracts
- Contract terminology, forms, legal entities, signatures, and bonds
- Theories, principles, and practices of contract administration for public agencies
- Microsoft Office
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

Ability to:

- Analyze situations, identify problems, and recommend solutions.
- Understand, interpret, and apply laws, rules, and procedures related to the contractual obligations of the Board of Education
- Use language to facilitate ease of understanding in the preparation of various contracts, related documents, and reports
- Communicate effectively verbally, both verbally and in writing
- Organize and maintain files and keep accurate records
- Work effectively with District personnel, vendors, and others
- Negotiate contracts and service level agreements to obtain the best value
- Use computers with Microsoft operating systems and word processing, database, and spreadsheet software
ENTRANCE QUALIFICATIONS

Contract Administration Analyst

Education:

Graduation from a recognized college or university, preferably with a degree in engineering, business or public administration, finance, school business administration, law, or related field. Experience in addition to that listed below may be substituted for the required education on a year-for-year basis for up to two years provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of contract administration experience in a formal competitive bid environment negotiating and/or administrating acquisitions for professional services or goods and general services contracts. At least one year of the above experience must have included the development and administration of RFP and/or IFB documentation.

Three years of architectural, engineering, or construction contract administration experience which included the execution or administration of architectural, engineering, or construction contracts or agreements.

Three years of professional contract administration experience comprised of one or more of the following facets of contracting:

- Prequalification (PQ) and pre-award in construction contracting.
- Formal Competitive Bidding (IFB) in construction contracting.
- Formal Competitive Bidding Invitation for Bid (IFB) in Goods and General Services contracting.
- Professional Services and/or Architectural and Engineering contract administration.

Special:

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

Assistant Contract Administration Analyst

Education:

Graduation from high school or evidence of equivalent educational proficiency, and sixty semester units or quarter unit equivalent from a recognized college or university. Experience in addition to that listed below 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:

Two years of experience in the preparation, processing, execution, or administration of construction, professional service, and/or goods and general service contracts.

Special:

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

SPECIAL NOTE:

An employee in this class may be subject to the reporting requirements of the District’s Conflict of Interest Code.

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

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

Revised 07-11-19

District Notification Date: 05-24-2019

Union Notification Date: 06-12-2019

SH
DIRECTOR OF FACILITIES LEGISLATION, GRANTS, AND FUNDING 1926
DEPUTY DIRECTOR OF FACILITIES LEGISLATION, GRANTS, AND FUNDING 1927

DEFINITION

Responsible for planning, organizing, directing, and reviewing all grants and funding programs and related legislative activities for new and existing facilities for the District. The Deputy Director assists in the management of the Department and acts for the Director as required.

TYPICAL DUTIES

Directs and manages the funding and grants programs for facilities, including funding for school facilities master plans.
Coordinates the development of District-sponsored facilities legislation and develops and presents information in support of bills to various State Senate and Assembly committees and other state agencies and bodies under the guidance of the Office of Legislative Affairs and Governmental Relations.
Analyzes proposed and existing legislation pertaining to the District’s ability to secure and use funding from bonds and other sources, coordinates review by appropriate District personnel and assists in formulating the District’s position regarding the legislation, and provides testimony as needed to various State Senate and Assembly committees and other state agencies and bodies regarding the District’s position under the guidance of the Office of Legislative Affairs and Governmental Relations.
Advises capital improvement project planning teams on Title 5 requirements, confirms adequacy of proposed design features, and suggests changes to designs as necessary to ensure compliance.
Prepares, reviews, and expedites funding and grant applications.
Locates new sources for funding projects.
Pursues State matching funds for all programs.
Creates and reviews budgets and monitors program site expenditures for overspending or underspending.
Monitors reimbursement activities and processing of funding payments.
Reviews and negotiates federal and State grant contracts and the preparation of required reports in order to ensure compliance with the funding terms and conditions and to establish terms that are mutually acceptable to grantors and the District.
Develops forms for the collection of data regarding the funding terms and conditions of grants; supervises and conducts in-service training and presentations regarding completion of forms, terms, and conditions; and coordinates collection and compilation of data.
Prepares and maintains a report of grants and funding programs status and calendar of important related dates.
Evaluates the District’s grants and funding policies and procedures and recommends changes to ensure that federal, State, and other sources requirements are met.
Serves as liaison between grant and funding providers and Facilities management.
Confers with other divisions and governmental agencies in regard to matters affecting grants and funding responsibilities.
Coordinates with the Office of Environmental Health and Safety and environmental experts and consultants to determine environmental or mitigation methods to be implemented to ensure California Department of Education (CDE) approval of proposed school sites and projects, as needed.
May be involved in disaster recovery funding efforts for the District.
Directs, motivates, and evaluates managers and staff.  
Plans, directs, reviews, and may participate in training for staff.  
Performs related duties as assigned.  

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES  

The Director of Facilities Legislation, Grants, and Funding is the administrative head of Facilities-related budgets and grant applications for Federal and State funding and oversees activities relating to the development, interpretation, and advocacy of facilities-related legislation.  

The Deputy Director of Facilities Legislation, Grants, and Funding assists the Director of Facilities Legislation, Grants, and Funding in overseeing the various activities of the Department and assists in activities relating to the development, interpretation, and advocacy of facilities-related legislation.  

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities programs.  

SUPERVISION  

Director of Facilities Legislation, Grants, and Funding  

Administrative direction is received from the Director of Facilities Program Support Services.  
General supervision is exercised over lower-level management, professional, and clerical staff.  

Deputy Director of Facilities Legislation, Grants, and Funding  

General direction is received from the Director of Facilities Legislation, Grants, and Funding.  
General supervision is exercised over lower-level professional and clerical staff.  

CLASS QUALIFICATIONS  

Knowledge of:  

- Federal and State grant programs and conditions  
- Legislative process at the State and federal levels  
- Legal bases and sources of finance of California school building programs  
- Basic principles of contract law, research, cost analysis, and accounting  
- Principles of training, employee evaluation, and employee relations  
- Applicable concepts of progressive discipline  
- Principles of public relations  
- Records and file management  
- Budget preparation and control procedures  
- Spreadsheet, database, word processing, and graphics computer software programs  
- The role of State and local agencies in support of a large school facilities program  
- State laws, policies, and regulations affecting school facilities planning, resource acquisition, and execution for new construction, modernization, and maintenance and operations  

Ability to:  

- Monitor the progress of funding and grant requests and identify what is specifically required to move them forward
Negotiate and influence policy and legislation regarding, new school construction, modernization, and maintenance and operations at the District, State, and federal level. Interpret and recognize the implications of proposed and existing State and federal legislation relating to the District’s new and existing facilities projects and programs. Prepare and review grant applications. Prepare clear and concise reports. Manage budgets within time and funding constraints. Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups. Make and review decisions objectively. Communicate effectively both orally and in writing. Organize and prioritize work. Conduct meetings and make presentations. Formulate and revise organizational policies and methods.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree, preferably including courses in business or public administration, public relations, accounting, school finance, communications, or a related field.

Experience:

Director of Facilities Legislation, Grants, and Funding

Six years of management experience in a school facilities public agency grant management and/or finance program. Two years of experience analyzing, formulating, and advocating state or federal legislation and state or federal policy affecting the construction, modernization, or maintenance and operations of school facilities may substitute for up to two years of the required experience on a year for year basis.

Deputy Director of Facilities Legislation, Grants, and Funding

Two years of program or project management experience at the professional, management, or supervisory level in a construction public agency grant management and/or finance program. One year of experience analyzing and formulating state or federal legislation and state or federal policy affecting the construction, modernization, or maintenance and operations of public agency facilities may substitute for one year of the required experience.

Special:

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

SPECIAL NOTES

1. An employee in these classes may be subject to the reporting requirements of the District’s Conflict of Interest Code.
2. Extensive travel will be required of the Director and moderate travel will be required of the Deputy Director between Los Angeles and Sacramento.
This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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

Revised LKD
07-11-19

District Notification: 06-14-19
TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: PERSONNEL COMMISSION AMENDMENT OF RULE 831 TUITION REIMBURSEMENT (FINAL APPROVAL)

EXPLANATION:

As of November 30, 2018, the District has reached tentative agreements with the Associated Administrators Los Angeles (AALA), California School Employees Association (CSEA), Service Employees International Union (SEIU) and Teamsters. These agreements provide for salary increases for the 2017-2018 and 2018-2019 school years as applicable. Therefore, it is also appropriate to provide comparable compensation increases for District-represented employees who are not represented by a union due to their designation as management, confidential or unrepresented employees. On December 11, 2018 the Board adopted the aforementioned which included an increase in tuition reimbursement to $850 per year, effective July 1, 2018 which makes necessary the following rule amendment which shall apply to District-represented classified employees.

Staff has evaluated these modifications as ministerial in nature, and therefore, recommends them for final approval, effective July 1, 2018.

AMENDMENT:

831 TUITION REIMBURSEMENT

Education Code 45387

(a) The governing board of a school district may grant reimbursement of the costs, including tuition fees, to a permanent classified employee who satisfactorily completes approved training to improve his or her job knowledge, ability or skill. Programs eligible for that reimbursement shall include courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, and conferences, meetings and other training programs that are designed to upgrade the classified service and to encourage retraining of employees who may otherwise be subject to layoff as the result of technological changes. Eligibility for reimbursement shall be in accordance with rules established by the personnel commission in those districts that have adopted a merit system. This section does not apply to any employee who is receiving training and is eligible for reimbursement by another governmental agency, organization, or association.

(b) The governing board of a school district may permit a permanent classified employee to attend a minimum of one school day each year, during working hours, for job-related in-service training with pay.

A. Reimbursement of costs up to $600 $850 for any individual employee during any 12-month period, including tuition fees, may be granted to any permanent employee who satisfactorily completes training approved by the appropriate administrator and/or the Personnel Commission. Whenever possible, approval shall be obtained before any expense is incurred by the employee.

B. Training that may be approved for reimbursement shall be designated to

1. improve the knowledge, ability or skill required by the present class, or
2. prepare the employee for promotion, or

3. train an employee, in order to compensate for technological changes, in new skills that may be utilized by the District.

The cost of outside training shall not be reimbursed if a comparable in-service training program is available.

C. In order to be reimbursed for the costs of approved training, the employee shall present to the Personnel Commission:

1. Evidence that he/she has satisfactorily completed the training with a grade of C or passing if grades are received.

2. Receipts itemizing the cost of training. Costs that may be reimbursed include tuition fees, other mandatory fees, books and other necessary training materials and laboratory fees. Traveling expenses, parking fees; nonmandatory student body fees; the cost of paper, pens, and notebooks; and other incidental costs shall not be reimbursed.

D. The employee's division head or Educational Service Center administrator shall provide certification to the Personnel Commission that the employee is eligible for reimbursement of costs of training in accordance with this Rule.

E. The following limitations are placed upon the use of tuition reimbursement:

1. Tuition reimbursement shall not be available to an employee who is receiving training and is eligible for reimbursement by any other governmental agency, organization, or association.

2. An employee whose employment with the District is terminated within 12-months of receiving reimbursement, shall refund the amount of the reimbursement to the District, or it shall be deducted from his or her final warrant. The only exception to this provision shall be in the case of layoff, death, or medical disability.

3. Training courses shall not be taken during the employee's assigned duty hours.

KG/SD
# PERSONNEL COMMISSION ACTIVITY REPORT FOR THE FOURTH QUARTER OF 2018-2019 SCHOOL YEAR

## CLASSIFIED EMPLOYMENT SERVICES BRANCH (CESB)

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>NUMBER OF</th>
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<tbody>
<tr>
<td>New Hire Actions</td>
<td>600</td>
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<tr>
<td>Rehire Actions (from Reemployment Lists)</td>
<td>2</td>
</tr>
<tr>
<td>Promotion Actions</td>
<td>329</td>
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<tr>
<td>Leave Actions</td>
<td>1,014</td>
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<tr>
<td>Substitute Calls - Filled</td>
<td>79%</td>
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<tr>
<td>Substitute Calls - Unfilled</td>
<td>21%</td>
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## CLASSIFICATION, COMPENSATION AND RULES BRANCH (CCRB)

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>NUMBER OF</th>
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<tbody>
<tr>
<td>New Classifications</td>
<td>6</td>
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<tr>
<td>Abolished classifications</td>
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<tr>
<td>Reclassification Studies</td>
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<tr>
<td>No Changes</td>
<td>4</td>
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<tr>
<td>Reclassifications</td>
<td>20</td>
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<td>Title Changes</td>
<td>2</td>
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<td>Salary Reallocations</td>
<td>1</td>
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<tr>
<td>CD Revisions</td>
<td>26</td>
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<tr>
<td>Duty Statement Reviews</td>
<td>133</td>
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</tbody>
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## TALENT ACQUISITION AND SELECTION BRANCH (TASB)

<table>
<thead>
<tr>
<th>TOPICS</th>
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<tbody>
<tr>
<td>Number of Lists Produced</td>
<td>120</td>
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<tr>
<td>Number of Eligibles on Eligibility Lists</td>
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<tr>
<td>Number of Applications Received</td>
<td>10,118</td>
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<tr>
<td>Number of Candidates Tested</td>
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<tr>
<td><strong>ORGANIZATIONAL EXCELLENCE BRANCH (CLASSIFIED TRAINING)</strong></td>
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<tr>
<td>----------------------------------------------------------</td>
<td>-----</td>
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<tr>
<td>Number of Training Sessions Conducted</td>
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<tr>
<td>Number of Training Participants</td>
<td>2,722</td>
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<tr>
<td>Number of Tuition Reimbursement Requests</td>
<td>432</td>
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</table>

Revised 11/2017