

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

Council Meeting

TUESDAY, JULY 12, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, JULY 21, 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=TGIWQ0svZG9RcHlUWHVIL1VnZzJhUT09>

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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Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of June 16, 2022.
3. Receipt of minutes of the meeting of July 7, 2022.

CONSENT ITEMS

4. 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 29, 2022. (RDA 1744, 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 30, 2022. (RDA 1745, Instructional Assistance Series)

4. Continued - Ratification of Reclassification by Director's Approval:
- 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 July 1, 2022. (RDA 1746, Instructional Assistance Series)
5. Approval of revised Class Descriptions recommended, effective July 21, 2022: **APPROVED**

Credentials and Contract Specialist
 Director of Transportation
 Instructional Aide (Transitional Kindergarten) & (Restricted)

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

<u>Class Title</u>	<u>Recommendation</u>
Credentials and Contract Specialist (\$28.17371-\$34.902278/hr.) Class Description dated July 21, 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.
Director of Transportation (\$13,349.50-\$16,330.68/mo.) Class Description dated July 21, 2022.	Open.

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

Case 12218
 Case 12281

8. a. Establishment of the classification of Assistant Transportation Services Manager. (Case 12236) **APPROVED**
- b. Approval of Class Descriptions recommended, effective July 21, 2022: **APPROVED**

Assistant Transportation Services Manager
 Transportation Services Manager

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

<u>Class Title</u>	<u>Recommendation</u>
Assistant Transportation Services Manager (\$6,376.33-\$7,925.89/mo.)	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.
Transportation Services Manger (\$7,122.87-\$8,876.25/mo.)	

9. Amendment to Rule 812, Vacations. Final 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.

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
 - Area Operations Supervisor
 - Facilities Financial Operations Manager
 - Senior/Principal Administrative Analyst

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

13. Consideration of the recommendation of staff on the Examination Appeals for:

Area Operations Supervisor (Case 0182)
Facilities Financial Operations Manager (Case 0183)
Senior/Principal Administrative Analyst (Case 0180)

Please send an email to Suzanne Morrow (suzanne.morrow@lausd.net) if you intend to address the Commissioners at this meeting including the item that you wish to discuss.

The Los Angeles Unified School District Personnel Commission, in complying with the Americans with Disabilities Act (“ADA”), requests individuals who require special accommodations to access and/or participate in Personnel Commission meetings to please contact the Personnel Commission (suzanne.morrow@lausd.net) or District office at (213) 241-7800. Please contact the District as soon as possible before the scheduled Personnel Commission meeting to ensure that the Commission or District may assist you.

CREDENTIALS AND CONTRACT SPECIALIST

DEFINITION

Performs specialized technical credentialing functions in support of the employment, contracting, processing, assignment monitoring, and the compliant status related to Every Student Succeeds Act (ESSA) and other state and federal program mandates of District and charter school certificated employees.

TYPICAL DUTIES

- Researches, analyzes, evaluates, and processes documents to assist District and charter school certificated applicants in obtaining or renewing permits and credentials.
- Advises, assists, and qualifies certificated employees to obtain all added authorizations by either transcript and/or exam passage evaluations.
- Analyzes, prepares, inputs, and maintains data for a variety of District, state and federal reports and audits, including, but not limited to Williams, Annual State Assignment Monitoring, and other state and federal programs.
- Audits classroom student composition and school master schedules using various District data sources to ensure appropriate assignment of certificated staff.
- Processes contracts and related employment documents.
- Qualifies candidates and applies for emergency credentials, education code options, and other supplementary authorizations for employees and applicants for provisional and regular assignments.
- Monitors and alerts teachers and other certificated employees of their credential expiration date and advises them of renewal requirements and procedures.
- Notifies teachers, principals, and the Certificated Assignment and Support Services Unit that teachers with expired credentials may not be able to report to work.
- Reviews credential documents and maintains files of permanent, probationary, conditional, provisional, and substitute employees to determine that appropriate credentials have been obtained or applied for from the State.
- Interprets pertinent laws and rules governing assignment monitoring and ESSA teacher compliance.
- Advises Human Resources units of the eligibility of applicants to take examinations for positions requiring special credentials, and of applicants' eligibility for regular teaching assignments to specific subject areas.
- Obtains Temporary County Certificates for eligible certificated employees who have not received credential documents from the State.
- Evaluates, determines, and monitors ESSA compliance for all certificated staff in order to ultimately report findings to District, county, State, and federal offices.
- Verifies and forwards unregistered credentials to county offices for registration.
- Operates a computer to input codes and obtain information from county offices.
- Prepares and maintains numerical data on various types of emergency credential applications as required by law.
- Composes correspondence concerning credentials.
- Contacts State and county offices concerning credential laws and regulations.
- Assists in training clerical support personnel in counter, telephone, and routine clerical tasks related to credentials and contracts.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Credentials and Contract Specialist performs specialized technical credentialing functions in support of the employment contracting processing, assignment monitoring, and ESSA compliance of District and charter school certificated employees.

The Credentials and Contract Supervisor plans and supervises the activities of a specialized technical unit responsible for the credentialing functions in support of the employment, contracting, processing, assignment monitoring, and ESSA compliance of District and charter school certificated employees.

SUPERVISION

General supervision is received from the Credentials and Contract Supervisor. Technical direction may be given to lower-level clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Personnel Policy Guide and pertinent Board rules
- Office management practices and procedures
- Requirements to qualify for and renew permits, credentials, added authorizations, and education code options
- Education Code, Title 5 of the Administrative Code, and collective bargaining agreements that pertain to the certification of teachers, administrators, and other employees requiring credentials
- Organization of the Los Angeles Unified School District
- Appropriate assignment of certificated employees
- Certificated contracts
- Every Student Succeeds Act

Ability to:

- Evaluate, for in and out of state applicants, training, experience, and educational records to determine if they meet applicable state and federal licensing requirements
- Communicate clear and concise information to certificated employees
- Compose correspondence and prepare clear, concise reports relating to the work of the office
- Interpret data related to teacher credentials, Every Student Succeeds Act, and assignments
- Maintain specialized personnel records
- Work effectively with applicants, employees, school administrators, State and county agencies, and local colleges and universities
- Utilize various computer applications such as word processing, spreadsheet, database, and email

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management and computer usage.

Experience:

Three years of clerical experience, which includes two years of ~~District personnel clerical~~ experience, preferably involving processing of assignments in District systems, transcript evaluation, ~~or credential certification procedures~~ or experience managing clerical procedures and activities in an office that included employee/public contact and the review, application, and interpretation of policies, procedures, and regulations.

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
07-21-22
SH

Administration Notification Date: 6-14-22
Union Notification Date: 6-17-22

DIRECTOR OF TRANSPORTATION

DEFINITION

Plans, directs, and coordinates the activities of the Transportation Services Division.

TYPICAL DUTIES

Administers the activities and functions of the Transportation Services Division in accordance with legal regulations and Board of Education policies.

Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles.

Formulates and implements changes in rules, regulations, policies, and procedures affecting the Transportation Services Division.

Coordinates organization plans and activities with other District organizations to meet their transportation needs for the fiscal year.

Ensures that services, equipment, vehicles, facilities, and procedures, including personnel management policies and procedures, conform to applicable regulations and District policies.

Establishes or recommends to the Chief Executive Officer, Educational Services standards, schedules, and priorities related to contingency plans; represents the Division on the District's emergency response teams, committees, and task force and directs the allocation of resources and transportation support services in emergencies.

Plans and administers the Division budget and controls expenditures for appropriations.

Manages or assists in managing Division communications activities relative to staff, other organizations, the media, and the public.

Directs, reviews, and participates in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost effectiveness; and other aspects of management.

Establishes, manages, monitors, and administers external contracts for facilities, materials and student transportation services, including forecasting the need for contracted services, procurement planning, contract development, quality assurance, performance monitoring, and management of the services.

Establishes and maintains budget and expenditure control for contracted yellow bus services.

Develops and reviews personnel management policies and procedures within the organization and ensures that personnel programs and transactions conform to regulations and District policies.

Plans, directs, reviews, and may participate in training for staff and others affected by the services of the organization.

Meets with, addresses and advises a variety of groups, including employees, school administrators, legislative committees, officials of public agencies, community organizations, contractors, and the public regarding school transportation problems and policies.

Establishes and maintains effective and collaborative labor and management relationships and represents the Division in labor negotiations.

Facilitates labor and management meetings and convenes collaborative labor/management working groups as necessary and appropriate.

Directs the collection of cost and service records and other data for the preparation of motor vehicle specifications and for improved efficiency of the service.

Serves as the District's internal control point to ensure all District "white fleet" vehicles are tracked and maintained appropriately.

Maintains District's "white fleet" replacement plan, assists departments in their capital planning for such vehicles; and sets replacement standards and specifications to meet District needs.

Prepares and presents reports to committees of the Board of Education.

Provides the day to day management of the Take Home Administrative Vehicle Program including

budgeting, acquisition, maintenance, internal controls, and related duties to manage the program and confers with financial personnel regularly to reconcile vehicle assignments for the purposes of payroll deductions.

Establishes and promotes the use of technology in routing, maintenance, and management of the Division.

Confers with the School Management Services/Master Planning and Demographics Unit to forecast student transportation needs and establishes the most efficient and effective plans to meet those needs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Transportation is the administrative head of the Transportation Services Division including student transportation and fleet maintenance, and supervises contracting transportation companies while on duty for the District.

The Deputy Director of Transportation assists the Director of Transportation in the direction and supervision of the Transportation Services Division and acts for the Director in his/her absence and as directed.

SUPERVISION

Administrative direction is received from the Chief Executive Officer, Educational Services. General direction is exercised over lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

Applicable sections of the California Education Code, Department of Transportation, City and County ordinances, and rules, regulations, and policies of the Los Angeles Unified School District which pertain to student transportation

Best practices used in motor vehicle transportation and fleet maintenance-operations

Maintenance and management problems encountered in the transportation industry

Motor vehicle types and uses

Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and personnel administration

Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation

Basic concepts and business applications of data processing systems and procedures

Principles of public relations

Principles of training, employee evaluation, and employee relations

Collective bargaining law and labor agreements

Concepts of progressive discipline

Capital equipment replacement planning and financing, including the principals of debt service financing, lease/purchase, and other methods of financial planning for capital replacement

Ability to:

- Develop and implement school bus transportation operating rules, regulations, procedures, and policies
- Analyze school bus transportation operations and prepare clear and concise recommendations and reports
- Interpret policies and procedures relative to the District's transportation program
- Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Analyze written materials and oral communications
- Communicate effectively both orally and in writing
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Plan and organize programs through data analysis for maximum efficiency
- Estimate project requirements and organize resources in order to effectively meet goals and deadlines
- Develop operating rules, regulations, procedures, policies, and budgets
- Maintain effective relationships with contractors, District personnel, representatives of collective bargaining units, and officials of public agencies

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, transportation management, logistics, or a related field.

Experience:

Five years of ~~combined~~ management experience in ~~bus and truck~~ transportation services ~~having at least 100 routes daily, of which three~~ one of those years must be in bus transportation services ~~or five years of management experience in bus transportation services, in a school district having at least 100 routes daily or a public or private organization. The required experience must having at least 100 routes daily, including experience~~ include responsibility for at least 100 routes daily and managing at least one of the following functions: planning, routing and operation, ~~and~~ or maintenance.

Special:

- A valid California Driver License
- Use of an automobile

SPECIAL NOTES

1. Senior Management Classification.
2. 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. 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
RGK/SH
07-21-22

INSTRUCTIONAL AIDE (TRANSITIONAL KINDERGARTEN) & (RESTRICTED)

DEFINITION

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

TYPICAL DUTIES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Transitional Kindergarten) & (Restricted) is a paraeducator that assists a teacher by providing instructional support aligned with the California Preschool Learning Foundations as preparation for meeting the California Kindergarten Common Core State Standards to extended kindergarten students in a elementary District school with a TK program, and assists students with personal care as needed. Employees in this class must comply with the Every Student Succeeds Act (ESSA). Employees in the (Restricted) class are employed in accordance with Education Code Section 45105 or 45108.

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

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

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Special Physical Requirements:

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

ENTRANCE QUALIFICATIONS

Education:

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

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

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

OR

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

OR

Receipt of a passing score on the Instructional Assistance Test.

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

Revised
7-21-22
SD

District Notification Date: 7-8-2022
Union Notification Date: 7-11-2022

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:

From:	Administrative Assistant to Board Members (2415) (\$32.82581- \$40.88502/hr.)	To:	Administrative Assistant, Board Secretariat (2407) (\$38.26923- \$47.66932/hr.)*
POS:	30349183 (A Basis)	POS:	30349183 (A Basis)
Location:	Office of the Board Members	Incumbent:	M. Rubalcava (EN 577377) (PN 30349183) Cost Center (1001501)

Reason for Reclassification: The position meets the class concept of Administrative Assistant, Board Secretariat in that the incumbent manages the Office of the Board Secretariat and is responsible for providing administrative assistance to the Executive Officer. Duties include coordinating and managing the Executive Officer's calendar, managing and addressing issues that come the office, managing payroll for 80+ employees in the Office of the Board Members and the Independent Analysis Unit (IAU); screening and directing inquiries to the proper offices and responding to public inquiries when appropriate; assisting with the administration of the annual budget; processing order requests for the Board Members' Office; monitoring expenses and ensuring all budget reports are reconciled for Imprest; arranging travel for the Board Members; monitoring and reconciling fuel cards, Metro cards, and expense cards; coordinating meeting logistics and ordering food for meetings; assisting in processing new staff, including processing new employee paperwork; preparing and scheduling the orientation meetings for all 7 board offices, Board Secretariat, and the IAU. In addition, the position will prepare correspondence, memorandums, and other documents for the Executive Officer; supervise the maintenance of personnel files; coordinate and ensure all Board Members have their board meeting materials; obtain signatures on appropriate documents; and supervise the lower-level staff of the Office of the Board Secretariat.

Status of Incumbent: Incumbent M. Rubalcava (EN 577377) must compete in the examination for Administrative Assistant, Board Secretariat, be reachable on the subject 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.

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

Effective Date: July 8, 2022

RGK/MCV

C: Talent Acquisition and Selection Branch
Classified Employment Services 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: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From:	Senior Assignment Technician (2725) (\$21.51552- \$26.54480/hr.)	To:	Assignment Technician (2730) (\$20.42831 - \$25.21692/hr.)
POS:	30089627 (A Basis)	POS:	30089627 (A Basis)
Location:	Classified Employment Services Branch, Personnel Commission	Incumbent:	Vacant (PN 30089627) Cost Center (1060601)

Reason for Reclassification:

The subject position meets the class concept of Assignment Technician in that the duties of auditing and providing work direction to lower-level staff have been removed from the position. An incumbent in the position will be responsible for processing assignment transactions; interpreting and applying Education Code provisions, Personnel Commission rules, and collective bargaining agreements; maintaining eligibility lists; processing, monitoring, and filing appointments, promotions, demotions, reassignments, leaves of absence, and separations; making official job offers; and explaining different assignment transactions to various District staff and the public.

Status of Incumbent: The subject position is vacant.

Effective Date: July 8, 2022

RGK/MCV

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

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

CASE No. 12236

RECOMMENDATION(S):

CLASS TITLE:

Assistant Transportation Services Manager

EFFECTIVE DATE:

July 21, 2022

GROUP, SERIES:

Operations Management Group, Transportation Series

MONTHLY RATE:

\$6376.33 \$6733.19 \$7,110.02 \$7,506.38 \$7,925.89

SALARY SETTING BASIS:

Future salary movement be based on that of related classes in the Operations Management Group, Transportation Series.

BACKGROUND:

The administration of the Transportation Services Division has identified a need to support the Transportation Services Manager due to additional Transportation services the classification has been assigned. The proposed classification will support the Transportation Services Manager in managing the new paid bus driver trainee program and bus video camera recording processes. The position in the new classification would also assist the Transportation Services Manager in overseeing and initiating updates associated with the bus driver training program and bus driver credentialing and licensing compliance.

BASES OF RECOMMENDATION:

The incumbent in the new class will be responsible for assisting the Transportation Services Manager. Duties and responsibilities include:

- Planning, organizing, supervising, and participating in training activities and daily assignments performed by training personnel, including the Bus Driver Trainee program.
- Managing, streamlining, updating, and evaluating the training program to reduce driver accidents, injuries, and to improve driver efficiency
- Coordinating schedules for training of driver applicants, new driver orientation, driver training, driver evaluations, and vehicle inspection training.
- Monitoring drivers' driving records from the California Department of Motor Vehicles regarding District driver violations and taking appropriate action.

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

The proposed salary is based on internal alignment considerations. The proposed salary of the new classification is 11% below the Transportation Services Manager's salary (\$7122.87-8876.25/month) and 11% above the salary for Driver Trainer (Bus-Truck) (\$32.48640-40.44627/hour), its highest level subordinate. Therefore, the allocation of the proposed class to the range of \$6,376.33-\$7,925.89/month is appropriate.

RULE AMENDMENT(S):

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

	<u>Class Codes</u>	<u>Units</u>
TRANSPORTATION SERVICES MANAGER	5710	J
<u>ASSISTANT TRANSPORTATION SERVICES MANAGER</u>		

DEFINITION

Manages the activities of the Transportation Services Division Investigation and Driver Training program by planning, organizing, supervising, and participating in the activities of the Transportation Services Division Investigation Unit and by coordinating the activities of the Driver Training Unit and providing technical supervision over the training activities performed by Division personnel. The Assistant Transportation Services Manager assists the Manager in the performance of duties.

TYPICAL DUTIES

~~Supervises and conducts investigations of complaints from the public and District personnel regarding Transportation Services Division personnel or services.~~
Plans, organizes, supervises, and participates in training activities and daily assignments performed by training personnel, including the Bus Driver Trainee program.
Manages, streamlines, updates, and evaluates the training program to reduce driver accidents, injuries, and to improve driver efficiency.
Coordinates schedules for training of driver applicants, new driver orientation, driver training, driver evaluations, and vehicle inspection training.
~~Coordinates the review of Monitors drivers' driving records from the California Department of Motor Vehicles regarding District driver violations and takes appropriate action.~~
Provides input and recommendations regarding the probationary performance and progress evaluations of newly hired bus drivers.
Supervises the maintenance, monitoring, and security of files, District tracking devices, bus video camera recording processes, and records relating to investigations, complaints, accidents, and the licensing of District drivers.
Confers with administrators, contractors, officials of public agencies, and the public regarding ~~Transportation concerns problems.~~
Develops and maintains contact with local, State, and federal agencies regarding driver education, student safety, driver safety records, and equipment safety requirements.
Recommends and implements changes in department rules, regulations, and procedures affecting Transportation Services Division activities.
Interprets District rules and federal, State and local laws as they relate to student transportation services.
~~Provides technical supervision over training activities performed by Division personnel and conducts state-approved training for Services Division personnel.~~
Provides recommendations for adherence to regulations for ~~Advises on~~ specialized safety equipment, standards for wheelchairs, buses, and trucks.
Coordinates the revision of school bus driver handbooks, inspection and emergency procedures, safety procedures, and other handbooks and bulletins.
Coordinates, schedules, and evaluates the training of students in the Safe Riding Instruction Program and various other District programs.
~~Advises on driver training programs administered by the Division of Adult and Career Education.~~
Evaluates ~~Participates in~~ accident reports investigations for purposes of determining training needs.
Prepares and coordinates with personnel a variety of correspondence, data, reports, notices and memoranda to enhance training activities.
~~May oversee other operational units in the Transportation Services Division.~~

May act for Transportation Services Division administrators in case of absence or as necessary.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Transportation Services Manager manages and participates in the ~~investigation of accidents, possible violations of laws and rules, and complaints regarding the District's transportation services and personnel and participates in~~ scheduling, conducting and assessing assessment of bus driver training programs and student training activities, and provides technical direction on training methods, procedures, and formats to employees conducting Transportation Services Division training programs. The Assistant Transportation Services Manager assists the Manager in the performance of duties.

~~A Transportation Inspector investigates and writes reports of motor vehicle accidents, possible violations and complaints relating to the services and personnel of the Transportation Services Division.~~

A Driver Trainer (Bus-Truck) trains District bus and truck drivers and contract bus drivers in safe and efficient driving practices and in various laws, rules, regulations, and policies pertaining to transportation.

SUPERVISION

The Transportation Services Manager receives g~~General supervision is received~~ from the Deputy Director of Transportation or Director of Transportation. The Assistant Transportation Services Manager receives general supervision from the Transportation Services Manager. The Transportation Services Manager and Assistant Transportation Services Manager both exercise ~~General supervision is exercised~~ over technical and clerical personnel; technical supervision is exercised over training activities performed by Driver Trainers (Bus-Truck) and bus drivers.

CLASS QUALIFICATIONS

Knowledge of:

- California Motor Vehicle Code, Handbook for School Bus Drivers of the Los Angeles Unified School District, traffic ordinances of the City and County of Los Angeles, and California Highway Patrol and federal regulations pertaining to student transportation
- District regulations governing transportation operations
- Safety rules and practices related to bus and truck transportation operation
- Principles and methods of skill training to operate buses
- Types and availability of resource materials related to instruction and training of drivers
- Developments in the field of employee training
- File maintenance and office procedures
- Duties performed by bus drivers

Ability to:

- Write clear, concise reports and prepare correspondence
- Schedule and organize training programs for bus drivers
- Determine training needs and evaluate training programs including the effectiveness of instructors
- Use good judgment in recommending appropriate administrative actions
- Maintain good relations with the public, District personnel, and representatives from State and City agencies
- Supervise and coordinate the work of others
- Make sound decisions under pressure of emergency situations

~~Make confidential investigations~~

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in ~~B~~business ~~a~~Administration, ~~P~~public ~~a~~Administration, ~~t~~Transportation ~~m~~Management, or a related subject. Additional qualifying experience may be substituted from the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent proficiency is met.

Transportation Services Manager

Experience:

Three years of supervisory experience in a transportation facility or agency performing work involving the evaluation investigation of claims, complaints, accidents data and reports or safety inspections of motor vehicles; and the training of bus drivers.

Assistant Transportation Services Manager

Experience:

Two years of supervisory experience in a transportation facility or agency performing work involving the evaluation of accident data and reports or safety inspections of motor vehicles; and the training of bus drivers.

Special:

A valid California Driver License.

A valid California State Department of Education Bus Driver Instructor Certificate. Five years of experience training others to drive buses or to be bus driver instructors may ~~be~~ substituted for the required certificated.

SPECIAL NOTE

Exempt from FLSA.

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 and Establishment of New
07-21-22
JPK

District Notification Date: 06-27-2022
Union Notification Date: 06-27-2022

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 (FINAL 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 final 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:

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* * *

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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