

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

Council Meeting

TUESDAY, JULY 26, 2022
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, AUGUST 4, 2022
3:00 P.M., VIA ZOOM

[Personnel Commission Meeting 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-____-____-____)*

Dial by your location

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Find your local number: <https://lausd.zoom.us/j/99492004544?pwd=TGIWQ0svZG9RcHIUWHVILlVnZzJhUT09>

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 July 7, 2022.
4. Receipt of minutes of the meeting of July 21, 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 July 20, 2022. (RDA 1747, Instructional Assistance Series)
- b. Position at Gardena Community of Schools, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective July 20, 2022. (RDA 3051, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective August 4, 2022: **APPROVED**

Cyber Security Engineer III
Director of Student Records and Data Management

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

<u>Class Title</u>	<u>Recommendation</u>
Cyber Security Engineer III (\$9,354.57-\$11,607.18/mo.) Class Description dated August 4, 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. a. Establishment of the classification of Emergency Management & Business Continuity Manager. (Case 12283) **APPROVED**

b. Approval of Class Description recommended, effective August 4, 2022: **APPROVED**

Emergency Management & Business Continuity Manager

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

<u>Class Title</u>	<u>Recommendation</u>
Emergency Management & Business Continuity Manager (\$10,159.83-\$12,584.98/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.

9. 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.

- 10. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:
 - a. Disciplinary Appeals
 - Senior Food Service Worker
 - b. Examination Appeals
 - Assistant Area Bus Supervisor

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

12. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeal for:

Senior Food Service Worker (Case 0056)

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

Assistant Area Bus Supervisor (Case 0184)

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

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

CYBER SECURITY ENGINEER III

DEFINITION

Plans, manages and designs the District's security infrastructure and performs the most complex Cyber Security operational tasks to ensure compliance with defined requirements and seamless integration with various technologies

TYPICAL DUTIES

- Reviews security architecture to identify gaps or deficiencies within the District's network in order to resolve issues or find solutions.
- Administers, designs, and maintains the District's IT security architecture, including the District's secure file transfer system, web application firewall, security analytics application, firewall, District's Virtual Private Network (VPN), and security hygiene messaging gateway.
- Performs validation reviews to ensure that network devices are tested, implemented, and maintained via upgrades, patches, and updates with appropriate security controls.
- Recommends security solutions or enhancements to existing security solutions to improve overall enterprise security.
- Designs, manages and coordinates the deployment, integration, and initial configuration of all new security solutions and of any enhancements to existing security solutions.
- Researches IT security issues and industry trends to make recommendations and implement modifications for internal improvement.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

An IT Infrastructure Security Manager develops strategies for critical IT Infrastructure security initiatives and leads a team of security engineers to ensure the proper design and implementation of infrastructure security services.

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

SUPERVISION

General supervision is received from the IT Infrastructure Security Manager or other higher level administrator. General supervision is exercised over lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Current firewall, VPN, content filtering, and intrusion detection methodologies
- TCP/IP protocols including IP addressing, subnetting and well known ports
- Knowledge of security tools such as IDS/IPS, SIEM, DLP
- Understanding and ability to apply project planning and management concepts

Knowledge of vulnerability assessment tools including but not limited to Nessus, Nmap and Metasploit
Understanding of risk and threat assessment processes and practices
Understanding of malware such as worms, viruses and Trojans
Proof of Concepts procedures and processes
Project management techniques
RFP and other procurement processes

Ability to:

Learn characteristics of new security threats, vulnerabilities, and countermeasure techniques and technology
Effectively communicate technical information to all levels of staff
Maintain effective working relationships
Identify and analyze trends related to threats
Conduct independent systems analysis of complex business processes
Develop secure architecture designs and systems
Maintain up-to-date detailed knowledge of the IT Security industry including awareness of new or revised security solutions, improved security processes, and the deployment of new attacks and threat vectors

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

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

Special:

Cisco Certified Network Professional (CCNP) Security certification or Cisco Certified CyberOps Professional is required and must be kept valid during the term of employment
Any Global Information Assurance Certification (GIAC) certification is preferred
Cisco Certified Network Professional Security (CCNP Security) is preferred
Certified Information Systems Security Professional (CISSP) is preferred
Information Technology Infrastructure Library (ITIL) Foundation level certification is preferable
Project Management Professional (PMP) certification is preferable
A valid ~~California Driver License~~ driver license to legally operate a motor vehicle in the State of California
Use of an automobile

SPECIAL NOTES

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

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

Revised
08-04-22
JAP

DIRECTOR OF STUDENT RECORDS AND DATA MANAGEMENT

DEFINITION

Directs the operations of the Student Records Branch in the Office of Data and Accountability related to the retrieval, request, collection, and archiving of student records.

TYPICAL DUTIES

- Directs the operations of the Student Records Branch including the retrieval of student transcripts, collection and archiving of student records from school sites, closed charter schools, non-public school sites, and archiving new and existing student records.
- Directs the development and implementation of the District-wide electronic cumulative record system and assures the adherence of all legal and instructional record management requirements.
- Directs the research, planning, and execution of converting the District's microfilm records and digital media.
- Creates policy guidelines regarding procedures for archiving and maintaining student records.
- Ensures that legal mandates are adhered to and that stringent timelines are met in the scanning and verification of district applications.
- Directs the scanning operations for district applications related to eligibility applications for various district programs.
- Directs the development and implementation of documentation needed for Deferred Action for Childhood Arrivals (DACA) and designs guidelines and instructions for schools regarding DACA processes.
- Develops, plans, and administers the branch's budget and control expenditures.
- Coordinates with the Office of Curriculum Instruction and Student Support (OCISS) on the analysis of student transcripts and when necessary the reconstruction of student records.
- Represents the Executive Director in meetings with board members, senior staff, and other division heads in the development or revision of policies and procedures related to the verification of student and school-level data or student records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Records and Data Management directs, plans, develops, and implements essential components of the Student Records Branch in the Office of Data and Accountability related to the retrieval, request, collection, and archiving of student records.

The Executive Director, Office of Data and Accountability directs the Office of Data and Accountability.

SUPERVISION

General direction is received from the Executive Director, Office of Data and Accountability. General supervision is exercised over lower-level managers and other classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
Project management concepts including the development of budgets, timelines, and allocation of resources
Characteristics and capabilities of the Student Data Warehouse and other related data systems
Management, supervisory, and training principles and techniques
Customer service practices and public relations concepts
Scanning, archiving, and data management techniques

Ability to:

Plan, schedule, and direct multiple projects, delegate to subordinates, and evaluate operational effectiveness
Explain and implement policies, procedures, and goals
Estimate project requirements and organize resources to meet established deadlines and goals
Communicate effectively both orally and in writing
Prepare clear and concise reports and presentations
Analyze business processes and determine technology use to increase efficiencies
Evaluate procedures and problems and develop and implement improvements
Direct, evaluate, and train staff
Exercise independent judgment and initiative
Synthesize facts, concepts, and influences that affect systems and procedures
Analyze laws, regulations, and interpretations

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Five years of management experience in managing the collecting, processing, and reporting of at least 100,000 records within a public or educational institution.

Special:

A valid California Driver License.
Use of an automobile.

~~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.~~

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Revised
08-04-22
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**PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS**

CASE No. 12283

RECOMMENDATION(S):

CLASS TITLE:

Emergency Management & Business Continuity Manager

EFFECTIVE DATE:

August 4, 2022

GROUP, SERIES:

Business Administrative Series, Executive/Administrative Group

MONTHLY RATE:

\$10,159.83 \$10,720.80 \$11,304.14 \$11,933.38 \$12,584.98*

SALARY SETTING BASIS:

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

BACKGROUND:

The District identified a need in the Office of Emergency Management for a new classification to coordinate and align the business continuity plans across District divisions in conjunction with the emergency management plans. Currently, the responsibilities are not being fulfilled as the District does not have a resident expert to accomplish the work. The proposed class will address this need. It will work with the certificated Administrator of Emergency Management and it will be responsible for facilitating, creating, and sustaining coordinated emergency management and business continuity plans across divisions in a unified manner.

BASES OF RECOMMENDATION:

The incumbent in the proposed classification will be developing, implementing, and coordinating District-wide plans that address comprehensive emergency management and business continuity plans for the Office of Emergency Management. Duties and responsibilities include:

- Participating in the District's emergency management strategy planning and development.
- Developing, coordinating, and maintaining the District's business continuity strategies, plans, and procedures.
- Coordinating and working with various departments on the planning, development, coordination, implementation, and maintenance of business continuity efforts and emergency management plans.
- Coordinating and conducting business continuity and departmental emergency management planning and development meetings, trainings, and exercises for District staff.

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. Comparable external classifications were found, such as the County of Orange's County Service Continuity Manager (155,134/year top step), City of Los Angeles' Emergency Management Coordinator II (\$149,855.00/year top step), and Los Angeles Community College District's Safety and Emergency Preparedness Manager (\$144,006.00/year top step). Internally, the proposed classification is aligned with other District classifications that have similar scope and level of responsibility in terms of planning, organizing, developing, and implementing District-wide plans. Therefore, allocation of the proposed class to a salary range of \$10,159.83/mo. - \$12,584.98/mo. (\$151,019.76/yr.) is appropriate.

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

RULE AMENDMENT(S):

Final approval is to be given to the amendment of Rule 596, Overtime to include Emergency Management & Business Continuity Manager in the list of classes exempt from the overtime payment provisions of the rule.

EMERGENCY MANAGEMENT & BUSINESS CONTINUITY MANAGER

DEFINITION

Develops, coordinates, and implements emergency management and business continuity activities and plans and supports comprehensive emergency management efforts of the District.

TYPICAL DUTIES

- Participates in the District's emergency management strategy planning and development.
- Develops, coordinates, and maintains the District's business continuity strategies, plans, and procedures.
- Coordinates and works with various departments on the planning, development, coordination, implementation, and maintenance of business continuity efforts and emergency management plans.
- Coordinates, facilitates, and implements preparedness efforts by identifying relationships and dependencies among various departments and recommends collaborative mitigation, preparedness, response, recovery, and continuity solutions.
- Coordinates and conducts business continuity and departmental emergency management planning and development meetings, trainings, and exercises for District staff.
- Consults with various departments regarding the development, review, analysis, and progress of mitigation, preparedness, response, recovery and continuity procedures and plans.
- Participates in the identification of vulnerabilities and gaps in various departments' business continuity and emergency plans and coordinates solutions to address areas of weakness.
- Communicates project status by preparing and presenting reports, correspondence, and presentations including description of goals, planning, scheduling, timelines, execution, results, analysis, conclusions, and recommendations.
- Coordinates and integrates District emergency management and continuity plans into a broader regional emergency framework including the Red Cross, LA County Operational Area, State of California Office of Emergency Services, Federal Emergency Management Agency (FEMA), and U.S. Department of Homeland Security.
- Researches and analyzes best practices and data from other school districts and government agencies and recommends implementation strategies for the District.
- Assists with the coordination and management of the Emergency Operations Center (EOC), including responder staff, activation, and setup of the EOC and the development of incident action plans (IAP's) and EOC reports during activations.
- Contributes to EOC and Office of Emergency Management (OEM) projects and initiatives and promotion of the resources and trainings offered by OEM.
- May serve as the District representative for matters related to emergency management and response with city, county, and statewide public and private agencies.
- Acts in the absence of the certificated Administrator of Emergency Management.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Business Continuity and Emergency Management Manager develops, implements, and coordinates District-wide plans that address comprehensive emergency management and/or business continuity.

The Emergency Preparedness Program Specialist develops and delivers emergency preparedness training, education, and information programs District-wide.

SUPERVISION

General direction is received from the certificated Administrator of Emergency Management. Supervision and work direction may be exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

Local, state, and federal laws and regulations regarding emergency management, disaster response, preparedness, recovery, mitigation, and business continuity
Emergency Operations Center (EOC) operations, procedures, and organization; operational characteristics of two-way radio and other disaster communication methods
Incident Command System (ICS), National Incident Management System (NIMS), and California's Standardized Emergency Management System (SEMS)
Operations, services, and activities of comprehensive emergency management and business continuity programs
Current trends, best practices, and developments related to safety, emergency management, and business continuity
Principles and techniques of staff training and development
Effective writing and communication strategies
District and school policies and procedures, goals and objectives, organizational structure and Functions
Microsoft Word, Excel, Outlook, Access, and PowerPoint or similar office productivity tools

Ability to:

Plan, organize, and prioritize work to meet deadlines
Plan and direct activities and operations
Write, format, and edit reports and other written materials
Analyze data, draw logical conclusions, and make recommendations
Analyze and evaluate the effectiveness of plans and programs
Analyze problems, make decisions, and be responsible for those decisions
Design and conduct training for groups of employees using live and/or web-based formats
Make effective oral presentations to a variety of groups
Oversee multiple projects and issues while working effectively under pressure
Establish and maintain cooperative and effective working relationships with others
Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in emergency management, public safety, business or public administration, public health or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of combined experience in planning or development, and implementation of organization-wide business continuity or emergency plans.

Special:

Evidence of successful completion of the following Federal Emergency Management FEMA Independent Study program courses: IS-100.c, IS-200.c, IS-700.b, and IS-800.d
Certified Emergency Manager (CEM) certification issued by the International Association of Emergency Managers (IAEM) or Certified Business Continuity Professional (CBCP) certification issued by DRI International is preferable
A valid driver's license to legally operate a motor vehicle in California
Use of an automobile

SPECIAL NOTES

Travel to locations throughout Los Angeles County is required.
Required to respond to the Emergency Operations Center during off-hours and/or work extended periods of time during an emergency.

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New Class
08-04-22
RGK/BM