
2. Approval of minutes of the meeting of July 18, 2019.

3. Receipt of minutes of the meeting of August 8, 2019.

CONSENT ITEMS

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

   a. Vacant position in the Classification and Compensation Branch, Personnel Commission, from Human Resources Specialist III ($37.85242-47.19729/hr.) to Human Resources Specialist I ($24.83937-30.96414/hr.), effective August 15, 2019. (RDA 365, Human Resources Series)

   b. Various positions in the Division of Special Education, from Special Education Trainee ($17.83519-22.21376/hr.) to Special Education Assistant ($19.87546-24.75835/hr.), effective July 26, 2019. (RDA 1657, Instructional Assistance Series)

   c. Various positions in the Division of Special Education, from Special Education Trainee ($17.83519-22.21376/hr.) to Special Education Assistant ($19.87546-24.75835/hr.), effective June 21, 2019. (RDA 1658, Instructional Assistance Series)

5. Approval of revised Class Descriptions recommended, effective August 15, 2019: APPROVED

   (Class “A” Commercial Truck Driver
   (Class “B” Commercial Truck Driver
   (Light Truck Driver
   Construction Safety Specialist
   Hearing Assistant II
   Local District Support Coordinator
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>Class “A” Commercial Truck Driver</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>($25.29327-31.51341/hr.)</td>
<td></td>
</tr>
<tr>
<td>Class “B” Commercial Truck Driver</td>
<td></td>
</tr>
<tr>
<td>($22.68752-28.25051/hr.)</td>
<td></td>
</tr>
<tr>
<td>Construction Safety Specialist</td>
<td></td>
</tr>
<tr>
<td>($37.51162-46.74160/hr.)</td>
<td></td>
</tr>
<tr>
<td>Light Truck Driver</td>
<td></td>
</tr>
<tr>
<td>($22.68752-28.25051/hr.)</td>
<td></td>
</tr>
<tr>
<td>Local District Support Coordinator</td>
<td></td>
</tr>
<tr>
<td>($9,894.83-12,339.13/mo.)</td>
<td></td>
</tr>
</tbody>
</table>

Class Descriptions dated August 15, 2019.

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

   Case 11763
   Case 11774

8. a. Title change for the class of Central Shops Supervisor. (Case 11677) **PULLED**

   b. Approval of class description recommended, effective August 15, 2019: **PULLED**

   **Facilities Maintenance Supervisor**

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Maintenance Supervisor</td>
<td>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>($43.43615/Flat-rate)</td>
<td></td>
</tr>
</tbody>
</table>

Class Descriptions dated August 15, 2019.

9. a. Establishment of the class of Property Management Assistant. (Case 11700) **APPROVED**

   b. Approval of class description recommended, effective August 15, 2019: **APPROVED**

   **Property Management Assistant**
9. Case 11700 – Continued

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

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Management Assistant ($22.67620-28.26593/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>
</tbody>
</table>

Class Descriptions dated August 15, 2019.

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. Disciplinary Appeals
      - Building and Grounds Worker
   b. Examination Appeals
      - Director of Student Safety Investigations
      - Facilities Cost Analyst
      - Food Services Manager I
      - IT Support Technician

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

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

   Building and Grounds Worker (Case 0708)

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

   Director of Student Safety Investigations (Case 0018)
   Facilities Cost Analyst (Case 0019 and 0020)
   Food Services Manager I (Case 0014)
   IT Support Technician (Case 0021)
CLASS DESCRIPTION

PERSONNEL COMMISSION

CLASS “A” COMMERCIAL TRUCK DRIVER 5831
CLASS “B” COMMERCIAL TRUCK DRIVER 5847
LIGHT TRUCK DRIVER 5866

DEFINITION

Performs truck driving, loading, and unloading duties of varying difficulty and skill, dependent upon class level.

TYPICAL DUTIES

Drives, loads, and unloads vehicles of various weights and types to and from appropriate delivery and storage points. Inspects vehicles for proper operating condition in accordance with federal and State Department of Transportation requirements and District policy. Operates loading, storing, and securement devices such as pallet jacks, forklifts, power pallet jacks/riders, hand trucks, tail lifts, and moving-related equipment such as dollies and lift levers to load and unload supplies, freight, foods, material, equipment, and mail. Checks freight being loaded and unloaded for agreement with shipping documents, records delivery discrepancies, and withholds delivery of damaged items. Captures and records data using electronic or manual equipment such as handheld scanners. Records daily stops, indicating time chargeable to each stop. Prepares requests for repairs and accident and damage reports. May serve as a substitute or relief driver. May schedule a delivery route. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Class “A” Commercial Truck Driver loads, unloads, and operates any legal combination of vehicles which require a California Class A commercial driver license as described in the California Commercial Driver License Handbook to transport supplies, freight, foods, material, equipment, and mail.

A Class “B” Commercial Truck Driver loads, unloads, and operates any legal combination of vehicles which require a California Class B commercial driver license as described in the California Commercial Driver License Handbook to transport supplies, freight, foods, material, equipment, and mail.

A Light Truck Driver loads, unloads, and operates a 2-axle vehicle with a GVWR of 26,000 lbs. or less to transport supplies, freight, foods, material, equipment, and mail.

SUPERVISION

General supervision is received from a Logistics Supervisor, Assistant Logistics Supervisor, or other supervisory employee. Class “A” Commercial Truck Drivers, Class “B” Commercial Truck Drivers, and Light Truck Drivers may exercise work direction over Truck Driver Helpers and Stock Workers assigned within Truck Operations.
CLASS QUALIFICATIONS

Knowledge of:
Sections of the California Vehicle Code related to traffic, loading, vehicle inspection requirements, and weight regulations
Proper methods of loading and unloading trucks and securing loads on trucks for safety
Functions of various parts of motor vehicles

Ability to:

All Classes
Operate vehicles safely and defensively in heavy traffic and in school yards
Follow assigned routes and schedules
Use a fire extinguisher and industry related personal protective gear
Work effectively with District personnel

Class “A” and Class “B” Commercial Truck Drivers
Hitch and detach single and dual axle trailers and equipment

Special Physical Requirements:
Ability to safely pull, push, lift, and carry objects weighing up to 100 pounds
Ability to safely negotiate stairs while lifting, pushing, and pulling materials to various delivery points
Ability to stand, walk, and sit for extended periods of time
Ability to frequently bend, kneel, twist, and climb
Ability to use small power and common hand tools

ENTRANCE QUALIFICATIONS

Education:
Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Class “A” Commercial Truck Driver
Three years of experience driving a truck tractor-trailer combination or a truck and trailer combination requiring a Class A commercial driver’s license

OR

Two years of experience in the position of Light Truck Driver or Class “B” Commercial Truck Driver for the Los Angeles Unified School District and a Class A commercial driver's license

OR

One year of experience in the position of Heavy Truck Driver Assistant for the Los Angeles Unified School District and a Class A commercial driver’s license.
Class “B” Commercial Truck Driver

Two years of experience driving trucks requiring a Class A or B commercial driver’s license

OR

one year of experience in the position of Light Truck Driver for the Los Angeles Unified School District and a Class A or B commercial driver’s license

OR

two years of experience loading and unloading supplies, freight, foods, materials, equipment, and mail using a logistics software system for the Los Angeles Unified School District and a Class A or B commercial driver’s license.

Light Truck Driver

One year of experience driving a bus, truck, or van on a delivery or passenger transportation route requiring a Class A, B, or C driver’s license

OR

two years of experience loading and unloading supplies, freight, foods, material, equipment using a logistics software system for the Los Angeles Unified School District and a Class A, B, or C commercial driver’s license.

Special:

All Classes

A satisfactory driving record as obtained from the California Department of Motor Vehicles.

Class “A” Commercial Truck Driver

A valid California Class A commercial driver’s license.
A valid medical card/certificate, as indicated on the current (dated within the last 30 calendar days) H-6 K-4 printout at the time of the written examination.

Class “B” Commercial Truck Driver

A valid California Class A or B commercial driver’s license.
A valid medical card/certificate, as indicated on the current (dated within the last 30 calendar days) H-6 K-4 printout at the time of the written examination.

Light Truck Driver

A valid California Class A or B commercial driver’s license OR a valid California Class C driver’s license.
A valid medical card/certificate, as indicated on the current (dated within the last 30 calendar days) H-6 K-4 printout at the time of the written examination.
SPECIAL NOTE

All employees in the Class “A” Commercial Truck Driver and Class “B” Commercial Truck Driver classifications are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

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
08-15-19
JPK

District Notification Date: 06-25-2019
Union Notification Date: 06-25-2019
ASSOCIATE CONSTRUCTION SAFETY SPECIALIST 1796
CONSTRUCTION SAFETY SPECIALIST 1792

DEFINITION

An Associate Construction Safety Specialist assists in the implementation and coordination of the District’s comprehensive program for construction safety oversight for the District's Owner Controlled Insurance Program. A Construction Safety Specialist performs the more complex technical work related to the monitoring of construction safety activities and provides work direction to employees assigned to field safety activities. Advises contractors and Owner Authorized Representatives (OAR) on safety regulations and issues.

TYPICAL DUTIES

Conducts construction project site safety audits of work methods to identify improper procedures, checks equipment and facilities for hazardous conditions, and recommends corrective actions.
Monitors policies, procedures, programs, standards, and design criteria affecting construction safety of multiple construction projects.
Investigates on-site construction accidents and complaints to determine root cause and recommend effective hazard controls.
Conducts noise, ventilation, and gas testing at construction sites to determine if employees may be exposed to unhealthful conditions and makes appropriate recommendations.
Conducts construction safety and standard reporting procedure training programs for project managers and on-site employees.
Collects and analyzes injury, illness, claims, and safety survey statistical data to write technical reports and make presentations to contractors and District management regarding contractor performance.
Coordinates construction safety activities such as project site safety audits and attends pre-bid and post-award contract job start meetings as a member of the Owner Controlled Insurance Program (OCIP) team, LAUSD Safety Department.
Reviews construction health and safety plans Injury Illness and Prevention Programs (IIPPs) and Job Hazard Analysis (JHA's) submitted by contractors for accuracy and conformance with safety standards.
Trains, assigns projects and tasks to lower-level personnel, and reviews reports for completeness and accuracy. (Construction Safety Specialist only)
Reviews cranes, hoists, and lifts plans or other specialty equipment used in the construction trades.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Construction Safety Specialist conducts construction project site safety audits; makes recommendations for adherence to applicable laws, regulations, and District requirements; and works with District employees and contracted personnel to implement accident prevention measures.

A Construction Safety Specialist performs the more complex technical work for larger construction project sites and may give work direction to Associate Construction Safety Specialists and other staff.

A Construction Safety Specialist conducts construction project site safety audits; makes recommendations for adherence to applicable laws, regulations, and District requirements; and works with District employees and contracted personnel to implement accident prevention measures.
The Construction Safety Manager manages and coordinates the safety activities of all construction projects and develops systems to ensure compliance with all local, state, and federal regulations.

SUPERVISION

A Construction Safety Specialist receives general supervision from the Construction Safety Manager or a Deputy Director of Risk Management and Insurance Services. Work direction may be exercised over employees assigned to field safety activities, Associate Construction Safety Specialists.

An Associate Construction Safety Specialist receives general supervision from the Construction Safety Manager. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Applicable local, State, and federal laws, rules, and regulations governing school facilities construction and engineering for a school district.
- Owner Controlled Insurance Programs in relation to District construction activities.
- Equipment and construction techniques used in the design and construction of various school facilities.
- Methods used to correct existing and potential safety hazards.
- Principles of safety management.
- Principles of CPR and first aid.
- Principles of safety training.

Ability to:

- Recognize hazardous construction site conditions and unsafe acts and execute appropriate corrective measures.
- Conduct thorough investigations of construction accidents to determine root causes and recommend effective hazard controls.
- Respond quickly and appropriately in emergency situations.
- Operate a computer workstation and associated peripheral equipment.
- Maintain effective relationships with contractors and District personnel.
- Speak effectively, write clearly, and make presentations to a variety of groups.

ENTRANCE QUALIFICATIONS

Education:

- Graduation from a recognized college or university with a bachelor’s degree preferably in construction engineering, construction management, occupational safety, industrial engineering, environmental engineering, industrial hygiene, or a closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

- Associate Construction Safety Specialist:
  - One year of experience identifying, evaluating, and controlling safety hazards on
construction sites, monitoring contractors’ safety programs for compliance, and providing construction safety training.

**Construction Safety Specialist:**

Three years of construction safety experience identifying, evaluating, and controlling safety hazards on construction sites, monitoring contractors’ safety programs for compliance, and providing construction safety training.

**Special:**

A valid California Driver License
Use of an automobile
A Certified Safety Professional (CSP), Associate Safety Professional (ASP), Construction Health and Safety Technician (CHST), Occupational Hygiene and Safety Technician (OHST), Licensed Safety Professional (LSP), or Certified Safety Manager (CSM) credential is preferable
Completion of the OSHA 30 and 500 and 501 courses and HAZWOPER training is preferable

**SPECIAL NOTES**

1. Requires wearing a negative pressure respirator
2. Employees in these classes are subject to emergency calls at any hour
3. May be required to work at heights or in confined spaces

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

Revised 08-15-19
District Notification Date: 07-01-19
Union Notification Date: 07-25-19
LKD
HEARING ASSISTANT II

DEFINITION

Provides clerical services for Board Members and meetings of the Board of Education.

TYPICAL DUTIES

Compiles agendas, orders of business for meetings of the Board of Education, the Committee of the Whole, and, as required, other Board committees; extracts information and summarizes actions recommended for Board adoption; assembles information for, determines the completeness and accuracy of, and types or assigns to other personnel the typing of agendas; determines required number of copies of agendas and related reports, requests reproduction, and indicates distribution.

Obtains and provides information about such matters as the scheduling of agenda items for meetings of the Board of Education and its committees, reproduction of agendas and related reports, and procedures and approvals for submission of reports to the Board.

Refers to recordings and notations, summarizes information, and types official minutes of meetings of the Board of Education and its committees and related memoranda requested in such meetings, and submits such materials to the Hearing Secretary for approval.

Assures the presence and adequacy of reports, presentations, microphones, recording equipment, notepaper, and other items prior to meetings of the Board of Education and its committees.

Attends Board meetings with the Hearing Secretary, assists in making notations, distributes materials as necessary, assists with signing up public speakers, times speakers and activates the time signal, and receives and distributes to Board Members written materials presented by speakers.

Maintains attendance records of Board members.

Acts for the Hearing Secretary as required.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Hearing Assistant II performs clerical and administrative services, including compiling and distributing agendas, recording proceedings, and summarizing and typing minutes and related memoranda for meetings of the Board of Education; provides information about Board of Education agendas and reporting procedures; and, in the absence of the Hearing Secretary, supervises the Minutes Unit in the Board Secretariat.

The Hearing Secretary records and transcribes the proceedings of Board of Education and other meetings, assists in supervising the clerical functions of the Board Secretariat, and summarizes pertinent facts from communications and reports for use by the Board and the Superintendent.

The Hearing Assistant I performs clerical services, including operating audio equipment to record hearings; marking and document hearing exhibits; calling witnesses; preparing subpoenas; preparing a variety of reports and correspondence; maintaining calendars; and relaying information on hearing and brief procedures and deadlines.
SUPERVISION

General supervision is received from the Hearing Secretary and Administrative Assistant to Board Members. Supervision may be exercised over lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Office procedures and practices
- Organization and key personnel of the District
- Correct punctuation, spelling, and grammar
- Procedures related to Board reports and meetings

Ability to:

- Extract and write summaries of pertinent facts from reports and recordings
- Explain Board report and meeting procedures to District personnel
- Deal tactfully and effectively with District personnel and the public
- Maintain the confidentiality of information received
- Work under pressure to meet deadlines
- Assume responsibility and exercise sound judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in typing, computer applications, office practices, business English, and math.

Experience:

Three years of clerical, secretarial, or office management experience, preferably including experience in the preparation of office correspondence, Board reports, orders of business, agendas, minutes of formal meetings, and the drafting of memoranda and summaries.

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.

Revised 08-15-19
PJO

District notification: 07-31-19
LOCAL DISTRICT SUPPORT COORDINATOR

DEFINITION

Assists a Local District in coordinating and developing a system of support for identified schools that may be underperforming in certain critical areas.

TYPICAL DUTIES

Coordinates, develops, and implements an aligned system of support for identified schools to ensure that program goals and outcomes related to student engagement and/or achievement are met. Liaises with principals and program stakeholders of the identified schools to ensure understanding of available resources. Researches and analyzes data and best practices from school districts and recommends ways to integrate the practices within the District. Develops and manages collaborative partnerships with community-based organizations to support improvement in targeted areas. Develops, maintains, and promotes positive professional relationship with volunteers, vendors, media, community representatives, organizations, and the general public. Coordinates with various agencies to organize trainings. Gathers and evaluates feedback from the field to better align programs and initiatives to achieve intended outcomes. May evaluate and strengthen existing programs to achieve academic, attendance, and other educational goals. May participate in implementing effective school-based strategies to help increase student attendance and academic achievement. May prepare proposals for grant funding for identified schools. May review pertinent existing and proposed city, State, and federal legislation and reports for potential effects on the District's programs related to student engagement and/or achievement and makes recommendations. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Local District Support Coordinator supports, identifies, and connects schools with resources in support of a strategic plan or program.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

General supervision is received from an Administrator of Operations (AOO), Administrator of Instruction, or designee.
CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures and policies that relate to the strategic plan or program
- Research techniques, including business statistical analysis and graphic presentation of data
- Statistical analyses and various methods of presentation
- Community-based organization, educational agencies, and other local, State, and federal agencies related to student engagement and/or achievement
- Utilize various computer applications such as word processing, spreadsheet, database, and email
- Grant acquisition techniques
- Grant terms and conditions

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Effectively manage sensitive issues and find resolutions to complex problems
- Develop and translate policies and procedures into practical applications
- Make presentations to program staff, community based organizations, and others who are interested in and may be of assistance to the Persistently Underperforming Innovation Schools
- Prepare grant applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, public policy, or a closely related field. A graduate degree in one of the areas listed above is preferable.

Experience:

Four years of professional-level experience with responsibility for coordinating and implementing a plan or program involving community outreach activities and community relations, preferably for an organization that provides educational services. A master's degree in education, public affairs, public policy, or closely related field may be substituted for up to two years of the required experience.

or

Four years of professional-level experience in a K-12 environment facilitating collaboration with stakeholders on identifying goals for student achievement, assessing progress toward meeting the goals, and serving as a resource for and liaison to the stakeholders of the school community. A master's degree in education, public affairs, public policy, or closely related field may be substituted for up to two years of the required experience.
Special:

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

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

Revised
08-15-19
RGK/PJO

District Notification Date: 07-25-19
Union Notification Date: 07-26-19
TO: THE PERSONNEL COMMISSION
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification actions be approved:

From: Assignment Technician (2730) ($19.42831 - $24.21692/hour) 
To: Senior Assignment Technician (2725) ($20.51552 - $25.54480/hour)
POS: (30082531) A Basis
POS: (30082531) A Basis
Location: Classified Employment Services Branch, Personnel Commission
Incumbent: G. Wrtaza (EN532370) (P30082531) (Cost Center 1060601)

Reason for Reclassification: The subject position meets the class concept of Senior Assignment Technician in that it will assist a Supervising Assignment Technician; provide training of new Food Services Assignment Team staff; and conduct the more complex assignment transactions such as auditing assignment actions, and monitoring SmartFind Express jobs and filling vacancies for the District’s Food Services Branch. The incumbent will be responsible for scanning employment related documents into FileNet, processing employee work history requests, and maintaining position control numbers and eligibility lists for Food Services classifications.

Status of Incumbent: Incumbent G. Wrtaza (EN532370) is reachable on the Senior Assignment Technician eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

Effective Date: August 1, 2019

Case 11763

From: Administrative Secretary I (CPOS) (2404) ($26.14374 - $32.58896/hour) 
To: Executive Secretary (2380) ($29.22040 - $36.43872/hour)
POS: (30439790) A Basis
POS: (30439790) A Basis
Location: Office of the Superintendent
Incumbent: M. Zuniga (EN 599469) (Cost Center 1002501)

Reason for Reclassification: The subject position meets the class concept of an Executive Secretary in that the incumbent is responsible for providing secretarial and administrative support to the General Superintendent and other executives in the Office of the Superintendent. The assigned duties also include maintaining and organizing the General Superintendent’s calendar; gathering materials, background, and other pertinent information in advance of meetings and events; arranging for travel; reviewing calendars to identify and resolve conflicts; preparing, editing, reviewing and processing interoffice correspondence and board informatives; and responding to inquiries from district personnel and the public.
**Status of Incumbent:** The position meets the criteria for reclassification in accordance with Education Code Section 45272(b) which allows the Board of Education to exempt certain Executive Secretary positions reporting to designated staff from the provisions of Education Code Section 45272(a). M. Zuniga (EN 599469) may request assignment to the reclassified position or be otherwise reassigned.

**Effective Date:** August 5, 2019

**Case** 11774

**c:** Talent Acquisition and Selection Branch
Classified Employment Services Branch
Files Unit
TO
THE PERSONNEL COMMISSION

FROM
KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT
TITLE CHANGE OF A CLASS IN MAINTENANCE AND OPERATIONS

RECOMMENDATIONS:

It is recommended that effective August 15, 2019:

I. The following classification and positions be reclassified, for the purpose of title change only:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Title</td>
<td>Proposed Title</td>
</tr>
<tr>
<td>Central Shops Supervisor</td>
<td>Facilities Maintenance Supervisor</td>
</tr>
</tbody>
</table>

BASIS OF RECOMMENDATION:

The administration for the Maintenance and Operations branch requested the proposed change in the class title of the Central Shop Supervisor classification to better reflect the concept of the job functions as the Maintenance and Operations Branch is reorganizing to align its services closer to schools. The class description with changes is submitted for approval in conjunction with this report.

STATUS OF INCUMBENT(S):

The title change will have no effect on the status of the incumbents.

RGK/HV

Case 11677

August 15, 2019
CENTRAL SHOPS FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Oversees a variety of seniors, craft journey-level employees, and other employees in both related and unrelated classes in the performance of construction, alteration, maintenance, repair work, and reviews work performed by contractors.

TYPICAL DUTIES

Supervises, plans, assigns, and certifies completion of work performed by District and contract personnel in a variety of crafts.

Supervises and inspects the work of employees in a variety of crafts, including, but not limited to Floor Covering Installer, Hardwood Floor Worker, Fire Equipment Servicer, Sign Designer, Stage Rigger, Steeplejack, Tile Layer, Tile Layer Helper, and Maintenance Worker.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, M&O management, principals, and administrators.

Schedules projects according to indicated priorities and staffing levels.

Implements the preventative maintenance program and ensures work is completed on time for an assigned unit.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Participates, provides input, and implements M&O strategic goals with crew.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Initiates and coordinates jobs in compliance with administrative decisions and prepares job progress reports.

Confers with governmental agencies regarding work that requires permits and conformance to local codes.

Surveys work, makes job cost estimates, and writes and approves requisitions for materials and supplies.

Monitors the fiscal management of the unit.

Allocates resources for projects.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Identifies and evaluates equipment, supplies, techniques, and systems.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Applies provisions of collective bargaining agreements.

Approves employee time records and mileage reports.

Orders tools, materials, and equipment.

Enters work order and requisition data utilizing computer systems.

Ensures compliance with procurement procedures.

Coordinates resolution of project issues in accordance with District policy, applicable laws and regulations.

Communicates with District staff, consultants, and the public using District communication applications.

May coordinate, supervise, and inspect the work of contractors.

May participate or assist in obtaining contracts from private vendors.

May act in place of a higher-level supervisor or manager in case of absence.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Central Shops Maintenance Supervisor oversees a variety of maintenance personnel in the construction, alteration, maintenance, and repair of facilities and equipment.

A Complex Project Manager is responsible for the coordination of all facilities-related activities with a group of schools, offices, or operational units.

A Senior Craft person assists a supervisor or manager in overseeing the overall respective craft operations in a designated Maintenance and Operations area.

A Craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

SUPERVISION

General supervision is received from designated supervisor or manager. Supervision is exercised over seniors, craft journey-level employees and other employees.

CLASS QUALIFICATIONS

Knowledge of:

- Modern practices, processes, materials and tools of a variety of crafts, including, but not limited to, painting, floor covering, refinishing, fire equipment servicing, and sign design
- Principles of organization, and personnel management
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- City, County, State, federal and other codes, laws, and ordinances pertinent to designated crafts
- Pertinent provisions of labor contracts
- Budgetary, accounting, and legal procedures and practices of the District regarding procurement and disbursement of supplies and equipment
- Current labor and material costs relating to all types of construction and maintenance work
- Methods and procedures used in planning and estimating job projects
- Design, construction, installation, and maintenance of various craft equipment and systems
- Microsoft Word, Excel and Outlook

Ability to:

- Estimate costs of material and labor
- Work effectively with administrators, other District personnel and the public
- Supervise, coordinate, train, and evaluate the work of direct and non-direct reporting personnel
- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Prepare budget estimates and keep controls of expenditures
- Communicate effectively, both orally and in writing
- Work well under pressure of multiple priorities and short deadlines
- Maintain confidentiality

Special Physical Requirements:

- Manual dexterity and strength to use tools of the trades
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and
lift up to 50 pounds in inspecting or assisting projects when needed
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
Ability to work safely in confined spaces

ENTRANCE QUALIFICATIONS

Education:
Graduation from high school or evidence of equivalent educational proficiency.

Experience:
Four Three years of journey-level or higher experience in any craft or trade involving the maintenance, construction, alteration, or repair of buildings, equipment, or grounds asphalt or concrete surfaces; two years of the required experience must be in a lead or supervisory capacity at or above the senior level is preferable.

Special:
Employment is subject to medical clearance.
Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.
A Facilities Planner Program certificate is required before completion of the probationary period.
A valid California Driver License.
Use of an automobile.

SPECIAL NOTE
Exempt from FLSA.
A Facilities Planner Program certificate is required before completion of the probationary period.

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 the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Title Change District Notification: 7/1/19
8-15-19 Union Notification: 7/18/19
HV
RECOMMENDATION(S):

**CLASS TITLE:** Property Management Assistant (NEW CLASS)  
**EFFECTIVE DATE:** August 15, 2019

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<th>GROUP, SERIES:</th>
<th>SALARY RANGE/PP: HOURLY</th>
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**SALARY SETTING BASIS:**  
Future salary movement to be based on related classes in the Administrative Analysis Group, Administrative Analysis and Assistance Series.

**BACKGROUND:**  
The administration of the Non-Academic Facilities Planning Department requested the establishment of the proposed class to assist in a wide variety of property management activities that include parking and building access management and reporting. The establishment of the class will better support the current organizational structure of the department by carrying out well-defined projects following established methods and procedures.

**BASES OF RECOMMENDATION:**  
Incumbents in this position will report to the Property Manager or Director of Property Management. The duties of the proposed Property Management Assistant class include, but are not limited to:

- Assisting in the access badge and parking management of the LAUSD Administrative Headquarters building by reviewing and verifying badge and parking requests; reviewing parking allocation assignments; and inputting key card requests in the parking and access system.
- Maintaining and updating occupant information records such as work location change and new vehicle information.
- Preparing reports related to access key card information, parking fees, and the subsidy program.
- Responding to calls from building occupants regarding various maintenance issues and requests and creating trouble call tickets.
- Collecting, consolidating, and preparing invoices related to parking fees.

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

The proposed salary is internally aligned with similar classes that are assigned well defined projects and whose responsibilities include coordinating procedures; collecting, organizing, and reviewing data for reporting purposes; and communicating department procedures and protocols. Therefore, establishment of the proposed classification at the internal salary range of $22.67620 - $28.26593 per hour is appropriate.

**RULE AMENDMENT(S):** None.
PROPERTY MANAGEMENT ASSISTANT

DEFINITION

Assists with tasks relating to property management services for District headquarters, local district offices, and other non-K-12 facilities that involve building access and compliance; and property management issues, requests, and concerns.

TYPICAL DUTIES

Assists in the access badge and parking management of the LAUSD Administrative Headquarters building by reviewing and verifying badge and parking requests; reviewing parking allocation assignments; and inputting key card requests in the parking and access system.
Maintains and updates confidential occupant information records such as work location change and new vehicle information.
Prepares reports related to access key card information, parking fees, and the subsidy program.
Responds to calls from building occupants regarding various maintenance issues and requests and creates trouble call tickets.
Collects, consolidates, and prepares invoices related to parking fees.
Validates request forms from departments and issues validation stickers as needed.
Surveys building parking lots and issues parking violation notifications to occupants.
Assists in troubleshooting badge and parking issues.
Checks and tests key cards and building key card readers in various floors and stairwells in the building and reports any necessary repairs.
Assists in reorganizing parking assignments according to District guidelines.
May assist in issuing temporary visitor badges by scanning and loading various forms of identification into the Visitor Management System (VMS).
May train District staff in VMS.
May order various office supplies and equipment.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Property Management Assistant assists with tasks relating to property management services for District headquarters, local district offices, and other non-K-12 facilities that involve building access and compliance and property management issues, requests, and concerns.

A Property Management Coordinator provides administrative support to the property management activities for the LAUSD Headquarters’ High Rise, Local District offices, and other non-K-12 facilities by communicating with district staff and external tenants regarding issues, requests and concerns.

SUPERVISION

General supervision is received from the Property Manager or Director of Property Management. Work direction may be received from a Property Management Coordinator.
CLASS QUALIFICATIONS

Knowledge of:

- Appropriate techniques used in providing information in person and on the telephone
- Data entry and retrieval
- Microsoft Windows Operating Systems and Office Suite Programs
- Computer applications involving data entry and record updates
- Recordkeeping procedures

Ability to:

- Prepare clear, concise reports and correspondence
- Organize confidential files and keep accurate records
- Handle multiple requests and calls
- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Work effectively with District personnel and the public
- Operate a computer and associated peripheral equipment
- Communicate effectively orally and in writing
- Learn specialized computer applications

Special Physical Requirements:

- Ability to stand, walk, and climb stairs.

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- One year of commercial property management experience related to operations management, property maintenance, or tenant relations.

Special:

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

SPECIAL NOTE:

- Travel to locations throughout the District is required.

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

New Class
08-15-19
CA/LKD

District Notification: 06-10-19