

**REVISED**

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

Council Meeting

TUESDAY, AUGUST 9, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, AUGUST 18, 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=TGIWQ0svZG9RcHIUWHVIL1VnZzJhUT09>  
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*

+1 213 338 8477 US (Los Angeles)

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

Meeting ID: 994 9200 4544

Passcode: 967499

1. Convene regular meeting. Roll call.
2. Approval of minutes of the meeting of July 21, 2022.
3. Receipt of minutes of the meeting of August 4, 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 July 22, 2022. (RDA 1748, 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 July 25, 2022. (RDA 1749, 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 26, 2022. (RDA 1750, Instructional Assistance Series)
  - d. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective July 28, 2022. (RDA 1751, Instructional Assistance Series)
  - e. Various positions in the Division of Special Education, from Special Education Trainee (\$18.83519-\$23.21376/hr.) to Special Education Assistant (\$20.87546-\$25.75835/hr.), effective August 1, 2022. (RDA 1752, Instructional Assistance Series)
  - f. Vacant position at Boys Academic Leadership Academy, Local District West, from Senior Office Technician (\$18.41162-\$22.69396/hr.) to Office Technician (\$15.77250-\$21.51552/hr.), effective July 21, 2022. (RDA 3052, Clerical Series)
  - g. Vacant position at Carson High School, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.) effective August 1, 2022. (RDA 3053, Clerical Series)
5. Approval of revised Class Descriptions recommended, effective August 18, 2022: **APPROVED**

Absence Coordinator  
Senior Design Network Engineer  
WAN Specialist II

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

<u>Class Title</u>	<u>Recommendation</u>
Absence Coordinator (\$43.41250-\$54.02304/hr.) Class Description dated August 18, 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.
Senior Design Network Engineer (\$9,631.09-\$11,933.38/mo.) WAN Specialist II (\$37.67904-\$46.69598/hr.) Class Description dated August 18, 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.

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

Case 12282  
Case 12284  
Case 12286

8. Public Comment

- a. Public employee discipline
- b. Examination Appeals

**NOTE:** Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 -1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue. It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

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

- a. Examination Appeals
  - Food Services Staff Aide
- b. **Closed Session Items (Purpose and Authority)**
  - Performance Evaluation of the Personnel Director

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

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

Food Services Staff Aide (Shannon Wong, Case 0185)

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

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

## ABSENCE COORDINATOR

### DEFINITION

Supervises, monitors, and coordinates the District's Total Absence Management program and/or the District's compliance with the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Americans with Disabilities Act (ADA), and Fair Employment and Housing Act (FEHA), and other protected absence statutes and recommends and administers absence policies and procedures.

### TYPICAL DUTIES

- Coordinates and audits the Integrated Disability Management Third Party Administrator (TPA) files, practices, and case administration.
- Coordinates with District staff and monitors the District's compliance with FMLA, ~~and~~ CFRA and other protected absence statutes to ensure all responsibilities are undertaken, such as posting requirements, proper designation of leaves, medical certification, tracking of leaves, and continuation of health benefits.
- Monitors District compliance with the Americans with Disabilities Act (ADA)/Fair Employment and Housing Act (FEHA) and other protected absence statutes by coordinating the Reasonable Accommodations Process, which includes reviewing and granting accommodations requests, overseeing the Reasonable Accommodations Committee, coordinating with the District's Medical Director, and with other District offices when applicable.
- Supervises the day-to-day activities of the Total Absence Management program in the Integrated Disability Management Section of the Division of Risk Management and Insurance Services.
- Communicates information related to employee absence, well-being and accident prevention to supervisors and administrators.
- Coordinates with the Office of Environmental Health and Safety, the Personnel Commission, the Human Resources Division, the Office of Staff Relations, and the TPA on related absence issues.
- Coordinates efforts through the Personnel Commission to develop and administer District-wide training programs in all facets of FMLA, CFRA, ADA and FEHA, and additional laws and codes providing for protected absences, leaves and accommodations.
- Promotes the District's goals of minimizing lost time and addressing absence management by ensuring all appropriate leaves are run concurrently.
- Assists in establishing criteria used in evaluating the TPA to ensure best practices guidelines are met.
- Provides technical support for administrators, supervisors, employees, and employee organizations regarding FMLA/CFRA, ~~and~~ ADA and other protected absence statutes issues and mandates, District policies and procedures, and leave coordination.
- Reviews and interprets proposed legislation related to FMLA/CFRA, ~~and~~ ADA and other protected absence statutes for its effects on the District and makes recommendations for appropriate administrative response.
- Compiles and analyzes employee absence data including FMLA/CFRA-related absences and makes recommendations for policy, procedural, legal, rule, and collective bargaining agreement changes.
- Analyzes and interprets provisions of the Education Code and other statutes relative to leave of absences, employee compensation, and attendance incentives.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Absence Coordinator administers the activities of the Total Absence Management program and/or oversees the District's compliance with FMLA/CFRA, and other protected absence statutes, coordinates employee absence management with the TPA, employees, and other District departments.

A Return to Work Specialist arranges for the early return to work of injured and/or ill employees throughout the District, and acts as a liaison between the employee, TPA, and the District.

The Director of Integrated Disability Management plans, implements, and administers a wide range of disability management programs for the District.

## SUPERVISION

General supervision is received from the Director of Integrated Disability Management. Supervision is exercised over Return to Work Specialists, Administrative Aides, or Administrative Analysts.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, policies, and practices of disability management and public personnel administration
- Applicable local, State, and federal laws, rules, and regulations pertaining to absences and attendance incentives
- TPA programs and organizational structure
- Principles of public relations
- Principles of training, employee evaluations, and employee relations
- Organization and policies of the Los Angeles Unified School District
- District collective bargaining law and labor agreements, and Personnel Commission rules
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

### Ability to:

- Formulate and express ideas clearly and effectively in writing and orally
- Work effectively with District personnel, contractors, union representatives, and the public
- Work independently on complex assignments
- Analyze, interpret, and apply laws, rules, and regulations pertaining to disability management
- Exercise tact and good judgment
- Interpret statistics and make accurate arithmetical computations
- Operate a computer and related peripheral equipment
- Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in risk management, business administration, public administration, or a related field. Additional qualifying experience may be substituted for the required education on a year for year basis.

Experience:

Three years of professional-level experience in ~~technical~~ risk management, personnel, disability management, or a closely related field, preferably including one year in a supervisory capacity.

Special:

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

~~A valid California Driver License~~

~~Use of an automobile~~

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.

Revised  
08-18-22  
SH

Administration Notification Date:8-1-2022  
Union Notification Date: 8-2-22

## SENIOR DESIGN NETWORK ENGINEER

### DEFINITION

Manages, implements, and plans advanced networking infrastructure system designs throughout the District, including all aspects of data, voice, and video.

### TYPICAL DUTIES

Manages the design, optimization, and implementation of Network Services, such as Quality of Service (QoS), Voice over IP, WAN Optimization, and traffic engineering.

Diagnoses and resolves complex internetworking problems on the IP core with a focus on wide area edge routing, data throughput, and performance issues.

Coordinates and manages all network related projects to ensure integration into existing enterprise network architecture.

Acts as a Tier 3/4 technical escalation point for lower-level engineers and technicians.

Defines and presents technical proposals to improve and optimize network infrastructure.

Leads and oversees analysis of capacity and traffic optimization efforts.

Develops solutions and manages internet protocol telephony (IPT) deployment.

Develops and gathers technical requirements for monitoring, alerting, collecting, reporting, developing, and implementing proactive solutions to solve problems and creates efficiencies based upon data analysis.

Designs District-wide infrastructure to support the delivery of IT services to all locations.

Oversees the District-wide standard configurations.

Conducts periodic assessments of existing configuration and recommends adjustments to achieve better efficiency.

Develops technical project requirements, SOW, and cost estimates and RFP requirements for procurement purposes.

Analyzes performance and capacity capabilities of the local area networks (LAN), Wireless LANs, wide area networks (WAN), metropolitan area network (MAN), and circuits.

Evaluates new products and technologies, performs network problem resolution, and assists in the development and documentation of technical standards and interface applications.

Assesses system-wide infrastructure for protocol compatibility and system tuning and makes recommendations for improvement.

Acts as the project leader on enterprise-wide assignments for the implementation of emerging or new District-level technologies.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Design Network Engineer supervises and manages a team of Design Network Engineers to drive continuous improvements and growth in network technologies, internet routing, and virtual private networks.

A Strategic Planning Systems Engineer is responsible for managing and overseeing all systems planning and implementation throughout the District.

The Design Network Engineer (DNE) supervises lower-level technicians and contractors assisting in planning, managing, and implementing current and emerging technologies from an enterprise level.

## SUPERVISION

General direction is received from the Senior Director, Information Technology. General supervision is exercised over Design Network Engineers and lower-level technical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Critical IP technologies including OSPF, BGP, MPLS VPN, MP-BGP, QoS, multicast, and DWDM, IPSEC, GRE Tunnel, HSRP, DHCP, ARP, DNS, SNMP, WAN Optimization, and IPv4 and IPv6 dual stack architecture, implementation, best practices, and transition techniques

Data Center network architecture and technologies including Cisco Nexus and Catalyst switches, VPC, 802.1q VLAN Trunking, Spanning-tree, and F5 Load Balancers

VoIP architecture and technologies including Cisco Unified Communications Manager, Unity Voice Messaging, and Presence

Enterprise network management platforms and analysis tools for wired and wireless technologies

Principles of LAN/WAN/Wireless LAN/Converged/multimedia network design, integration, traffic engineering, network security, administration, encryption technologies, software, and applications

Video compression Technology (H.264, MPEG-2, MPEG-4 AVC), digital video broadcast technologies, set-top-box technologies, web-based client/server applications, and interactive or enhanced television

Design of large enterprise IT service management systems and content distribution network WAN bandwidth optimization networking components

Large complex enterprise wireless infrastructure and technology including IEEE 802.1x authentication, mobility, captive portal, and BYOD

Cabling topology of the District communication systems

Federal, State, and Local mandates, rules, and regulations

Project management methodologies

### Ability to:

Design and implement Alcatel, Avaya, Aruba, Cisco, HP, F5, and other manufacturers' equipment including communication managers, messaging servers, firewalls, routers, and switches

Perform root cause and trend analysis

Resolve complex network problems, failures, and performance issues

Provide design enhancements to existing networks and develop new network capabilities

Work well under pressure and manage multiple large projects simultaneously

Produce and maintain documentation of complex network implementations

Formulate and express ideas clearly and effectively orally and in writing

Ability to conduct assessment and document large complex enterprise network

Transcribe project technical requirements into system designs

Perform sizing and capacity assessments

Complete performance analytics

Perform root cause analysis, forecasting, and trend analysis

Set priorities and successfully complete tasks in a timely manner

Analyze and interpret materials and problems involving rules, procedures, documentation, and related matters



Maintain effective relationships with District personnel and representatives of manufacturers and other organizations  
Motivate and lead employees

Special Physical Requirement:

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

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in computer science, information systems, electrical engineering, data communications, network engineering, telecommunications management, 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 direct experience designing, engineering, and/or configuring telephony or network systems, at least three years of multimedia networking, engineering, installation, configuration, or ongoing maintenance is preferable. Two years of the aforementioned experience must have been in a lead capacity.

Special:

~~A valid California Driver License.~~

A valid driver's license to legally operate a motor vehicle in California.

Use of an automobile.

A Cisco Certified Network Professional (CCNP) (Enterprise, Data Center, Security, Service Provider or Collaboration) certification or Cisco Certified Design Professional (CCDP) is required and must be kept valid during the term of employment.

An additional Cisco Certified Network Professional (CCNP) (Enterprise, Data Center, Security, Service Provider or Collaboration) certification is preferred.

A Cisco Certified Internetwork Expert (CCIE) (Enterprise Infrastructure, Enterprise Wireless, Data Center, Security, Service Provider or Collaboration) certification, Cisco Certified VoIP certification, Aruba or Certified Professional levels or equivalent certification; are highly preferred preferable.

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  
08-18-22  
JAP

## WAN SPECIALIST II

### DEFINITION

Programs, configures, analyzes, manages and monitors enterprise routers, ~~firewalls~~, Virtual Private Network (VPN) systems, cache engines, core switches, and auxiliary support devices and systems. Provides specialized data, voice, video, security and systems analysis expertise to ensure integrity and availability of the District's enterprise Wired and Wireless Network

### TYPICAL DUTIES

Troubleshoots and corrects complex interconnectivity and interoperability WAN issues related to network voice, video, data and security systems and supporting enterprise network devices.

Analyzes, installs, configures, and maintains security infrastructure and/or advanced auxiliary support systems to enterprise network devices, including but not limited to authentication and access control servers and devices, system logging utilities, traffic shaping systems, ~~content filtering systems monitoring and alerting systems~~, traffic analysis systems, and event correlation systems, ~~intrusion detection systems, and vulnerability assessment systems~~.

Troubleshoots, diagnoses, and corrects internal and external data, and/or security-related network issues utilizing network management systems.

Performs regular system administration, installs software patches, reviews logs, and resolves data and/or security events.

Audits availability and performance of enterprise network devices, including servers and application appliances, to assure service availability.

Implements, configures, upgrades and tests WAN, carrier, or enterprise level network equipment, devices, and systems.

Diagnose, troubleshoots, and corrects network service issues related to Voice over IP (VoIP) systems (including multi-service infrastructure issues), video, and/or security systems.

Assists in the implementation and/or design of voice, video, and/or security solutions.

Develops and maintains documentation and diagrams for network or security environments.

Assesses security threats posed by changes in network hardware or architecture.

Monitor WAN performance and performance of WAN support systems to ensure effective and reliable service availability.

Acts as a liaison with service providers to resolve problems and resume digital service.

Provides technical assistance to other District service provider organizations and District locations.

Uses appropriate applications or appliances to determine and resolve WAN or security issues.

Provides assistance and/or acts as a mentor to lower level information technology staff and new employees.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

~~The Coordinator of IT, Security is responsible for the planning, development, implementation, and management of computer network security technologies and services for the information services function.~~

IT Operations Manager Plans, organizes, coordinates, and oversees the daily operations for a defined department within the Information Technology Division.

The Design Network Engineer supervises lower-level technicians and contractors assisting in the planning, managing, and implementing current and emerging technologies from an enterprise level.

A WAN Specialist I installs, programs, configures, analyzes and repairs monitors, maintains, services, repairs, basic core WAN equipment and remote site WAN equipment, and diagnoses and repairs hardware/software problems that affect connectivity to within the District's enterprise network.

## SUPERVISION

Supervision is received from IT Operations Manager or higher level administrator ~~a the Coordinator of IT, Security or Director of IT, Network Operations.~~ Work direction may be exercised over technical lower-level personnel

## CLASS QUALIFICATIONS

### Knowledge of:

Enterprise routing and switching

VPN configurations

~~Current firewall, VPN, content filtering, and intrusion detection methodologies~~

Common Enterprise digital circuits, including ATM, ADSL, SONET, ADN, ISDN, Frame Relay, T1, DS3, and OC3-OC196

Domain Name System (DNS), including service structure, and server maintenance and operation

Common Authentication, transmission protocols, security procedures, industry standard encryption protocols, and methodologies

Security configuration of Microsoft Windows desktop and server

Common wireless network configuration and network protocols including TCP/IP, SNA, ICMP, STP, 802.1p, channeling protocols, VLAN trunking protocols, NAT, RADIUS, TACACS+, SNMP, syslog, NTP, SNMP, IPSEC, MPLS, and various implementations of Access Control Lists

Common WAN protocols and routing protocols including RIP, OSPF, BGP, GRE, VPN protocols, and multicast protocols such as BGMP, IGMP, and MBGP

Common VoIP protocols such as H.323, H.235, MGCP, and SIP, and Gateway protocols such as MGCP, and H.261/H.263/H.264 802.11 Wireless protocols

Cisco AVVID (Architecture for Voice, Video and Integrated Data) Solutions

Unity Systems and Unified Messaging

~~Advanced concepts in data security over TCP/IP networks, such as Intrusion Detection Systems (IDS), Event correlation, DDOS mitigation, content filtering, vulnerability detection and analysis, and layer 7 packet analysis and control~~

Use of common desktop computer software packages including but not limited to Microsoft Office and Visio

Safety regulations and practices applicable to electrical and electronic repairs

### Ability to:

Install, configure, maintain and troubleshoot complex data, voice and video network equipment

~~Install, configure, maintain, and troubleshoot network security devices, such as authentication appliances, Intrusion Detection Devices, event logging and analysis systems, and/or advanced enterprise network support equipment; Router Access Control Lists and Firewall Rule sets~~

Understand application protocols and the effect of wide area network issues that affect application availability

Detect and correct security problems that affect wide area network availability and reliability

Design and implement technical modifications to enterprise-wide networks ~~and/or firewall, VPN, content filtering, and intrusion detection rule sets~~  
Learn characteristics of new security threats, vulnerabilities, and countermeasure techniques and technology  
Work effectively without supervision  
Maintain effective working relationships with District personnel

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Three years of general experience in the installation, maintenance, and support of wide area networks, and related equipment. At least two of the three years must include technical experience in at least one of the following areas:

Supporting, implementing, and configuring enterprise voice over IP environments

Support of advanced enterprise security technologies including but not limited to, enterprise monitoring and alerting systems, authentication/authorization appliances and systems, event correlation and analysis systems, or vulnerability assessment and remediation systems

Supporting Converged and videoconferencing systems including MCU's, Gateways and Gatekeepers over IP networks

Supporting a large metropolitan Wired and Wireless data network with a minimum of 1,000 nodes and 10,000 network components including edge routers, MDF switches, WAN Core switches and distribution routers.

Successful completion of courses in support of wide area networks, security, and digital electronics in the armed forces or equipment manufacturer's training program or recognized trade school or college may be substituted for up to one year of the required experience.

### Special:

~~A valid California Driver License.~~

A valid driver's license to legally operate a motor vehicle in California.

Use of an automobile.

~~A minimum of one of the certifications listed below is required:~~

A Cisco Certified Network Professional (CCNP) (Enterprise, Data Center, Security, Service Provider, or Collaboration) certification and must be kept valid during the term of employment.

~~Cisco Certified Security Professional (CCSP)~~

~~Cisco Certified Voice Professional (CCVP) or equivalent Avaya certification~~

An additional Cisco Certified Network Professional (CCNP) (Enterprise, Data Center, Security, Service Provider, or Collaboration) certification or equivalent certification such as Aruba Certified ClearPass Professional (ACCP) or Certified Wireless Network Professionals (CWNP) certifications such as CWAP (Certified Wireless Analysis Professional), CWDP (Certified Wireless Design Professional) or CWSP (Certified Wireless Security Professional) are preferred.

~~A Cisco advanced certifications (such as CCIE)~~ Cisco Certified Internetwork Expert (CCIE) or Cisco Specialist Certifications are preferable. (Enterprise Infrastructure, Enterprise Wireless, Data Center, Security, Service Provider or Collaboration) certification is highly preferred.

#### SPECIAL NOTE

Employees in the class are subject to call at any hour.

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  
08-18-22  
JAP

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION  
FROM: KARLA M. GOULD, PERSONNEL DIRECTOR  
SUBJECT: **RECLASSIFICATION REPORT**

It is recommended that the following reclassification actions be approved:

<b>From:</b>	Coordinator of IT, Security (1183) (\$9,005.57- \$ 11,152.73/ Monthly)	<b>To:</b>	IT Infrastructure Security Manager (1235) (\$10,159.83 - \$ 12,584.98/ Monthly) *
<b>POS:</b>	(30323092) A Basis		(30323092) A Basis
<b>Location:</b>	Infrastructure Operations Data Center, Information Technology Division	<b>Incumbent:</b>	A. Torres (EN 665451) Cost Center (1078901)

**Reason for Reclassification:** The subject position meets the class concept of IT Infrastructure Security Manager in that the incumbent in the position is responsible for managing the day to day IT security infrastructure functions and operations of the Infrastructure Operations Data Center unit which includes overseeing, assigning and evaluating the work of the network security, user identity management and email management teams; coaching and mentoring team members, identifying training needs, and recommending professional development programs; reviewing service and change management requests; participating in technology selection committees; managing security initiatives with vendors to ensure enterprise solutions are operating in a secure and stable manner; and reviewing security and vulnerability scans, metrics and reports to develop risk mitigation plans and corrective actions. The incumbent also serves as an escalation point for data center incident responses, threat management, and network security events and is responsible for collaborating with the IT Security group to address incident response and threat management, device monitoring and management, authentication and access management, and network security activities.

**Status of Incumbent:** Incumbent A. Torres (EN 665451) must compete in the examination for IT Infrastructure Security Manager, be reachable on the resultant 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.

**Approval Date:** August 1, 2022

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

RGK/JAP

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION  
FROM: KARLA GOULD, PERSONNEL DIRECTOR  
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

<b>From:</b>	Human Resources Specialist I (4997) (\$25.83937-\$31.96414/hr.)*	<b>To:</b>	Administrative Analyst (5073) (\$36.53696-\$45.26768/hr.)*
<b>POS:</b>	30083512 (A Basis)		30083512 (A Basis)
<b>Location:</b>	Credentials, Contract, and Compliance Services	<b>Incumbent:</b>	Vacant (P30083512) (Cost Center 1058101)

**Reason for Reclassification:** The subject position meets the class concept of Administrative Analyst (5073) in that the position has changed from performing the core functions of human resources to one that requires data analysis. The position will be responsible for reviewing workflow in Credentials, Contract, and Compliance Services and recommending improvements to efficiency and productivity; developing materials and providing training to update content knowledge to Credentials and Contract Specialist for improved efficiencies; extracting, validating, and analyzing data for District departments, Unions, Local Districts, and the Office of the Superintendent; creating summary reports containing such information such as the number of new hires, the status of new hires in the process, and how many of the new hires are "intent to hire"; creating reports in statistical, graphic and narrative form; and troubleshooting with the third party vendor of their onboarding application system to create efficiencies.

**Status of Incumbent:** The position is vacant.

**Effective Date:** August 02, 2022

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

RGK/SH

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

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: PERSONNEL COMMISSION  
FROM: KARLA GOULD, PERSONNEL DIRECTOR  
SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

<b>From:</b>	Administrative Staff Aide (5021) (\$24.95967-\$30.86867/hr.)*	<b>To:</b>	Senior Office Technician (2838) (\$18.41162-\$22.69396/hr.)*
<b>POS:</b>	30470416 (E Basis)		30470416 (E Basis)
<b>Location:</b>	Peer Assistance & Review Division of Human Resources	<b>Incumbent:</b>	Vacant (P30470416) (Cost Center 1071101)

**Reason for Reclassification:** The subject position meets the class concept of Senior Office Technician in that the higher-level duties of creating on-line surveys and analyzing data have been assigned to an Assistant Administrative Analyst position. The Senior Office Technician position will be responsible for providing clerical support to the administrators and Peer Assistance & Review (PAR) Panel in the hiring process of new consulting teachers. The position will collect, prepare, organize, and file applications and processed documents; assist during the video interview exercise; and enter the applicant's ratings provided by the PAR Panel into SharePoint. This position will also assist in fulfilling requests for electronic devices, books and other supplies; scheduling meeting locations and notifying participants via email invite; entering participant names into the District Headquarters' Visitor Management System (VMS); and creating agendas and minutes for the meetings. Additionally, this position will review incoming and outgoing data for accuracy, completeness, and quality; and will serve as a backup time reporter.

**Status of Incumbent:** The position is vacant.

**Effective Date:** August 02, 2022

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

RGK/SH

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