

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

Council Meeting

TUESDAY, AUGUST 23, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, SEPTEMBER 1, 2022  
3:00 P.M., VIA ZOOM

Personnel Commission Meeting

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=TGlWQ0svZG9RcHIUWHVIL1VnZzJhUT09>

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>

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 August 4, 2022.
4. Receipt of minutes of the meeting of August 18, 2022.

## CONSENT ITEMS

### 5. Ratification of Reclassification by Director's Approval:

- 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 August 5, 2022. (RDA 1753, 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 August 12, 2022. (RDA 1754, Instructional Assistance Series)
- 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 August 18, 2022. (RDA 1755, Instructional Assistance Series)
- d. Position at James Madison Middle School, Local District Northeast, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective August 3, 2022. (RDA 3054, Clerical Series)
- e. Position at 59<sup>th</sup> Street Elementary School, Local District West, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective August 8, 2022. (RDA 3055, Clerical Series)
- f. Position at Harry Bridges Span School, Local District South, from Senior Office Technician (\$18.41162-\$22.69396/hr.) to Office Technician (\$15.77250-\$21.51552/hr.), effective August 22, 2022. (RDA 3056, Clerical Series)
- g. Position at West Athens Elementary School, Local District West, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective August 15, 2022. (RDA 3057, Clerical Series)
- h. Position at Due Process Department, Division of Special Education, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective August 19, 2022. (RDA 3058, Clerical Series)
- i. Position at San Fernando Institute for Applied Media, Local District Northeast, from Senior Office Technician (\$18.41162-\$22.69396/hr.) to Office Technician (\$15.77250-\$21.51552/hr.), effective August 22, 2022. (RDA 3059, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective September 1, 2022:

Gardener  
Selection Technician  
Senior Selection Technician

7. Authorization of Field of Competition in forthcoming examinations:

<u>Class Title</u>	<u>Recommendation</u>
Gardener (\$19.33189-\$ 23.84800/hr.) Class Description dated September 1, 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.
Selection Technician (\$20.43660-\$23.89735/hr.) Senior Selection Technician (\$21.51552-\$26.54480/hr.) Class Descriptions dated September 1, 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.
Digital Forensic Investigator (\$42.38018-\$52.78471/hr.) Class Description dated April 19, 2018.	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. Eligibility list for the class may be established for a period of six months. The Personnel Commission also authorizes that the eligibility list duration may be extended by the Personnel Director.

8. It is recommended that the following reclassification action be ratified:

Case 12304

9. a. Establishment of the classification of CTE Program Supervisor. (Case 12244)

b. Approval of Class Description recommended, effective September 1, 2022:

CTE Program Supervisor

9. Continued – Case 12244

- c. Authorization of Field of Competition in forthcoming examination:

<u>Class Title</u>	<u>Recommendation</u>
CTE Program Supervisor (\$45.73024-\$56.64766/hr.)	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.

10. a. Establishment of the classification of Audiologic Resource Aide. (Case 12258)

- b. Approval of Class Description recommended, effective September 1, 2022:

Audiologic Resource Aide

- c. Authorization of Field of Competition in forthcoming examination:

<u>Class Title</u>	<u>Recommendation</u>
Audiologic Resource Aide (\$18.72568-\$22.96944/hr.)	Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

11. a. Reestablishment of the classification of Lawn Sprinkler Fitter. (Case 12302)

- b. Approval of Class Description recommended, effective September 1, 2022:

Lawn Sprinkler Fitter

- c. Authorization of Field of Competition in forthcoming examination:

<u>Class Title</u>	<u>Recommendation</u>
Lawn Sprinkler Fitter (\$19.23597-\$23.96191/hr.)	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.

12. Receipt of Correspondence and recommended disposition. (See Addendum)

13. 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.

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

- a. Disciplinary Appeal
  - Guadalupe Valdovino Supplemental Decision
- b. Examination Appeals.
  - Assistant Plant Manager I/Plant Manager I
  - IT Support Technician
  - Senior Heating & Air Conditioning Fitter

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

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

Teacher Assistant (Case EN1056453)

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

Assistant Plant Manager I/Plant Manager I (Case 0186)

IT Support Technician (Case 0187)

Senior Heating & Air Conditioning Fitter (Case 0188)

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.*

## GARDENER

### DEFINITION

~~Tends~~ Maintains lawns, athletic fields, trees, shrubs, unplanted areas, and undeveloped sites.

### TYPICAL DUTIES

~~Tends~~ Maintains lawns and turf on athletic fields by mowing, reseeding, edging, fertilizing, renovating, and weeding.

Plants and tends trees, shrubs, annuals, perennials, and ground covers by cultivating, pruning and shaping, staking, fertilizing, mulching, weeding, transplanting, and removing hazardous or unnecessary growth.

Operates power equipment including but not limited to mowers, edgers, hedge trimmers, weed trimmers, ~~chain saws~~, back blowers, utility tractors, rototillers, and renovators.

Adjusts and performs minor maintenance on tools and power equipment.

Checks for safety hazards in planted areas of a school campus, prepares reports, and performs appropriate repairs.

Maintains, adjusts, and makes minor repairs on lawn sprinkler systems.

Keeps drains and flow lines in planted areas free from debris.

Assists in laying out and marking athletic and recreation fields.

Applies fertilizers and soil amendments.

~~Sets out traps for pests.~~

May be responsible to maintain composting areas.

Maintains athletic facilities such as long jump pits, runways, running tracks, and shot put areas.

May advise and train custodial personnel in proper watering procedures, operation and setting of automatic sprinkler controllers, and maintenance and adjustment of lawn sprinkler systems.

May maintain or replace plants in various containers.

~~May provide training and work direction to lower level staff.~~

May maintain weed control of elementary agriculture plots and assist in preparation for educational programs.

May drive a van, truck, or other vehicle to transport gardening equipment, tools, and supplies.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Gardener performs maintenance gardening for a group of schools or office buildings and works under the general supervision of a Tractor Mower Operator, Area Operations Supervisor, Operations Program Manager, ~~or~~ Complex Project Manager, or Central Shops Supervisor.

A Tractor Mower Operator operates a gasoline, battery or diesel-powered tractor mower; makes cost estimates of lawn and turf reconditioning; and intermittently supervises lower-level gardening personnel engaged in turf and lawn care.

A Building and Grounds Worker maintains buildings and grounds in a clean, sanitary, and safe condition.

~~An Assistant Gardener assists higher level gardening personnel by performing general grounds maintenance duties.~~

## SUPERVISION

General supervision usually is received from a Tractor Mower Operator, Area Operations Supervisor, Operations Program Manager, Complex Project Manager, ~~or Principal, Central Shops Supervisor.~~ No supervision is exercised. ~~Work direction may be given to Assistant Gardeners and Building and Grounds Workers.~~

## CLASS QUALIFICATIONS

### Knowledge of:

Plant materials such as ground covers, turf areas, weeds, trees, and shrubs  
Methods, materials, tools and power equipment used in the care of lawns, turf, trees, shrubs, hedges, ground cover, and flowers grown in Southern California  
Fertilizers, gardening, and landscaping supplies.  
LAUSD's Integrated Pest Management policy in relation to the use of pesticides.

### Ability to:

Safely operate and make minor repairs to power equipment  
Plant and prune trees, shrubs, hedges, ground cover, and flowers  
~~Set out traps~~  
Deal effectively with District personnel, students, and the public

### Special Physical Requirements:

Safely lift and move tools, equipment, and materials related to the work  
Ability to kneel and squat for extended periods of time

## ENTRANCE QUALIFICATIONS

### Education:

~~Graduation from high school or evidence of equivalent educational proficiency.~~ Successful completion of four courses in horticulture, agriculture, or related subjects in a high school, college, adult, or vocational school may be substituted for six months of the required experience.

### Experience:

One year of ~~paid~~ experience in general maintenance gardening including care of lawns, trees, shrubs, hedges, ground covers, and flowers.

### Special:

~~A valid California Driver License.~~  
A valid driver's license to legally operate a motor vehicle in the state of California  
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  
09-1-22  
CP

Class Codes

SELECTION TECHNICIAN	2963
SENIOR SELECTION TECHNICIAN	2960

DEFINITION

Performs specialized support duties related to recruitment, employment selection, and/or new employee processing as part of a talent acquisition and employment selection team working centrally or at a satellite employment office. A Senior Selection Technician provides work direction and reviews the work performed by support staff as part of a talent acquisition and employment selection team and serves as the primary technical resource on procedures for team members.

TYPICAL DUTIES

Applies knowledge of laws, rules, policies and procedures in performing specialized personnel-clerical recruitment, employment selection, and/or new employee processing duties including the following:

Obtaining or imparting and/or providing information about salaries, class requirements, employee benefits, position vacancies, employment test administration, employer references, new hire processing, and other related matters.

Checking a variety of forms related to employment, and other personnel matters for completeness, consistency, accuracy, and following up to resolve discrepancies or concerns.

Screening applications to determine whether entrance requirements for job opportunities are met.

Addressing customer complaints and providing resolution in person, over the telephone, and via email.

Administering written and performance tests and assisting in proctoring interviews and other employment test parts.

Operating the computerized item analysis program and uploading the data into the applicant tracking system.

Processing applicant statistical data to generate a variety of reports including lists of candidate scores, distributions, histograms, scatter grams, item analysis, and computing and checking computations of employment test scores and compiling employment eligibility lists and reviewing the accuracy of products produced.

Interpreting codes and other information on rosters and related records in order to obtain and verify employee information, including seniority credit for promotional employment tests.

Scheduling appointments for and assisting with new hire processing appointments.

Fingerprinting prospective employees and providing and explaining the purpose of various employment forms, such as tuberculosis testing, conviction records, and other clearances requirements.

Compiling, capturing, and providing daily new hire data for other departments.

Scheduling appointments for and assisting with the employment test review process for candidates.

Assembling and editing computerized employment tests according to Analyst's instructions.

Recruiting individuals to assist as raters for employment tests.

Maintaining employment lists and employment test records in the applicant management system.

Completing and filing personnel forms, correspondence, reports, and other material.  
Operating computer systems to query, input and obtain data, and produce reports such as item analysis and written tests.  
Composing and preparing drafts of recruitment literature and advertisements and posting recruitment ads on the internet.

May compile reports and compose routine correspondence related to personnel matters.  
May participate in gathering job analysis information.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Selection Technician provides work direction and reviews the work of several support staff as part of a talent acquisition and employment selection team working centrally or at a satellite employment office.

A Supervising Personnel Clerk plans and supervises specialized personnel-clerical work in a moderately sized unit that involves major responsibility for personnel-clerical activities without immediate review by a higher-level clerical supervisor. Positions in this class are often responsible for general office management and usually have supervisory responsibility over six or more clerical employees.

A Selection Technician performs complex personnel clerical duties related to recruitment, employment test preparation and administration, and new employee processing.

~~An Employment Services Manager manages one or more classified employment field office(s) that is responsible for recruitment, testing, and employee processing.~~

## SUPERVISION

A Senior Selection Technician provides work direction to Selection Technicians. Both classes may provide work direction to lower-level clerical classes and receive general supervision from higher-level supervisory personnel in clerical, technical or administrative positions.

## CLASS QUALIFICATIONS

### Knowledge of:

Personnel Commission, Human Resources Division, and Board of Education rules and guides concerned with policies and procedures applicable to personnel  
Various classes and categories of employment found in the District  
Principles and practices of human resources  
Computerized human resources systems and related concepts as applied to recruitment, employment selection, and new employee processing  
Office practices and procedures  
Time reporting and payroll procedures  
Organization and key personnel of the District  
Computer operations  
Basic statistical concepts

### Ability to:

Deal tactfully and effectively in contact with applicants, eligibles, employees, school administrators, and the public

Work effectively under pressure of a heavy workload and conflicting priorities  
Work on multiple assignments and shift priorities  
Work effectively within a team environment  
Learn, apply, and explain personnel laws, rules, procedures, and related concepts of human resources  
Make arithmetic computations and present data in graphic and tabular format  
Establish and keep manual and automated records and maintain files  
Type accurately and format, edit and revise data utilizing computer programs  
Operate various office machines, including 10-key calculator and scanner  
Accept responsibility and exercise sound judgment  
Compile reports  
Compose routine correspondence  
Keep information confidential  
Learn a variety of computer programs  
Train and provide coordination to a small group of clerical personnel within various teams (only for Senior Selection Technician)

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

#### Selection Technician:

~~One year of technical-clerical experience in an office where the primary responsibilities include human resources or related functions or six months of personnel clerical experience in an office where the primary responsibilities include recruitment, employment selection, staff development, or assignment functions. This year of~~ The aforementioned experience must include the use of a computerized human resources system. ~~Experience with a computerized applicant tracking system is preferable~~

#### Senior Selection Technician:

~~Two~~ One years of personnel clerical experience in an office where the primary responsibilities include recruitment, employment selection, staff development, or assignment functions. ~~One year of the aforementioned~~ This experience must include the use of a computerized human resources system. Experience with a computerized applicant tracking system is preferable. Six months of lead ~~person~~ experience is preferable.

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.

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification actions be approved:

<b>From:</b>	Director of IT, Infrastructure Project Management (1994) (\$10,159.83- \$ 12,584.98/ Monthly)	<b>To:</b>	Senior Director, Information Technology (1214) (\$12,200.23 - \$15,120.58/ Monthly)
<b>POS:</b>	(30395601) A Basis		(30395601) A Basis
<b>Location:</b>	IT Infrastructure Projects Communications Systems, Information Technology Division	<b>Incumbent:</b>	Vacant (PN 30395601) Cost Center (9076301)

**Reason for Reclassification:** The subject position meets the class concept of Senior Director, Information Technology in that the position will be responsible for directing, overseeing, monitoring, and planning all aspects of IT installation projects including staffing, budget, timelines, and quality assurance; evaluating the efficiency and cost effectiveness of installation projects across the District; serving as an escalation point for high level problems related to the activities of low voltage information technology, installation projects. The position will also be responsible for leading the development and implementation of District wide installation standards policies and procedures; implementing strategic plans in order to achieve program goals, objectives, and schedules; and directing, reviewing, and participating in studies to analyze and evaluate needs and services.

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

**Effective Date:** August 22, 2022

RGK/JAP

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

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

**CASE No. 12244**

**RECOMMENDATION(S):**

**CLASS TITLE:**

CTE Program Supervisor

**EFFECTIVE DATE:**

September 1, 2022

**GROUP, SERIES:**

Administrative Analysis and Assistance Series,  
Administrative Analysis Group

**HOURLY RANGE:**

\$45.73024 \$48.29806 \$50.99014 \$53.78162 \$56.64766

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Administrative Analysis and Assistance Series, Administrative Analysis Group.

**BACKGROUND:**

The Division of Instruction has requested the establishment of the proposed CTE Program Supervisor classification to supervise and lead classified Career Technical Education (CTE) -Linked Learning staff in the communication and processes of a specified CTE-Linked Learning area. The position will be located within the CTE-Linked Learning Office which aims to ensure every student enrolled in a CTE-Linked Learning pathway has earned college credit, college experience, industry certifications, and/or work readiness skills. The proposed class will address the need in streamlining the communications and processes between the CTE-Linked Learning Office, colleges, local employers, and District school site staff to expand pathway opportunities from external educational and industrial agencies to more District school sites.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed class of CTE Program Supervisor will lead a CTE-Linked Learning unit and ensure program compliance with respective grants. They will also be responsible for reviewing the work of subordinate staff, providing information sessions and approving program marketing material to increase enrollment in the program, and assisting with grant applications and utilization.

A class description detailing the duties and responsibilities of the class is submitted for approval in conjunction with this report.

The recommended salary for the proposed classification is based on both external market data and internal alignment considerations. Staff surveyed several public agencies and found the most analogous classifications to be the Career Education Support Services Manager at Long Beach Unified School District (top step \$119,826.00/yr), Program Administrator, Career Technical Education at Elk Grove Unified School District (top step \$114,177.00/yr), and Coordinator II, Career Education at Fresno Unified School District (top step \$110,197.00). The geographically-adjusted 75th percentile of the surveyed data is approximately \$117,001.50/yr. However, internal alignment considerations necessitate that salary recommendations based upon external market data be tempered dependent upon existing salary ranges of District classifications operating at a comparable level of responsibility. Internally, the classification is similar in scope and level with other District classes on the salary range of \$45.73024/hr. - \$56.64766/hr that supervises staff responsible for carrying out program-specific duties. The proposed salary will be approximately 11% above the highest supervised class which is the CTEIG Coordinator at \$106,497.70/year. Therefore, the proposed salary range of \$45.73024/hr. - \$56.64766/hr. (\$95,484.74 - \$118,280.31/yr.) is appropriate.

**RULE AMENDMENT(S):**

NONE

## CTE PROGRAM SUPERVISOR

### DEFINITION

Supervises, leads, plans, and participates in all communications and operations including the coordination and oversight of the administrative functions and requirements for an assigned Career Technical Education (CTE) Linked Learning area

### TYPICAL DUTIES

Supervises, assigns, coordinates, and evaluates the work of classified staff involved in CTE-Linked Learning activities such as:

Dual enrollment pathway establishment, implementation, documentation, evaluation, and communication.

Work-based learning outreach and partnerships with local employers.

CTE-Linked Learning pathway partnerships and related events.

Reviews and streamlines administrative and operational processes to increase and ensure program efficiency.

Leads the implementation and coordination of activities, meetings, and events related to CTE-Linked Learning programs.

Leads and oversees the communication with higher education institutions, external businesses, and/or industry leadership to formulate program opportunities and expansion plans.

Monitors budgets for CTE-Linked Learning programs and ensures program compliance with respective grants.

Reviews the work of lower-level staff, which includes budget monitoring and grant compliance, procurement processes, development of needs assessments and improvement plans for the program, and professional development, to ensure end-results for respective programs are on-track for completion.

Develops and oversees CTE-Linked Learning enrichment opportunities in career pathways during summer and other school breaks.

Provides professional development to teachers, principals, and other school site staff regarding the CTE-Linked Learning program processes to promote and assist with student enrollment in the programs.

Provides information sessions concerning the CTE-Linked Learning program to schools, parents and students.

Approves marketing materials for CTE-Linked Learning programs for schools to disseminate.

Recommends utilization of grant funds to leadership and grant related personnel.

Assists with the preparation of supporting grant documentation by relaying pertinent information to grants and funding staff.

Represents the office at internal and external meetings and events related to CTE-Linked Learning.

Performs other duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A CTE Program Supervisor supervises a unit involved in the CTE-Linked Learning initiative and leads the communication and processes of CTE-Linked Learning classified personnel.

A CTEIG Coordinator performs a variety of administrative duties in support of the CTE-Linked Learning office, using specialized knowledge and experience in one of the fifteen industry pathways.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

## SUPERVISION

General supervision is received from a certificated CTE-Linked Learning Administrator or designee. General supervision is exercised over CTEIG Coordinators and other lower-level classified personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of supervision
- Principles of career development and guidance
- College and career trends
- Community College Guided Pathways
- Community College structures related to career pathways
- Grant implementations and reporting
- California CTE Model Curriculum Standards and Frameworks
- Project management methodology
- Current and future trends relating to industry pathways
- Basic procedures, methods, and techniques of procurement and budget preparation and control
- Principles of public relations
- Applicable laws, codes, regulations, policies, and procedures
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)

### Ability to:

- Plan and organize work
- Interpret, apply, and explain applicable laws, codes, rules, and regulations
- Ability to investigate and understand common administrative and budgetary problems
- Analyze problems and communicate and implement solutions
- Develop and implement detailed project management plans and manage project process
- Analyze, interpret, and explain project budgets
- Appropriately allocate resources toward program goals and activities
- Plan and organize work to meet deadlines
- Establish and maintain working relationships with District personnel, representatives of other organizations, and the public
- Prepare clear, concise reports
- Communicate effectively both orally and in writing



Exercise tact and good judgment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with bachelor's degree, preferably with a major in business, finance, public administration, business administration or a related field. Additional qualifying experience may be substituted on a year-for-year basis for up to two years provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Three years of experience in college and career development, Career Technical Education (CTE), or other related programs, or a combination thereof, involving the development and oversight of CTE pathways, monitoring grant compliance and budget, and liaising with external organizations. One year of experience in a lead capacity is preferable.

### Special:

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

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.

New Class  
09-01-2022  
MCV

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

**CASE No. 12258**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Audiologic Resource Aide

**EFFECTIVE DATE:**

September 1, 2022

**GROUP, SERIES:**

Typist Group, Clerical Series

**HOURLY RANGE:**

\$18.72568 \$19.71036 \$20.73863 \$21.82789 \$22.96944/hr.

**SALARY SETTING BASIS:**

Future salary movement is to be based on that of related classes in the Typist Group, Clerical Series

**BACKGROUND:**

The District's Low Incident Program in the Division of Special Education provides a complete audiologic evaluation by an Educational Audiologist for any child from birth to 22 years of age at an Audiological Resource Unit (ARU) at locations in Local District North, East, South, and Central, which services predominantly Spanish-speaking families. A new classification was requested to provide support to the four ARUs. The proposed classification will address this specific need.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed class of Audiologic Resource Aide will provide assistance to the Audiologic Resource Unit (ARU) by communicating and assisting families with audiological processes and information in English/Spanish.

Duties include:

- Communicating with families regarding hearing assessment appointments, process of hearing evaluations, school-based audiometric screening results, and updated audiologic information.
- Assisting the audiologist during hearing assessments by keeping the child engaged on the testing task by using a variety of items such as toys or handheld manipulatives.
- Communicating with outside clinics, hospitals, schools, and other district personnel to request or provide hearing evaluations and the results of hearing evaluations.
- Translating letters to families that will include audiologic terms such as degree and type of hearing loss.
- Reviewing all incoming hearing referrals and distributes to District educational audiologists.

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

A search for external market data produced no comparable classifications. The proposed classification and salary are based on internal alignment to existing classifications with similar scope and responsibility of duties that includes communicating and explaining specific program information and assisting with various clerical and administrative tasks. Therefore, the salary range of \$18.72568-\$22.96944/hr is appropriate.

**RULE AMENDMENT(S):**

None

## AUDIOLOGIC RESOURCE AIDE

### DEFINITION

Provides assistance to the Audiologic Resource Unit (ARU) by communicating and assisting families with audiological processes and information in English/Spanish.

### TYPICAL DUTIES

Assists audiologists in communicating audiological information to families in the Spanish language. Communicates with families regarding hearing assessment appointments, process of hearing evaluations, school-based audiometric screening results, and updated audiologic information. Assists the audiologist during hearing assessments by keeping the child engaged on the testing task by using a variety of items such as toys or handheld manipulatives. Communicates with outside clinics, hospitals, schools, and other district personnel to request or provide hearing evaluations and the results of hearing evaluations. Translates letters to families that will include audiologic terms such as degree and type of hearing loss. Reviews all incoming hearing referrals and distributes to District educational audiologists. Inputs preschool/school ARU referrals into Welligent ARU Portal. Assists school nurses with completing ARU referrals, to include information regarding medical history in regards to ear health. Utilizes Welligent to identify student information such as address, phone and parent's contact information, history of hearing screenings, and IEP information. Provides audiologic information to Deaf and Hard of Hearing itinerant teachers. Assists with the distribution and collection of District issued hearing technology to the Deaf and Hard of Hearing itinerant teachers including soundfield systems, hearing aid receivers and microphones. Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Audiologic Resource Aide provides information to nursing, audiometry, and other school personnel regarding hearing assessments and assists families referred to the Audiologic Resource Unit requiring fluency in Spanish.

An Office Technician performs a variety of clerical duties ranging from entry level to those requiring the exercise of judgment based on training and experience.

### SUPERVISION

General supervision is received from a certificated administrator. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Basic understanding of hearing loss and effect of hearing loss  
Audiology equipment, materials and procedures

English composition  
Operation of various office machines  
Web browsing techniques  
Microsoft Windows operating systems and Office Suite programs

Ability to:

Learn audiology terms in the designated language  
Organize files and keep accurate records  
Maintain confidential information  
Work effectively with employees, students, parents, and the public  
Use a computer to input, edit, extract, and format data and information  
Produce, retrieve, and store word-processing and email documents  
Speak and write in English and Spanish  
Communicate effectively orally and in writing  
Write legibly  
Accurately follow oral and written instructions

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of clerical experience performing duties that includes scheduling appointments, monitoring records, and translating documents from English to Spanish. Experience in a clinical setting is preferable.

Special:

Ability to speak Spanish is required.  
A valid license to drive in California and the availability of private transportation or the ability to utilize an alternative method of transportation.

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.

New Class  
09-01-22  
SH

Administration Notification Date: 8-16-22

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

**CASE NO. 12302**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Lawn Sprinkler Fitter

**EFFECTIVE DATE:**

September 1, 2022

**GROUP, SERIES:**

General Semiskilled Group, Construction/Maintenance and Repair Series

**SALARY RANGE OR FLAT RATE/HOURLY:**

\$19.23597 \$20.32824 \$21.46602 \$22.67908 \$23.96191

**SALARY SETTING BASIS:**

Future salary movement to be based on related classes in the General Semiskilled Group, Construction/Maintenance and Repair Series.

**BACKGROUND:**

The Lawn Sprinkler Fitter classification was abolished in 2016 because the Facilities Services Division did not see an immediate need for the class at that time. Currently, the division is requesting its reestablishment to support the District's 100-day plan, which includes providing additional green space to school campuses. In recent years, these duties have been the responsibility of plumbers, however, due to a high volume workload there is currently a service call backlog of 536 projects. Therefore, it is recommended that the Lawn Sprinkler Fitter be reestablished.

**BASES OF RECOMMENDATION:**

The salary level of the reestablished class maintains the hourly range it would have had if it had not been abolished (\$19.23597 - \$23.96191/hour). A revised class description is submitted for approval in conjunction with this report.

**RULE AMENDMENT(S):**

None.

## LAWN SPRINKLER FITTER

### DEFINITION

Installs, maintains, and repairs lawn sprinkler systems.

### TYPICAL DUTIES

Installs and replaces lawn sprinkler systems according to blueprints, shop sketches, or verbal instructions.

Installs, maintains, and repairs automatic, semi-automatic, and manually actuated sprinkler systems.

Cleans, repairs, and flushes out lawn sprinkler heads and systems.

Adjusts elevation of lawn sprinkler heads, and locates remote valves, piping, and control valves.

Digs ditches and trenches preparatory to installation, maintenance, and repair work.

Replaces soil and turf after installation, maintenance, and repair work is completed.

Installs and repairs PVC, galvanized, cast iron, transite, and other types of pipes found in sprinkler systems.

Locates leaks in sprinkler systems through physical observation and blueprints.

Determines corrective action to repair or replace sprinkler systems.

Determines type of materials needed, places orders, and maintains an inventory of parts.

Programs electrical, mechanical, and solid state controllers.

Troubleshoots low voltage and hydraulic actuated irrigation systems.

Assists the Plumbing Department during inclement weather or emergency conditions by clearing storm drains and gutters and performing other routine tasks.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Lawn Sprinkler Fitter installs, maintains, and repairs lawn sprinklers downstream from the backflow device.

A Plumber performs skilled plumbing work in the installation, maintenance, and repair of District plumbing facilities.

An Area Plumbing Supervisor supervises and is responsible for the installation, maintenance, and replacement of plumbing facilities and supervises plumbing personnel in a Maintenance Area.

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

### SUPERVISION

General supervision is received from an Area Plumbing Supervisor or Central Shops Supervisor. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Installation, maintenance, and repair of lawn sprinkler systems and equipment

### Ability to:

Calculate amount of water necessary for maintaining lawns in various local areas  
Install, maintain, and repair all types of lawn sprinkler systems and equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Two years of experience in lawn sprinkler system installation, maintenance, and repair work.

### Special Physical Requirement:

Safely lift and carry items weighing up to 75 pounds  
Bend and dig

### Special:

~~A valid California Driver License.~~

A valid driver's license to legally operate a motor vehicle in the state of California

Use of an automobile.

Revised  
09-1-22  
CP