

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

Council Meeting

TUESDAY, SEPTEMBER 6, 2022  
10:00 A.M., VIA ZOOM

Personnel Commission Meeting

THURSDAY, SEPTEMBER 15, 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=TGIWQ0svZG9RcHlUWHVILlVnZzJhUT09>

Meeting ID: 994 9200 4544

*If you join the meeting by phone and wish to make an unscheduled comment, please press \*9 and you will be selected from the meeting queue. NOTE: Your phone number will appear on the screen unless you first dial \*67 before dialing the numbers (\*67 1-\_\_\_-\_\_\_-\_\_\_)*

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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 August 18, 2022.
3. Receipt of minutes of the meeting of September 1, 2022.

**CONSENT ITEMS**

4. Ratification of Reclassification by Director's Approval:
  - a. Position in Program Support Services-Facilities HR Unit, Facilities Services Division, from Human Resources Representative (\$38.63466-\$48.17261/hr.) to Senior Human Resources Representative (\$39.71283-\$49.44732/hr.), effective August 29, 2022. (RDA 401, Human Resources 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 26, 2022. (RDA 1756, Instructional Assistance Series)

4. Continued - Ratification of Reclassification by Director's Approval:
- c. Position at Wilmington Community of Schools, Local District South, from Office Technician (\$15.77250-\$21.51552/hr.) to Senior Office Technician (\$18.41162-\$22.69396/hr.), effective August 29, 2022. (RDA 3060, Clerical Series)
5. Approval of revised Class Descriptions recommended, effective September 15, 2022:

Area Operations Supervisor  
 Assistant Plant Manager I  
 Assistant Manager II  
 Plant Manager I  
 Plant Manager II  
 Plant Manager III  
 Plant Manager IV

6. Authorization of Field of Competition in forthcoming examinations:

<u>Class Title</u>	<u>Recommendation</u>	
Area Operations Supervisor (\$6,440.85-\$8,018.25/mo.)		
Assistant Plant Manager I (\$18.54437-\$22.78542/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.	
Assistant Plant Manager II (\$20.55724-\$25.36155/hr.)		
Plant Manager II (\$24.05280-\$29.69373/hr.)		
Plant Manager III (\$26.73658-\$32.99876/hr.)		
Plant Manager IV (\$29.69373-\$36.75110/hr.)		
Class Descriptions dated September 15, 2022.		
Plant Manager I (\$20.55724-\$25.36155/hr.) Class Description dated September 15, 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:

Case 12303  
 Case 12308

8. a. Establishment of the class of Coordinator, IT Organizational Change Management. (Case 12162)
- b. Approval of Class Descriptions recommended, effective September 15, 2022:

Coordinator, IT Organizational Change Management

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

<u>Class Title</u>	<u>Recommendation</u>
Coordinator, IT Organizational Change Management (\$8,722.17-\$10,807.23/mo.)	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.

9. Public Comment

- a. Public employee discipline
- b. Examination Appeals

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

10. Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to consider:
  - a. Disciplinary Appeals
    - Probationary Area Facilities Services Director
    - Senior Food Service Worker
  - a. Examination Appeals
    - Charter Schools Operations Coordinator
    - Metal Technical Supervisor
11. Reconvene Regular Session and report of actions taken in Closed Session.
12. Consideration of the Administrative Review for a Probationary Area Facilities Services Director. (Case 0697)

13. Consideration of the Recommendation of the Hearing Officer on the Disciplinary Appeal for:

Senior Food Service Worker (Case 0056)

14. Consideration of the Recommendation of Staff on the Examination Appeals for:

Charter Schools Operations Coordinator (Case 0189)

Metal Technical Supervisor (Case 0190)

*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.*

## AREA OPERATIONS SUPERVISOR

### DEFINITION

Assists an Area Facilities Services Director and an Operations Program Manager by supervising and inspecting custodial activities; and by coordinating and inspecting gardening, landscaping, pest control, tree trimming, window washing, power sweeping, furniture and equipment moving-activities at sites in an assigned area.

### TYPICAL DUTIES

- Analyzes custodial labor allotments at school sites by reviewing a full service inventory of the physical plant.
- Reviews customized work schedules for accuracy to ensure equitable work distribution, and ensures work schedules do not exceed the specified labor allotment.
- Plans, coordinates, and directs work performed by area-based and site-assigned personnel in custodial, gardening, and related operations activities.
- Develops, reviews, or revises work schedules at schools and other District sites.
- Trains, inspects, and evaluates the work of area-based and site-assigned personnel.
- Evaluates the performance of and counsels employees.
- Assures adherence to prescribed policies, procedures, work standards, and related requirements.
- Assures proper use and care of equipment and supplies.
- Prepares reports and correspondence concerning operations activities, such as vandalism at schools, instructions to personnel, and equipment requests.
- Monitors operations budgets and allocates resources as needed.
- Responds to calls concerning vandalism, fires, and other emergencies and inspects sites and assigns personnel to perform cleanup and related work in coordination with other District personnel and local agencies.
- Provides advice on and discusses problems, regulations, procedures, and standards concerning operations activities, including providing technical assistance to a Complex Project Manager.
- May attend meetings and confer with District personnel, community representatives, contractors, vendors, and others to plan, organize, coordinate, and schedule custodial, gardening, and related work with school, maintenance, and other activities.
- May approve requests for overtime and mileage reimbursement.
- May review and approve requisitions for supplies, equipment, and related items.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Operations Supervisor assists an Area Facilities Services Director and an Operations Program Manager by supervising and inspecting a group of activities, including custodial, gardening and landscaping, window washing, vandalism clean-up, tree trimming, pest control, power sweeping, and furniture and equipment moving.

An Operations Program Manager is responsible for the day-to-day management of the District's custodial, gardening, landscaping, tree maintenance, and pest management programs.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations local district.

A Plant Manager IV supervises, plans, coordinates, and participates in the cleaning and plant operation of a school or administrative site with a minimum custodial daily labor allotment of 160 hours.

## SUPERVISION

An Area Operations Supervisor receives general direction from an Operations Program Manager and an Area Facilities Services Director. General supervision is exercised over area-based operations personnel. During periods in which school is not in session and principals are absent, general supervision may be exercised over school-assigned operations personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization, management, and supervision
- Regulations, policies, procedures, materials, tools, and equipment related to custodial, gardening, window washing, power sweeping, and pest control activities
- Operation of heating and ventilating equipment
- Maintenance and repair services available to schools and offices
- Fire, health, safety, and other laws, regulations, procedures, and requirements affecting operations and related activities
- Procedures for the receipt, storage, and disbursement of materials and the maintenance of related records
- Basic personnel and payroll rules and procedures and applicable terms of appropriate labor Contracts
- Microsoft Office
- Microsoft Windows Operating Systems

### Ability to:

- Direct and control a variety of activities through subordinate supervisors
- Supervise and conduct training programs
- Recognize and deal effectively with personnel problems
- Analyze work methods, equipment, and other aspects of programs involving operations activities
- Prepare reports and correspondence and write clear, concise instructions
- Make effective oral and written presentations
- Work cooperatively with administrators, other District personnel, and the public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in personnel management, supervision, computer software applications, landscape management and related subjects.

~~Possession of the following four certificates from designated courses given by the is required: prior to certification for appointment from the eligibility list.~~

~~Janitor/Building and Grounds Fundamentals  
Maintenance Supervisor/Heating and Ventilation  
Maintenance Supervisor/Supervisory Practices  
Maintenance Supervisor/Scheduling Practices~~

Experience:

Five years of experience in building and grounds operations or in gardening maintenance, including two years of supervisory experience at the Plant Manager III level or Principal Gardener level or above.

Special:

Possession of the following four certificates authorized by the Maintenance and Operations Branch is required:

Custodial/Building and Grounds Fundamentals  
Maintenance Supervisor/Supervisory Practices  
Maintenance Supervisor/Scheduling Practices  
Maintenance Supervisor/Computer Essential Practices

~~A valid California Driver License.~~

~~Use of an automobile.~~

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

Possession of a Maintenance Planner Certificate (in Building and Grounds Operations) is preferable.

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  
09-01-2022  
CP

Class Codes

ASSISTANT PLANT MANAGER I	4061
ASSISTANT PLANT MANAGER II	4048

DEFINITION

Supervises, participates in, and is responsible for the work of a custodial crew on an assigned shift that does not have an assigned Plant Manager, or performs similar duties at a site that is under the supervision of a Plant Manager who is at another site. The level of classification is determined by the assigned labor-hours on the assigned shift or at the separate site.

TYPICAL DUTIES

- Checks plant security and intrusion alarms; locks and unlocks doors, gates, and windows; and contacts proper authority for assistance as needed.
- Assures that cleaning and other custodial assignments are completed satisfactorily, reassigns duties as necessary to meet unforeseen circumstances, and assures that facilities and equipment are ready for use by various groups.
- Provides information to school patrons and visitors regarding facilities and regulations, responds to requests for special services, may escort persons on campus, and represents the school to the public when the school is used as a community center.
- Supervises and participates in the operation of lower-pressure heating systems, ventilating and air conditioning systems, and related equipment.
- Supervises and participates in the operation, servicing, adjustment, and minor repair of power equipment, such as yard sweepers, yard vacuums, lawn mowers, edgers, weed eaters, scrubbing machines, carpet shampooers, and vacuum cleaners.
- Makes custodial time surveys and inspects custodial work; writes work schedules and makes inspection reports.
- Trains and supervises custodians in the selection and use of equipment and materials, safety practices, and approved procedures.
- Supervises the moving of equipment within the site.
- Receives, checks, and stores supplies and equipment.
- Supervises and participates in other custodial and gardening duties, including cleaning air intake screens and louvers, replacing lamps, mowing, edging and watering lawn areas; replenishing supplies in lavatory dispensers, and making minor repairs to furniture and other equipment.
- Maintains records and makes reports, including reports on damage to facilities and equipment.
- May act as an assistant to a Plant Manager on the day shift during school vacation cleanups.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Plant Manager usually acts as the supervisor of custodians on the swing or graveyard shift, but may be the custodial supervisor of a site that is under the supervision of a Plant Manager at a nearby location. Assistant Plant Managers I usually are assigned to shifts that have a total of at least 32 labor hours. Assistant Plant Managers II are assigned to shifts with at least 88 custodial labor hours.



A Plant Manager is responsible to the site administrator for the cleaning, operation, and security of assigned schools or offices. There are four levels of Plant Manager. The classification and salary level of Plant Manager I, II, III, and IV is determined by the custodial daily labor allotment to the assigned facilities.

## SUPERVISION

General supervision is received from a Plant Manager and a site administrator. Immediate supervision is exercised over custodial personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Proper cleaning or polishing agents to use on various types of surfaces, including metals  
woodwork, floors, and floor coverings
- Building facilities, including low-pressure heating plants and electrical systems as they pertain  
to the operation of buildings
- Provisions of the California State Health and Safety Code pertaining to air pollution
- Fire and safety ordinances and regulations affecting school buildings, cleaning equipment, and  
safe work practices in custodial and gardening activities

### Ability to:

- Use custodial and gardening supplies and equipment and instruct others in their use
- Use common hand tools and make minor repairs
- Plan, layout, and supervise the work of others
- Determine time required by custodial tasks and write work schedules
- Maintain records and prepare reports
- Use power equipment and hand tools necessary for grounds, lawn and floor maintenance
- Work harmoniously with school personnel and the public
- Operate a computer and peripheral equipment

### Special Physical Requirements:

- Safely lift and move heavy supplies and equipment
- Stand and walk for long periods of time

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. ~~Successful completion of the Maintenance and Operations Branch authorized courses in Custodial Training, Heating and Ventilation, Supervision, and Scheduling Practices is preferable. Completion of these authorized courses is required within 12 months of appointment.~~

### Experience:

One year of experience in janitorial, custodial, or building maintenance work without immediate supervision, or experience in supervising the work of janitors or custodians in the maintenance of buildings and grounds.

Special:

Possession of the following four certificates authorized by the Maintenance and Operations Branch is required:

Custodial/Building and Grounds Fundamentals

Maintenance Supervisor/Supervisory Practices

Maintenance Supervisor/Scheduling Practices

Maintenance Supervisor/Computer Essential Practices

~~A valid California Driver License and use of an automobile may be required for some positions.~~

A valid driver's license to legally operate a motor vehicle in the State of California may be required for some positions in these classes.

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

Revised  
09-01-22  
CP

	Class Codes
PLANT MANAGER I	4054
PLANT MANAGER II	4047
PLANT MANAGER III	4037
PLANT MANAGER IV	4021

## DEFINITION

Supervises, plans, coordinates, and participates in the cleaning, gardening and operation of a school or office plant or plants, is responsible to a school principal or other site administrator for the cleanliness and operation of the facility and to the Maintenance and Operations Branch for technical supervision. The level of classification is determined by the custodial daily labor allotment at the site or sites.

## TYPICAL DUTIES

Supervises and participates in custodial work in cleaning rooms, toilets, halls, walks, stairways, shops, gymnasiums, libraries, walls, fixtures, and equipment, including sweeping, polishing, mopping, dusting, dressing floors, vacuuming, and disinfecting.

Selects materials and equipment for cleaning a wide variety of floors, walls, and other surfaces. Analyzes custodial needs and recommends priorities for the custodial program.

Prepares, adjusts, and assigns work schedules for regular and special cleaning, and the recycling program including school-vacation cleanups, and assures that facilities are unlocked and secured as necessary.

Assigns special custodial duties for various educational, social, and civic activities, and to meet emergencies, and arranges for proper equipment, heating, ventilating, and lighting.

Operates and supervises the operation of low-pressure heating, ventilating, and air conditioning systems and related equipment.

Operates, services, adjusts, and makes minor repairs to power equipment, including yard sweepers, yard vacuums, scrubbing machines, carpet shampooers, vacuum cleaners, lawn mowers, edgers, weed eaters, and related gardening equipment, and supervises the use of such equipment and other operations equipment.

Inspects the plant and equipment in order to maintain custodial standards and nonhazardous conditions, evaluates employee performance and initiates corrective action, assures safe and efficient operation of equipment, determines the need for maintenance work, and coordinates maintenance services with custodial and school schedules.

Maintains inspection records, reports needs for repairs to the site administrator or to the appropriate maintenance office, and may make minor repairs.

Maintains records and submits reports on plant security, vandalism, thefts, emergencies, supplies, operation costs, use of facilities, and related matters.

Trains and instructs assigned custodial personnel in cleaning methods, use of materials, operation of custodial and gardening recycling procedures, equipment, and related tasks, and may assist Area branch personnel in training new custodians.

Confers with school personnel, administrators, the public, and students in regard to the utilization of facilities and equipment, site security, special programs and activities, and regulation.

Orders, receives, checks and disburses custodial and school supplies and equipment; stores and distributes school supplies and equipment; maintains an inventory and maintains related records as required.

Supervises and participates in watering lawns, shrubs, and trees, involving the operation of manual or automatic irrigation systems in accordance with instructions from the Maintenance and Operations Branch.

Supervises the removal of weeds and debris from paved and unplanted areas.

Issues keys, keeps records, and maintains a supply of spare keys.

Supervises and participates in moving audio-visual and other equipment within the school or office site.

Maintains records of shutoff valves and utility cutoffs, including fire sprinkler systems; checks and operates fire extinguishers; and may operate or supervise the operation of a swimming pool filtering system and related equipment.

Reviews and submits custodial time reports.

Performs related duties as required.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Plant Manager is responsible to the site administrator for the cleaning, operation, and security of assigned plant(s). The classification level is determined by the custodial daily labor allotment in accordance with the formula set forth below. At the higher Plant Manager levels, more time is spent in planning, scheduling, and supervising, and less time in participating in custodial work.

<u>Classification</u>	<u>Allotment Range*</u>
Plant Manager	1 - 39.99 hours
Plant Manager II	40 - 79.99 hours**
Plant Manager III	80 - 159.99 hours**
Plant Manager IV	160 - hours**

\*A "cushion area" is provided between classification levels in order to reduce the incidence of reclassifications.

\*\*For Plant Manager positions responsible for groups of 3 - 5 elementary schools, hour allotment requirements are reduced by four hours for each site supervised above two; e.g., if a Plant Manager position supervises three sites, the critical figures in the formula would be reduced by four hours.

## SUPERVISION

A Plant Manager receives general supervision from a school principal or other site administrator. Functional and technical supervision is received from Area Maintenance and Operations personnel. Supervision is exercised of Building and Grounds Workers, and at higher levels, may be exercised over other employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles, materials, and methods of custodial work

Various types of surfaces and coverings and the appropriate cleaning, polishing, and protective agents

Safe and efficient operation of low-pressure and other heating equipment, ventilating and air conditioning systems, and other building equipment

Electrical systems in building and grounds operation

Fire and safety ordinances and regulations affecting school buildings

Procedures for the report, storage, and disbursement of materials and the maintenance of records

Pollution control regulations

Methods and materials used in minor maintenance of buildings and equipment  
Principles of supervision and obligations of supervisors under the provisions of the labor agreement applicable to subordinates  
Basic personnel and payroll rules and procedures  
Flag courtesy and care

Ability to:

Supervise, train, and evaluate custodial personnel  
Make and adjust schedules  
Recognize maintenance needs and initiate appropriate action  
Maintain records and prepare concise reports  
Use and care for operations equipment  
Make minor repairs to facilities and equipment  
Work harmoniously with school personnel and the public  
Operate a computer and peripheral equipment

Special Physical Requirements:

Safely lift and move heavy supplies and equipment  
Stand and walk for long periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by additional courses in personnel management, supervision, steam engineering, and related subjects.

~~Verification of successful completion of the Maintenance and Operations Branch authorized courses in Custodial Training, Heating and Ventilation, Supervision, and Scheduling Practices is preferable. Completion of these authorized courses must be secured within 12 months after appointment.~~

~~Custodial/Building and Grounds Fundamentals  
Maintenance Supervisor/Supervisory Practices  
Maintenance Supervisor/Scheduling Practices  
Maintenance Supervisor/Computer Essential Practices~~

Experience:

Experience in janitorial, custodial or building maintenance work is required as designated below, preferably including experience in school operations.

- |                   |   |
|-------------------|---|
| Plant Manager I   | -- One year.  |
| Plant Manager II  | -- Two years, including one year as a supervisor of janitors or custodians.         |
| Plant Manager III | -- Three years, including two years of supervision as a Plant Manager II, or above. |

Plant Manager IV

- - Four years, including two years of supervision as a Plant Manager II or III, or above.

Special:

Possession of the following four certificates authorized by the Maintenance and Operations Branch is required:

Custodial/Building and Grounds Fundamentals

Maintenance Supervisor/Supervisory Practices

Maintenance Supervisor/Scheduling Practices

Maintenance Supervisor/Computer Essential Practices

~~A valid California Driver License and use of an automobile may be required for some positions in these classes.~~

A valid driver's license to legally operate a motor vehicle in the State of California may be required for some positions in these classes.

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  
09-01-22  
CP

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>	Secretary (2801) (\$20.53250-\$25.26760)	<b>To:</b>	Senior Secretary (2866) (\$23.82760-\$29.37587)
<b>POS:</b>	3040287 (B Basis)		3040287 (A Basis)
<b>Location:</b>	Office of Labor Relations	<b>Incumbent:</b>	K. F. Corrales (EN784431) (Cost Center 1008901)

**Reason for Reclassification:** The subject position meets the class concept of Senior Secretary (2866) in that the position reports to the Director of Labor Relations and is responsible for the overall administrative support to the office. The position is responsible for preparing and disseminating release forms for employees represented by various bargaining units; liaising with Budget Services Division in verifying and resolving funding related to union billings; maintaining the office budget and expenditure controls; and preparing requisitions and maintaining records of supplies and equipment. Additionally, the position is responsible for producing monthly and quarterly reports from SAP per bargaining unit requests; maintaining the shared drive containing files, negotiation notes, MOU's and side letters; maintaining the administrator's calendar and coordinating appointments and meetings; and preparing office payroll.

**Status of Incumbent:** The incumbent K. F. Corrales (EN784431) is reachable on the Senior Secretary eligibility list and may be appointed to the reclassified position, or be otherwise assigned.

**Effective Date:** August 10, 2022

RGK/SH

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

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

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

It is recommended that the following reclassification actions be approved:

<b>From:</b>	Secretary (2800) (\$20.36048 - \$25.09222/ Hourly)	<b>To:</b>	Senior Secretary (2865) (\$23.82866 - \$29.36213/ Hourly)
<b>POS:</b>	(30067738) B Basis		(30067738) A Basis
<b>Location:</b>	Student Integration Services, Office of Chief Strategy Officer	<b>Incumbent:</b>	R. Garcia (EN 721538) Cost Center (1005201)

**Reason for Reclassification:** The subject position meets the class concept of Senior Secretary in that the incumbent is responsible for providing work direction to two Secretaries, and other clerical employees such as Senior Office Technicians, Office Technicians, and Community Representatives; keeping time records and preparing office payroll or the direction/delegation thereof; interpreting and explaining policies and practices of the office to the public; preparing requisitions and maintaining records for supplies and equipment budgets; and assisting with various budgetary activities such as preparing budget adjustment requests to ensure funds are available in the appropriate Student Integration Services (SIS) accounts to cover expenses, collaborating with Budget Services Division regarding correct funding lines to prepare Request for Personnel Action (RPAs) and payroll time reporting, reviewing funding requests from schools for positions, materials, supplies and conference attendance, preparing budget adjustments to move monies from SIS to school accounts as needed, and requesting Budget Services Division to prepare staffing reports as requested by schools.

**Status of Incumbent:** Incumbent R. Garcia (EN 721538) is reachable on the Senior Secretary eligibility list and may be appointed to the reclassified position or be otherwise assigned.

**Effective Date:** August 31, 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. 12162**

**RECOMMENDATION(S):**

**CLASS TITLE:**

Coordinator, IT Organizational Change Management

**EFFECTIVE DATE:**

September 15, 2022

**GROUP, SERIES:**

Business Administrative Series, Executive/Administrative Group

**MONTHLY SALARY RANGE:**

\$8,722.17 \$9,209.56 \$9,709.98 \$10,241.68 \$10,807.23

**SALARY SETTING BASIS:**

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

**BACKGROUND:**

The Information Technology Division (ITD) requested the establishment of the proposed Coordinator, IT Organizational Change Management classification due to a need for the standardization and coordination of organizational change activities and communication involved with project implementation within the ITD project portfolio. The position will be located within Special Projects which currently has 80 active projects and over 250 applications. Therefore, the classification is needed to communicate and promote newly implemented projects and technology updates, facilitate transitional activities, and coordinate with involved personnel to ensure user acceptance of changes.

**BASES OF RECOMMENDATION:**

An incumbent in the proposed class of Coordinator, IT Organizational Change Management will facilitate an awareness for end users of any changes related to projects and applications, how to navigate those changes, and how those changes are intended to benefit operations. They will also be responsible for collecting and analyzing user acceptance testing data and communicating any challenges regarding user acceptance to leadership.

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

The recommended salary for the proposed classification is based on external market data and internal alignment considerations. Staff surveyed several public agencies and found that the most analogous classifications to be the Change Management Consultant at LACOE (top step \$128,952.00/yr), IT Manager of Organizational Change Management at County of Tulare (top step \$128,952.00/yr.), and Senior Organizational Change Management Specialist at Teacher Retirement System of Texas (top step \$119,523.00/yr. The geographically adjusted 75th percentile of the surveyed data is approximately \$128,451.50/yr. Internally, the proposed classification has a similar scope and level as other District classifications on the same salary range that are responsible for evaluating and providing guidance on organizational design and development, business processes and change management, operational efficiency, and strategic planning. Therefore, the salary range of \$8,722.17 - \$10,807.23/month (\$104,666.04 - \$129,686.76/year) is appropriate.

**RULE AMENDMENT(S):**

Final approval is to be given to the amendment of Rule 596, Overtime to include Coordinator, IT Organizational Change Management in the list of classes exempt from the overtime payment provisions of the rule.

## COORDINATOR, IT ORGANIZATIONAL CHANGE MANAGEMENT

### DEFINITION

Plans, develops, recommends, coordinates, and monitors the change management activities, promotion, and communication strategy for IT updates, projects, and initiatives.

### TYPICAL DUTIES

Collaborates with IT leadership, business departments, IT training staff, and other project stakeholders to develop, coordinate, implement, and monitor organizational change management plans, activities, and communications.

Conducts assessments, surveys, and focus groups to collect and analyze data on organizational readiness, change impact, and user acceptance.

Develops and recommends change management strategies and communication plans for IT projects based on analysis of change impact and various stakeholder input.

Collaborates with various organizational units, project teams, technical personnel, and school and business stakeholders regarding expectations, user needs, and successful implementation of technology and operational changes.

Provides recommendations to project leadership and senior administrators regarding prioritization and solutions as needed for project change management plans and changes to policy documents, bulletins, training materials, reference guides, and memoranda impacted by IT projects.

Facilitates the development and delivery of District-wide IT outreach campaigns.

Provides end user feedback and other relevant data to assist IT Training staff with the development and improvement of IT training programs.

Prepares reports and makes presentations to senior management on the change impact of new technologies, functionalities, upgrades, and enhancements to existing technologies.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Coordinator, IT Organizational Change Management collaborates and coordinates with various project stakeholders to develop and implement change management activities, strategies, and communications for IT projects.

The Senior Administrator, Enterprise Applications is responsible for all enterprise applications and other essential student and business applications and advises the Chief Information Officer on the technical strategy pertaining to these systems and services for the division.

A Technical Project Manager directs some of the activities involved in planning, development, and implementation of a major software applications system or directs all activities for a small software applications project.

## SUPERVISION

General supervision is received from the Senior Administrator, Enterprise Applications or designee. May supervise technical staff such as IT Business Efficiency Analysts and support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Change management concepts
- Project management methodology and principles
- Project Management software
- District standards and legal provisions pertinent to project management
- Various methods of presenting ideas to different audiences, including Division leadership, project teams, and site staff
- Development and implementation of technology initiatives
- Workflow process changes within project lifecycles
- Key principles and processes related to end-user communications, including conducting needs assessments and translations of complex technical prose into user-friendly language
- Methods of developing training activities and materials
- Methods of data collection and analysis
- Data analysis tools and programs
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements
- Basic principles of Information Technology
- Supporting IT systems, software, and hardware products

### Ability to:

- Work independently and cooperatively with Division leadership, technical personnel, training personnel, and school site staff
- Determine affected end-users and develop appropriate communication plans and supporting activities
- Facilitate meetings among business organizational units, technical personnel, and other stakeholders
- Assess new initiatives to determine impact on operations and training needs
- Build consensus between all involved parties within projects
- Communicate effectively orally and in writing to different audiences
- Prepare clear, concise reports, and make effective oral presentations
- Coordinate and participate in multiple projects while working effectively under pressure in meeting deadlines
- Compile and analyze data
- Stay abreast of current trends, industry best practices, and technical advancements
- Apply continuous improvement techniques and lessons learned to further improve change management policies, processes, and procedures

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Four years of experience in IT administrative analysis, IT business analysis, or IT project management that includes change management or training support for technology initiatives.

### Special:

Prosci Change Management Certification is preferred.  
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  
09-15-22  
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