
2. Approval of minutes of the meeting of September 19, 2019.

3. Receipt of minutes of the meeting of October 17, 2019.


CONSENT ITEMS

5. Ratification of Reclassification by Director’s Approval: APPROVED
   
   a. Position in Talent Acquisition and Selection Branch, from Human Resources Specialist II ($29.77737-37.09721/hr.) to Human Resources Specialist III ($37.85242-47.19729/hr.), effective October 16, 2019. (RDA 368, Human Resources Series)

   b. Vacant position in Talent Acquisition and Selection Branch, from Human Resources Specialist II ($29.77737-37.09721/hr.) to Human Resources Specialist I ($24.83937-30.96414/hr.), effective October 16, 2019. (RDA 369, Human Resources Series)

   c. Position at Gardena High School, Local District South, from Office Technician ($14.77250-20.51552/hr.) to Senior Office Technician ($17.41162-21.69396/hr.), effective October 2, 2019. (RDA 3023, Clerical Series)

6. Approval of revised Class Descriptions recommended, effective October 24, 2019: APPROVED

   Fleet-Parts Purchaser
   Nutrition Specialist
   Senior Nutrition Specialist
   Sign Language Interpreter
7. Authorization of Field of Competition in forthcoming examinations: **APPROVED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet-Parts Purchaser ($24.36100-30.46206/hr.)</td>
<td>Open; also promotional for all regular or retired employees of the District who</td>
</tr>
<tr>
<td>Nutrition Specialist ($34.60852-43.10482/hr.)</td>
<td>meet the entrance qualifications specified in the Class Description and who</td>
</tr>
<tr>
<td>Senior Nutrition Specialist ($38.62394-48.07481/hr.)</td>
<td>have served at least 130 paid days in regular status in the Classified Service or</td>
</tr>
<tr>
<td>Sign Language Interpreter ($35.64287-44.34498/hr.)</td>
<td>have permanent status in the Certificated Service. Dual Certification.</td>
</tr>
</tbody>
</table>

Class Descriptions dated October 24, 2019.

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. Disciplinary Appeals
      ➢ Health Care Assistant

   b. Examination Appeals
      ➢ Engineering Aide

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

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

    Health Care Assistant (Case 0653)

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

    Engineering Aide (Case 0028)
FLEET-PARTS PURCHASER

DEFINITION

Coordinates the distribution of and assists in the procurement of nonstock and stock parts, equipment, and materials for District fleet maintenance facilities.

TYPICAL DUTIES

Purchases nonstock and stock fleet parts, equipment, and materials under contractual agreement, or coordinates purchases between suppliers and the Procurement Services Division. Contacts suppliers to arrange for the repair of rebuildable vehicle parts and tools. Prepares and processes purchase orders for nonstock and stock District fleet parts and equipment, expedites late or partial deliveries and payments of invoices, and recommends cancellation of orders when delivery is not prompt or if contract terms are not fulfilled. Records costs of parts, equipment, materials, and outside repairs on repair orders. Develops sources for materials and services, and maintains catalogs, manuals, and records of suppliers from whom purchases have been made. Designates appropriate nonstock and stock parts substitutions and determines type by contacting suppliers. Evaluates the quality of parts and their conformity to specifications, determines the acceptability of parts substitutions, and advises mechanics regarding parts modifications. May inform Fleet-Parts Storekeepers on fleet maintenance and procurement services programs and procedures. May organize a District fleet parts storeroom by issuing and receiving equipment, parts, supplies, and other items used in the repair and maintenance of motor vehicles. May coordinate warranty recalls and campaigns. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fleet-Parts Purchaser is responsible for identifying sources for the purchase of nonstock and stock parts, equipment, and material for District fleet maintenance facilities.

The Fleet Maintenance Manager is responsible for supervising the District’s fleet preventative maintenance program for school buses, delivery trucks, passenger vehicles, and non-road maintenance equipment to ensure safety, dependability, and availability at all times.

A Fleet-Parts Storekeeper maintains District fleet parts storerooms in which parts, repair materials, and tools used in automotive garages are ordered, received, inspected, stored, and issued.

SUPERVISION

General supervision is received from the Fleet Maintenance Manager. Work direction may be exercised over employees in lower level technical and support classes. No supervision is exercised.
CLASS QUALIFICATIONS

Knowledge of:

- Purchasing and requisitioning procedures
- Price and sources of supply for fleet equipment and parts
- Maintenance and repair of heavy duty vehicles and equipment
- Parts of automobiles, heavy automotive equipment, internal combustion engines, and miscellaneous power units
- Nomenclature and use of tools and equipment used in a fleet repair shop
- Computerized recordkeeping procedures including but not limited to the use of Maintenance Control Management Systems (MCMS)
- Fleet trade manuals and parts catalogs
- Utilization of spreadsheet, word processing, and email computer software programs

Ability to:

- Learn prices, sources of supply, and purchasing procedures involved in obtaining telephone bids
- Purchase fleet equipment, parts, and materials, and expedite delivery of overdue purchase orders
- Determine the interchangeability of fleet parts
- Work effectively with suppliers and District employees
- Keep accurate records and complete requisitions and work order forms

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

- Two years of experience in ordering, invoicing, receiving, inspecting, storing, issuing, and maintaining a District fleet parts storeroom to include heavy duty fleet parts and equipment, preferably including use of a computerized inventory control system.

Special:

- A valid California Driver License and the availability of private transportation, or the ability to use 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.

Revised 10-24-19

District Notification Date: 02-11-19

Union Notification Date: 02-11-19

JPK
NUTRITION SPECIALIST

DEFINITION

Develops and analyzes menus and recipes, schedules tests and recommends foods and related products for purchase, serves as a technical resource in matters of nutrition, and provides technical guidance over the operation of various District food service programs to ensure compliance with federal, State, and local nutritional requirements and standards.

TYPICAL DUTIES

Develops and tests recipes and menus for foods served in District food service programs and schedules taste tests and menu samplings. Analyzes menu for nutritional content, costs, and student acceptability, and provides student menu placement recommendations to Food Services administration, in order to recommend placement on student menu.

Develops special diets for students and orders specialty items and ingredients. Participates in planning the use of government donated nutrition education reinforcement items and food commodities in menus and recipes.

Participates in estimating, ordering, and planning the use of commodity foods in menus and recipes. Prepares written instructions, memoranda, and bulletins pertaining to the administration of food service and nutrition education programs, including development of menu patterns, recipes, price and portion schedules, policies, and guidelines for the maintenance of quality and nutritional value in the preparation of foods.

Recommends and implements the establishment of changes in specifications and quality control procedures used to test new foods and related products prior to purchase.

Participates in food related bids as part of the source selection committee; including evaluating items, and developing specifications. Makes recommendations on the purchase of new foods and related products and conducts tests to insure conformance with original samples. Assists with evaluating new products for nutrition and costing, performs calculations to ensure that products adhere to USDA meal patterns and meet all LAUSD requirements; and with administrative approval, sends requests for pricing to existing vendors and makes recommendations on the purchase of new food items.

Utilizes approved formulas to determine if new products are compatible with meal cost limitations and may recommend selling prices. Monitors District food service programs to insure adherence to federal, State, and local nutritional requirements and maintains appropriate records.

Visits cafeterias and other food service sites to provide technical assistance to personnel in selecting, ordering, preparing, and serving foods. Plans for the use of surplus food in menus, and orders surplus foods when offered. Serves as a technical resource on matters of nutrition, including presenting information to students, teachers, parents, advisory groups, regional nutrition councils, and others. Plans, develops, and conducts in-service training programs for food service employees and other personnel.

Conducts research into new developments in foods and related products and methods of food preparation and service, and recommends changes in the District's food service programs. Works with students, teachers, food service personnel, vendors, and others in developing and introducing new foods and related products.
Composes reports and publications which are provided to District personnel, students, and parents. Provides forecasting of usage of perishable or nonperishable items to District warehouses and outside vendors. Coordinates deliveries of products with District warehouses, outside vendors, and District central production facilities. Assists with reviewing provided inventory list for high volume items at District warehouses, District central production facilities, and outside vendors; and adjusts menus as needed with administrative approval. Resolves complaints received on product quality or delivery service to schools, District warehouses, or central kitchens; and gathers information from initial inquiries related to food recalls and informs schools. Assists with investigating reports of food-borne illness, quality control, and quality assurance complaints from schools and prepares written reports with recommendations as needed. May perform other tasks involved with food service programs in schools and early education centers, such as identifying and correcting irregular costs and reviewing and recommending changes in performance, staffing, and equipment standards. May supervise the work of Food Service Workers in preparation and testing of food samples. May arrange for laboratory testing of food items. May order food and supplies in connection with special events or programs. May visit cafeterias and other food service sites to provide technical assistance to personnel in selecting, ordering, preparing, and serving foods. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Nutrition Specialist develops and analyzes menus and recipes; tests and recommends foods and related products for purchase; prepares reports; monitors food service programs to ensure compliance with federal, State, and local requirements and standards; and provides nutrition information to food service employees, school administrators, students, parents, and community groups.

A Senior Nutrition Specialist plans, supervises, and participates in the nutrition activities of the Food Services Division which include developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications and nutrition education activities, recommending products to be purchased, and providing technical guidance and training to District employees and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the District.

A Food Services Staff Aide assists in and conducts studies related to food services and operations of the Food Services Division.

SUPERVISION

General supervision is received from the Senior Nutrition Specialist. Functional supervision may be exercised over the work of Food Services Staff Aides and Food Service Workers. Technical supervision may be exercised over various District food service programs.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of nutrition
- Foods, their nutritive value, and balanced menu preparation
- Quality and quantity food selection and preparation, including menu and recipe development and analysis
- Food testing methodology and equipment
Federal, State, and local regulations pertaining to school meals and child nutrition programs
Methods and principles of training
Correct selection, testing, utilization, and care of food service equipment
Food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP)
Food technology
Experimental foods
Food quality control
Microsoft Word, Excel, Access, and PowerPoint, and Filemaker

Ability to:

Conduct food research
Analyze nutritional content of menus and recipes including special diets
Analyze financial data from cafeteria operations and make recommendations to improve operational efficiency
Lead meetings and discussion groups relative to nutrition and school meal policies
Work effectively with food service personnel, vendors, and others
Analyze test data and make recommendations
Conceptualize and implement new product ideas
Communicate effectively, both orally and in writing
Operate a computer including proficiency in word processing and spreadsheets
Use nutritional analysis software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelors degree in foods and nutrition, dietetics, food science, or didactic dietetics, nursing, biology, or health science.

Experience:

Two years of technical experience in the field of nutrition, dietetics, or implementing child nutrition programs.

Special:

A Registered Dietitian license is required.
A valid California Driver License.
Use of an automobile.
A valid “ServSafe Food Protection Manager Certificate” issued by the National Restaurant Association or equivalent certificate is required.
A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.
A valid Food Protection Manager Certificate from an American National Standards (ANSI) accredited organization.

SPECIAL NOTES

A Registered Dietitian license 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 the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
10-24-19
JXC

District Notification Date: 08-27-19
Union Notification Date: 10-07-19
SENIOR NUTRITION SPECIALIST

DEFINITION

Plans, supervises, and participates in the nutrition activities of the Food Services Division, which includes supervising lower-level staff, providing technical expertise for developing training in the subject of nutrition, nutrition education; overseeing the menu and recipe development process; developing vendor relationships; and assisting Procurement Services Division to develop, monitor and adjust the inventory process for the food and supply chain at the warehouse; and providing technical guidance to food services programs to ensure compliance of food services programs with federal, State, and local requirements and standards.

TYPICAL DUTIES

Plans and supervises the development, testing, cost analysis, and revision of recipes and menus. Maintains current specifications for food and related products used by District cafeterias. Assists Procurement Services Division to develop, monitor, and adjust the inventory management of the Food Services food and supply chain.

Oversees the planning, and supervises Nutrition Specialists, regarding the use of donated commodities in menus and recipes and coordinates Food Services Division activities with the Procurement Services Division regarding the availability of commodities and menu requirements and planning.

Confers with and advises vendors of new food programs and service requirements, evaluates vendor services and products, and compiles lists of approved direct service vendors.

Makes recommendations on the purchase of foods, instructional materials, supplies, and related products based on employee and student evaluations.

Supervises and is responsible for the preparation of written instructions, memoranda, and bulletins pertaining to the administration of food service and nutrition education programs, including development of menu patterns, recipes, price and portion schedules, policies, and guidelines for the maintenance of quality and nutritional value in the preparation of foods.

Plans and supervises the monitoring of District food service and nutrition education programs to ensure conformity with federal, State, and local nutritional requirements, and supervises the maintenance of appropriate records.

Serves as a technical resource on matters of nutrition, including planning, supervising, and conducting nutrition training programs for District employees, students, parents, community groups, and others.

Responsible for the engagement of studies on new developments in foods and related products and supervises the Nutrition Specialists in the development of methods of food preparation and service.

Coordinates new product reviews and recommends changes in food services programs.

Responsible for the nutrient analysis of menus and recipes by ensuring the menus and recipes served to students meet the USDA, CDE, and local requirements for receiving reimbursable meals.

Responsible for the cost analysis of menus and recipes to ensure the menus and recipes served to students meet the budget requirements set by the Director of Food Services and the Café LA fiscal team.

Prepares reports on food testing, evaluation programs, and the progress of nutrition activities of other Food Services Division operations.

Evaluates the need for individual and group training and develops the training program for all Nutritionists.
Ensures the quality control and quality assurance program is compliant and implemented by all staff responsible for procuring, purchasing, cooking and serving food.

Works with the Branch HR Manager to coordinate and supervises training provided by Nutrition Specialists.

May coordinate, implement, and monitor program budgets and related program requirements.

May develop and conduct educational presentations for District staff, parents, students, and the community.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Nutrition Specialist plans, supervises, and participates in the nutrition activities of the Food Services Division which includes developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications and nutrition education activities, recommending products to be purchased based on student and employee feedback, and providing technical guidance and training to District employees and others to ensure compliance with nutritional requirements of governmental regulatory agencies and the District.

A Regional Food Services Manager plans, directs, reviews, and supervises all food services operational, training, and human resources activities within a Local District local Educational Service Center, and participates in District wide menu development activities.

A Nutrition Specialist develops and analyzes menus and recipes; tests and recommends foods and related products for purchase; prepares reports; monitors food service programs to ensure compliance with federal, State, and local requirements and standards; and provides nutrition information to food service employees, school administrators, students, parents, and community groups.

SUPERVISION

General direction is received from a Deputy Director of Food Services. Supervision is exercised over Nutrition Specialists, Food Services Staff Aides, and other lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices involved in the supervision, organization, and operation of nutrition activities
- Principles of nutrition
- Foods, their nutritive value, and balanced menu preparation
- Utilization of government donated food commodities and nutrition education reinforcement items
- Quality and quantity food selection and preparation, including menu and recipe development and analysis
- Food preparation costs, portion, and quality control methods
- Nutritional analysis of meals
- Food testing methodology and equipment
- Federal, State, and local regulations pertaining to school meals and child nutrition programs
- Methods and principles of training employees
- Concepts relating to adult learning
- Correct selection, testing utilization, and care of food service equipment
- Food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP)

Microsoft Word, Excel, Access, and PowerPoint, and Filemaker
Ability to:

Plan, schedule, and supervise the work of employees
Analyze and make changes in the nutritional content of menus, recipes, and nutritional programs
Conduct meetings and discussion groups
Develop and maintain records, make mathematical computations, perform cost analysis, and prepare reports
Work effectively with food service personnel, school administrators, other employees, students, vendor representatives, parents, contractors, and community groups
Plan, develop, and conduct effective training programs to large groups of stakeholders
Communicate effectively orally and in writing
Use nutritional analysis software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree in foods and nutrition, dietetics, food science, or didactic dietetics, nursing, biology, or health science. A master’s degree in an aforementioned area is preferable.

Experience:

Three years of professional experience in the field of nutrition, dietetics, or implementing child nutrition programs. Supervisory experience is preferred.

Special:

A Registered Dietitian License is required.
A valid California Driver License.
Use of an automobile.
A valid "ServSafe Food Protection Manager Certificate" issued by the National Restaurant Association or equivalent.
A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.
A valid Food Protection Manager Certificate from an American National Standards (ANSI) accredited organization.

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

Revised
10-24-19
JXC

District Notification Date: 08-27-19
Union Notification Date: 10-07-19
SIGN LANGUAGE INTERPRETER

DEFINITION

A Sign Language Interpreter facilitates communication between deaf or hearing-impaired students who are deaf or hard-of-hearing and hearing instructors, staff members, and peers within an educational environment; and works with the educational team to provide scaffolding and improve the student’s signing capacities using any of a variety of sign or manual and verbal communication systems such as American Sign Language (ASL) in a highly proficient manner, reflecting the affect of the speaker and/or signer.

TYPICAL DUTIES

Interprets between students who are deaf or hard-of-hearing impaired students and English speakers at a regular conversational rate in a variety of educational settings, including but not limited to, classroom lectures and activities, group discussions, assemblies, and counseling sessions; meanwhile accommodating student language gaps and acting as their language model, using various sign language systems and voice interpretation at a normal conversational rate.

Interprets at off-campus activities such as field trips, job interviews, and co-curricular activities.

Confers with students, faculty and staff to utilize common develop new signs for academic technical subject matter that exists in the local educational community; and may develop new signs as needed.

Provides voice interpretation for individuals who are deaf or hard-of-hearing-impaired individuals and hearing individuals in order to ensure that communication is met between all individuals, as needed.

Participates in Utilizes standardizing signs used in the educational setting and community.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Sign Language Interpreter provides communication through the use of sign-to-English and English-to-sign skills, using manual sign systems such as American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English in a highly proficient manner; and works with the educational team to provide scaffolding to improve the student’s signing capacities.

An Instructional Aide for Deaf or Hearing-Impaired Students assists deaf or hearing-impaired students through the use of sign language or oral interpretation by presenting educational materials and exercises related to classroom instruction, imparting social attitudes and behaviors, and assisting students in procedures related to education and employment. A Deaf and Hard-of-Hearing Instructional Aide is a deaf employee who is assigned the same duties.

An Instructional Aide for Students Who Are Deaf and Hard-of-Hearing assists students who are deaf and hard-of-hearing through the use of sign language or oral communication methods by presenting educational materials and exercises related to classroom instruction. A Deaf and Hard-of-Hearing Instructional Aide is an employee who is deaf or hard-of-hearing who is assigned the same duties.
SUPERVISION

General supervision is received from a site administrator or designee. General and technical supervision is received from a certificated specialist. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Expressive and receptive forms of sign language systems which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English
Interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings
Guidelines for Professional Conduct for Educational Interpreters, including The Registry of Interpreters for the Deaf Interpreter Code of Ethics, Registry of Interpreters for the Deaf (RID)/ National Association for the Deaf (NAD) Code of Professional Conduct (COPC), and Educational Interpreter Performance Assessment (EIPA)
Language development
Deafness and foundational concepts of deaf culture

Ability to:

Interpret and communicate fluently and with high proficiency in American Sign Language the sign language system as appropriate to the individual needs of the students
Ascertain, assess and adjust to students' language abilities while scaffolding to increase the students' vocabulary and comprehension and their preferred sign language system
Maintain confidentiality and impartiality
Understand and carry out written and oral instructions
Convey information promoting the awareness of the unique needs of, and issues pertinent to, individuals who are deaf or hard-of-hearing-impaired persons
Understand and express common academic technical and vernacular expressions used in the classroom in a clear manner
Demonstrate sensitivity to the communication process between individuals who are deaf or hard-of-hearing-impaired persons and the needs of the persons involved in that process
Establish and maintain positive interpersonal relationships with others
Speak and write English clearly and effectively

Special Physical Requirements:

Hearing acuity sufficient to understand information to be interpreted in a variety of educational environments
Facial dexterity to produce readable mouth movements for specific American Sign Language expressions
Manual dexterity to produce readable American Sign Language through movement of fingers and arms
Visual acuity to see information to be voiced (such as sign language and facial expressions)
ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in providing sign-to-English (receptive skills) and English-to-sign (expressive skills) interpreting in one or more sign systems/languages is preferable.

Special:

As required by Title 5 of California Code of Regulations, Language Interpreters employed as of January 1, 2007, must possess valid RID certification or equivalent.

Sign Language Interpreters who do not meet the above requirement must comply with the following:

By July 1, 2008, Sign Language Interpreters employed must possess valid RID certification or have achieved a score of 3.0 or above on the EIPA, the NAD/ACCI assessment, or equivalent.

By July 1, 2009, Sign Language Interpreters employed must possess valid RID certification or have achieved a score of 4.0 or above on the EIPA, the NAD/ACCI assessment, or equivalent.

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

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

Revised
10-24-19
JXC

District Notification Date: 08-22-19
Union Notification Date: 09-06-19