
2. Approval of minutes of the meetings of October 24, 2019 and November 7, 2019.

3. Receipt of minutes of the meeting of November 21, 2019.

4. Administration of Oath of Office of Commissioner Devin Osiri by Jefferson Crain, Executive Officer of the Board of Education.

**CONSENT ITEMS**

5. Ratification of Reclassification by Director’s Approval: **APPROVED**
   
a. Position in the Office of the Inspector General from Investigator ($38.19335-47.59286/hr.) to Senior Investigator ($42.67097-53.14686/hr.) effective November 20, 2019. (RDA 13, Accounting Series)

6. Approval of revised Class Descriptions recommended, effective December 5, 2019: **APPROVED**

   - Legislative Advocate
   - Local Control Accountability Plan Administrator
   - Senior Advisor to the Superintendent
   - Test Services Coordinator

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>Legislative Advocate ($10,252.85-12,782.46/mo.)</td>
<td>Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service. Dual Certification.</td>
</tr>
<tr>
<td>Local Control Accountability Plan Administrator ($11,933.38-12,584.98/mo.)</td>
<td></td>
</tr>
<tr>
<td>Class Descriptions dated December 5, 2019.</td>
<td></td>
</tr>
</tbody>
</table>

   | Test Services Coordinator ($29.44918-36.73060/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. |
   | Class Descriptions dated December 5, 2019.        |                |
8. It is recommended that the following reclassification action be ratified: **APPROVED**  

Case 11685

9. a. Title Change for the class of Central Shops Supervisor. (Case 11677) **REJECTED**

b. Approval of class description recommended, effective December 5, 2019: **REJECTED**

   Facilities Maintenance Supervisor

c. Authorization of Field of Competition in forthcoming examinations: **REJECTED**

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Maintenance Supervisor ($48.98993/Flat rate)</td>
<td>Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.</td>
</tr>
</tbody>
</table>

   Class Description dated December 5, 2019.

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

11. 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 - 1½ 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.

12. **Recess to Closed Session in Accordance with Provisions of the Government Code (Section 54957) to Consider:**

   a. Disciplinary Appeals
      - Early Education Center Aide I
      - Heavy Bus Driver
   b. Examination Appeals
      - Job Order Contracting Specialist II
      - Out-of-School Regional Director
      - Senior Plumber
13. Reconvene Regular Session and report of actions taken in Closed Session.

14. Consideration of the recommendation of the Hearing Officer on the Disciplinary Appeal for:
   Early Education Center Aide I (0259)

15. Consideration of the recommendation of staff on the Disciplinary Appeal for:
   Heavy Bus Driver (0137)

16. Consideration of the recommendation of staff on the Examination Appeals for:
   Job Order Contracting Specialist II (Cases 0035 and 0036)
   Out-of-School Regional Director (Case 0037)
   Senior Plumber (Case 0038)
LEGISLATIVE ADVOCATE

DEFINITION

The Legislative Advocate assists the Director of Legislative Affairs and Government Relations in the planning, development, and implementation of strategies regarding proposed legislation and regulatory issues including advocacy of the District’s interests with legislators and other governmental officials.

TYPICAL DUTIES

Assists in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect the District’s instructional programs, administration, or fiscal policies.

Analyzes and monitors legislation, provides necessary counsel and advice, and acts as liaison to government officials and their staff.

Contributes to the formulation of a District position on proposed legislation based on Board of Education policy and responses solicited from District personnel.

Assists with the planning, development, and implementation of strategies for the passage, defeat, or amendment of legislation and regulations of interest to the District.

Meets with individual legislators, lobbyists, and representatives from state and federal agencies to present the District’s positions and concerns regarding legislative and regulatory proposals.

Serves at the direction of the Assistant Superintendent, Office of Legislation, Director of Legislative Affairs and Government Relations as a district representative to the State Legislature, U.S. Congress, and various state and federal agencies.

Prepares and presents testimony before various state and federal committees and agencies regarding the District’s position on various items of legislation, regulations and funding proposals.

Supervises operations of the Sacramento and Los Angeles District legislative offices in Assistant Superintendent’s absence.

Assists with the development and coordination of short-term and long-term strategic initiatives to advance the District’s legislative agenda.

Assists with the preparation of advocacy materials and communication pieces for internal and external audiences.

Maintains a consistent line of communication with the Superintendent and Board offices District personnel.

Provides materials regarding designated legislative matters to organizational units of the District affected by legislation and assists District personnel in seeking the units in the solutions to educational problems created by legislation or regulations.

Manages a master calendar that tracks hearings, testimony, and other items of importance to the District legislative advocacy agenda program.

Assists in efforts to acquire grants from the local, state and federal levels of government on behalf of the District.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Legislative Advocate assists in the development of proposed legislation and regulations and represents the District in presenting information to state and federal legislators and other governmental officials.
SUPERVISION

Administrative direction is received from the Assistant Superintendent, Legislation Director of Legislative Affairs and Government Relations. General supervision may be exercised over lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- The organization, functions, and goals of the District, including its educational programs, fiscal policies, procedures and staff
- The laws and regulations that determine educational policies and practices
- The legislative process at the city, county, state, and federal government levels; including knowledge of the structure, procedures, and rules of city, county, state, and federal legislative bodies, their informal structure, and lines of communication needed to initiate action
- Educational research in the areas of curriculum, teacher preparation, and child growth and development

Ability to:

- Write in a clear, concise and effective manner
- Interpret and recognize the implications of proposed or existing city, county, state or federal legislation and policies relating to the instructional programs, administration, and fiscal policies of the District
- Establish rapport with, obtain cooperation from, and motivate a variety of individuals and groups
- Resolve opposing perspectives from District staff
- Coordinate special studies and conduct research in the field of legislation
- Communicate effectively and persuasively on highly technical and/or sensitive issues
- Work effectively with legislators, government officials, lobbyists, District personnel, community representatives, and students using tact and good judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university. An advanced degree in education, political science, or law degree and/or passage of the bar exam is desirable.

Experience:

At least two years of successful full-time service in (a) position(s) requiring knowledge of the legislative process, understanding of laws and regulations, and contact with government officials.

Significant successful service in a position requiring knowledge of educational administration, financing, programs, and services as well as participation in legislative advocacy as a part of previous work experience is desirable.

Special:

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

SPECIAL NOTE:

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District’s Conflict of Interest Code.

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

Revised 12-05-19

District Notification Date: 11-26-19

SH
LOCAL CONTROL ACCOUNTABILITY PLAN ADMINISTRATOR

DEFINITION

Administers, plans, organizes, coordinates, develops, and administers the District's Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) work.

TYPICAL DUTIES

Administers, coordinates, develops, and implements the framework, processes, and policies of the district-wide LCAP and school-site local accountability model.
Directs, coordinates, and participates in the internal steering committee tasked with developing LCAP for the District and ensures that key deadlines are met.
Directs the development, implementation, and project management of outreach and communications to all stakeholders, including budget documents, policy guideline development and the annual review of the TSP justification plans, for compliance with state regulations and District policy.
Renders expert counsel and advice to Senior Management.
Develops and interprets District policies as they relate to state laws governing the LCFF and LCAP.
Collaborates with the Office of Government Relations to effectively work with the California Department of Education and State Board of Education regarding LCFF and LCAP compliance and legal issues that impact the District.
Coordinates the analysis of legislation and formulation of District's position on issues related to the LCFF and the LCAP and ensures that the LCAP is meeting all the requirements.
Liaises and coordinates with the Parent and Community Services Branch (PCSB) on parent advisory committees mandated by the Local Control Funding Formula.
Prepares and presents drafts of the Local Control Accountability Plan for the Superintendents, senior staff, stakeholders, and the public.
Represents the District at education related organizations, agencies and community groups in problem solving conferences with parents, community, and governmental representatives, and District and Board of Education staff.
Prepares materials to inform board members and senior staff on the development of LCAP.
Directs the preparation of a proposed annual budget for functional areas of responsibility.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Local Control Accountability Plan Administrator administers, plans, coordinates, develops, and administers the District’s LCAP and assists in ensuring that the District is meeting all the legal requirements of LCAP.

The Chief Financial Officer is the executive responsible for the direction of the financial activities of the District. The Deputy Chief Financial Officer assists in managing the financial services of the District, participates in the planning and implementation of policies and programs, and acts as Chief as required.

The Budget Policy Analyst typically performs complex work requiring analytical and writing skills with emphasis on different methods of budgeting rather than implementation of current budgeting practices.

SUPERVISION
Administrative direction is received from an executive, the Chief Financial Officer. Supervision may be exercised over Program and Policy Development Coordinators, Budget Policy Analysts, Financial Analysts, and other lower level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District policies, procedures, programs, objectives, and organizational structure
- Research and analysis techniques
- Supervisory principles and practices
- Public relations principles
- Concepts and business applications of data management systems and procedures
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that relate to the LCAP and LCFF
- LCAP and LCFF and how it applies to the District
- Effective management and supervisory principles and techniques

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Understand proposed and existing state and federal legislation to assess its potential impact on the District
- Make effective evaluations of subordinates' performance

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree preferably in education, public policy, public or business administration, law, or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of professional level experience analyzing and making recommendations to executive staff for the solution of complex problems related to legislation of programs, organizational policies and procedures, budget and finance, or complex processes and systems. Two years of the aforementioned experience must be in a management level position.

Special:

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

SPECIAL NOTES

Los Angeles based; may be required to travel to Sacramento

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. 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
12-05-19
PJO
SENIOR ADVISOR TO THE SUPERINTENDENT

DEFINITION

Responsible for assisting the Superintendent of Schools by overseeing operational activities and functions through assigned departments and participates in the development and implementation of policies and programs at the executive level.

TYPICAL DUTIES

- Represents and acts on behalf of the Superintendent.
- Oversees, reviews, and provides guidance on the administration of District services through executives, managers, and staff engaged in information technology, district operations, data and accountability, KLCS, and enterprise governance functions.
- Reviews and provides guidance on the District’s facilities management functions.
- Assists the Superintendent of Schools in the development and control of the goals and objectives in accordance with District initiatives, makes recommendations, and directs and implements changes.
- Determines service delivery levels by addressing and assessing the needs of the District.
- Researches and develops additional revenue sources and determines areas of potential cost reduction, revenue enhancements, or program improvements.
- Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to areas of oversight.
- Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions affecting facilities, district operations, data and accountability, enterprise governance, KLCS, and information technology services of the District.
- Recommends the implementation of goals and objectives.
- Evaluates the efficiency and effectiveness of business services and evaluates administrative and executive personnel.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Advisor to the Superintendent assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.

The Chief Facilities Executive is the administrator responsible for the District’s facilities construction and school utilization programs and the maintenance of building and grounds.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

SUPERVISION

The Senior Advisor to the Superintendent reports to the Superintendent of Schools and may receive administrative direction from the Deputy Superintendent, Business Services and Operations on business related matters and may provides administrative direction to senior executives.
CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, public administration, budget preparation and expenditure control
- Administrative principles and methods, including goal setting, programs, and budget development and implementation
- Modern management theory
- Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community
- Collaborative problem solving methods
- School and District organization, operations, policies and objectives
- Computer system capabilities and methods applicable to a wide variety of services
- Principles of training, employee evaluation, collective bargaining and employee relations
- Principles of public relations
- Collective bargaining law, labor agreement negotiations and merit-system personnel
- Federal, state, and local legislation as it applies to all functional areas of responsibility

Ability to:

- Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Analyze complex problems, identify solutions and implement plans to solve problems
- Produce results and quality work personally and through subordinates
- Represent the District before the public in a proactive and media-sensitive manner
- Resolve conflicts and promote cooperation
- Provide leadership to multiple, complex divisions
- Communicate effectively orally and in writing with persons at various levels of understanding
- Establish and maintain effective relationships with elected officials, District administrators and those of other public and private organizations, union officials and employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor’s degree. A graduate degree in business or public administration, law, or a related field is preferable.

Experience:

Seven years of business, legal, or operations experience at the executive or management level. Two years of the required experience must have included implementation and/or development of strategic plans for a large public organization.

Special:

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

SPECIAL NOTES

1. Senior Management classification
2. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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.

Reestablished
12-05-19
KG
TEST SERVICES COORDINATOR

DEFINITION

Provides administrative assistance, supervises and coordinates clerical operations and procedures related to recruitment, new employee processing, and employment assessments and direction related to test services coordination.

TYPICAL DUTIES

Develops and recommends procedures and assists in planning and implementing systems for scheduling, administering, and scoring employment assessment tests.

Oversees the scheduling of individuals to be processed for employment with the District and the scheduling of employment testing including the maintenance of the master test schedule, the reservation of testing sites, the scheduling of proctors, and the scheduling of candidates.

Oversees and participates in the processing, analysis, retention, and generation of reports from data maintained in various computerized systems including such as SAP eRecruiting, SIGMA applicant tracking, and TMS (test management systems), networked database for test part scheduling and scoring, databases for special test programs and Filenet electronic content management system for document retention.

Supervises support staff through subordinate supervisors and provides general oversight of administrative functions, including supervision of records maintenance, provisions of staff training and orientation of new staff and team units devoted to recruitment, test preparation, test administration, and test scoring.

Prepares and distributes information on employment tests scheduled and provides access building keys to staff for offsite testing facilities.

Makes recommendations and provides rationale for staff rotation and organizational changes, conducts interviews to fill existing vacancies among support staff, track attendance and performance of staff, conducts performance evaluations, prepares for and conducts counseling and disciplinary meetings related to support staff job performance.

Assists in preparations for high-level employment assessment processes involving particular urgency, complex scheduling details, travel or teleconferencing arrangements with candidates and/or rates, and rater acquisition.

Conducts telephone surveys or special studies using the Internet to obtain information on the purchase or leasing of office equipment, supply purchase, printing services.

Participates in Branch-wide planning activities, with responsibility for preparation, distribution and implementation of information, instructions, and assignments to support staff in recruitment, test preparation, test administration, and scoring activities.

Explains policies and procedures and speaks on behalf of the Branch heads as directed in personal and telephone contacts and specified meetings.

Monitors and provides supporting data for preparation of the annual Branch budget and Branch monthly, quarterly, and end-of-the-year report, and compiles data relating to functions within the scope of responsibility as requested by management.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Test Services Coordinator assists an administrator by assuming responsibility for administrative details related to clerical operations and procedures regarding the employee selection process, recruitment, and new employee processing.
An Administrative Assistant performs staff duties to relieve an administrator of details relative to clerical procedures and methods, budget preparation and control, or other areas of business operations of an organizational unit.

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

A Chief Clerk supervises a large, multi-unit clerical staff; coordinates a complex and varied work flow; and assists an administrator in planning and managing support services. This class is characterized by the requirement for initiative based upon technical knowledge, and knowledge of policies and precedents.

A Principal Personnel Clerk is responsible for supervising and coordinating a variety of personnel-clerical activities of a major department. A Principal Personnel Clerk supervises a larger number of personnel in various units and coordinates more complex activities than a Supervising Personnel Clerk. Positions in this class also function as clerical office managers.

SUPERVISION

General direction is received from the Assistant Director, Personnel Personnel Manager or designee. General supervision is exercised over clerical staff. Functional supervision may be exercised over work performed by clerical staff at other physical locations.

CLASS QUALIFICATIONS

Knowledge of:

- Office practices and procedures particularly as related to use of office equipment, computer systems and software, Internet searches, work flow, work simplification, scheduling, record keeping and organization of groups of employees providing clerical and administrative support
- Employee training and orientation, supervision, performance appraisal, and Personnel Commission
- Rules and collective bargaining contract provisions relating to clerical work performance and discipline
- Organization, activities, and key personnel of the Los Angeles Unified School District Rules, regulations, policies and procedures applicable to merit system recruitment and employment in the Classified Service
- Interviewing techniques and practices
- Examination and employee processing procedures
- Recruitment sources and techniques

Ability to:

- Plan, organize, direct, delegate and review the work of a staff providing clerical and administrative assistance and attend to details related to test services coordination
- Interview, supervise, train, and evaluate employees
- Identify and recommend space modifications and equipment acquisitions to improve workflow and work efficiency
- Schedule and oversee arrangements for test dates, sites, proctors, travel, and other special activities or events
- Interpret, implement and apply rules, regulations, policies and procedures
- Conduct telephone surveys, special studies, and Internet research related to recruitment, testing, salary, classification and related matters
- Use the Internet and operate a variety computer systems and programs such as SAP
eRecruiting, TMS (Test Management Systems), SIGMA, word processing, spreadsheet and databases, and Filenet
Establish and maintain effective working relationships with District staff and administrators, members of the public, and representatives of other agencies
Analyze, devise, recommend and implement appropriate clerical procedures and make suggestions to improve Branch-wide operations
Compile clear, concise reports
Remain current on the status of a wide range of projects and information and work under pressure of regular weekly deadlines and urgent special project deadlines
Obtains and impart detailed information orally and in writing in a clear, appropriate manner
Use sound judgment in making timely decisions and in solving problems within areas of assigned responsibility
Keep information confidential

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Additional courses and training related to office management and supervision; Internet and computer use; public, business, or personnel administration; interviewing; business communication; and customer service are desirable.

Experience:

Four years of experience which include:

Two years in performing duties related to recruitment, employment test preparation, employment test administration, and/or employment test scoring with the Los Angeles Unified School District.
Two years in the use of computer systems and programs.
Two years in an supervisory office management position.
Required years of experience may be concurrent.

Four years of clerical experience which includes two years of personnel clerical work and two years of supervision.

Special:

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

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised 12-05-19
District Notification Date: 11-5-19
Union Notification Date: 11-5-19
SH
TO: THE PERSONNEL COMMISSION

FROM: KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT: RECLASSIFICATION REPORT

It is recommended that the following reclassification action be approved:

From: Administrative Analyst (cc5073) $35,536.96-44,267.68/Hr

To: Principal Administrative Analyst (cc5101) $7,158.05-8,920.10/Mo

Location: Accounting Controls Branch, Accounting and Disbursements Division

Incumbent: A. Ines (676722) (30091531)(Cost Center 1055901)

Reason for Reclassification: The subject position has been assigned duties that meet the class concept of Principal Administrative Analyst in that the incumbent has been assigned responsibility for planning, and facilitating annual external financial and compliance audits of District schools. This includes the completion of the Audited Annual Financial Report by managing and supervising the collection of supporting documents; first level review, follow up, and resolution of audit issues; and the coordination, response and documentation of corrective actions if required in relation to audit findings. Responsibilities also include participating in the analysis of complex audit guidelines related to financial, state, and federal compliance and interpreting to stakeholders; developing procedures to acquire and extract auditor requested documents and to report data; and identifying improvements and potential methods of internal control and making recommendations to senior management. The position is assigned an Accounting Analyst and an Accounting Technician II to supervise.

Status of Incumbent: Incumbent A. Ines (EN676722) is reachable on the current eligibility list for Principal Administrative Analyst and may be appointed to the reclassified position, or be otherwise assigned.

Effective: November 20, 2019

RGK/SD

c: Talent Acquisition and Branch
   Classified Employment Services Branch
   Files Unit
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO THE PERSONNEL COMMISSION

FROM KARLA M. GOULD, PERSONNEL DIRECTOR

SUBJECT TITLE CHANGE OF A CLASS IN MAINTENANCE AND OPERATIONS

RECOMMENDATIONS:

It is recommended that effective December 5, 2019:

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

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

BASES OF RECOMMENDATION:

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

STATUS OF INCUMBENT(S):

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

RGK/HV

Case 11677

December 5, 2019
CENTRAL SHOPS FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

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

TYPICAL DUTIES

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

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

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

Schedules projects according to indicated priorities and staffing levels.

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

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

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

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

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

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

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

Monitors the fiscal management of the unit.

Allocates resources for projects.

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

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

Evaluates staff performance and conducts progressive discipline procedures when needed.

Applies provisions of collective bargaining agreements.

Approves employee time records and mileage reports.

Orders tools, materials, and equipment.

Enters work order and requisition data utilizing computer systems.

Ensures compliance with procurement procedures.

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

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

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

May participate or assist in obtaining contracts from private vendors.

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

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

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

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Special Physical Requirements:

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

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

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

Special:

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

SPECIAL NOTE

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

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

Revised and Title Change
12-05-19
Union Notification: 7/18/19